

Arrangements for on-site learning in September – information for parents and students**Context**

- Schools have been directed to fully reopen in September for all students
- Rotas and part time arrangements for students are not allowed
- The Secretary of State has said 'Education is not optional'
- The school will be responding to the guidance provided by the Department for Education and Public Health England
- Adhering to a 'system of controls' and building upon the 'hierarchy of protective measures' that have been in use throughout the coronavirus outbreak – DfE guidance
- The essential 'system of controls' provides a set of principles that will effectively minimise risk
- In the event of a confirmed case the school will implement LA guidance regarding compliance with health protection team protocols

Protective measures from the DfE guidance – system of controls to be implemented by the school

- Minimise contact with individuals who are displaying symptoms by ensuring that people who are ill stay at home
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene – 'Catch it, Bin it. Kill it'. The use of tissues and lidded bins
- Enhanced cleaning arrangements including cleaning frequently touched surfaces often using standard products such as detergents and bleach
- Minimise contact between individuals and maintain social distancing wherever possible
- Where necessary, wear appropriate PPE
- Active engagement with the NHS Test and Trace
- Manage confirmed cases of coronavirus amongst the school community
- Contain any outbreak by following local health protection team advice
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and will include:

- Grouping children together in super bubbles
- Avoiding contact between groups as much as possible
- Arranging classrooms with forward facing desks where possible
- Staff maintaining distance from students and other staff as much as possible

In preparation for re-opening the school site to all of our school community, staff and students are required to understand and adhere to the code of conduct outlined below

The School day:

- Only students and staff who are in good health are permitted to enter the school site – do not come to school if you have coronavirus symptoms
- The timings of the school day have been revised in order to minimise movement across the site. The school day will start for all at 8:45am with form period/virtual assembly and finish times will be staggered between 3pm and 3:20pm depending on the year group
- Students will have three lessons across a single day
- All timetabled lessons will take place over a broader period of time (a four week cycle)
- Total learning time across the curriculum remains the same
- Signage will be displayed to support staff and students in understanding the structure of the school day, indicating which week and lesson pattern to follow
- Staggered break times, lunch times and departure times will be issued to each year group in order to minimise group movement
- Signage will dictate one way systems and movement around the school buildings
- Students will be asked to move silently and wear face masks when moving between lessons. This is the time when bubbles are prone to mixing in confined spaces such as corridors
- The curriculum remains broad and ambitious with no subjects removed

Equipment and Facilities:

- Equipment – students must bring their own equipment for learning. Equipment should not be shared with other students. This should include a water bottle (no water fountains will be in use), headphones (for use in specialist lessons only), personal hand sanitiser and a face mask
- Uniform – students should wear full school uniform. Uniform should be washed often to meet hygiene standards
- PE kit – If a student has a timetabled PE lesson, they should attend school in PE kit for the full day. Provision will be made by the PE department if there is adverse weather
- The school canteen will be providing food during the school day. Safety measures will be introduced to minimise contact in this facility
- All toilet facilities will be available to students. The facilities will be checked regularly to ensure access and availability to hygiene materials
- Hand sanitiser stations have been installed around the site at entrance points to buildings

- There will be no access to lockers or locker rooms during the school day until further notice. Students should come prepared for the three lessons per day and keep their bags with them at all times

Travelling between home and school:

- Students who are travelling by public transport should wear masks and should adhere to all Government guidance
- If travelling by car, students must be dropped off site. Please do not use the Ranelagh Drive entrance unless permission has been given by the Headteacher

Arrival:

- Upon arrival on site, students should sanitise or wash their hands thoroughly. They must also put on their masks when walking to their form room
- Students should aim to arrive close to their arrival time and move immediately to their tutor base after washing their hands
- Classrooms will have a modified layout, where possible, so that desks are facing the front of the class. The teacher will lead the lesson from the front.
- Upon entering the classroom, all instructions given by staff must be followed. This will ensure everyone's safety

Tutor time:

- Tutor time will take place at the start of every day between 8:45am and 9:10am
- Tutor time is a crucial part of the pastoral care within the school and is a vital part of maintaining the well-being of the school community
- We will come together as a year group and school through Collective Worship and virtual assemblies via MS Teams streamed into classrooms.

Movement between lessons:

- External doors to classrooms will be used where possible, accessing outside space as quickly as possible after each lesson
- Students will move directly to the location of the next lesson following one-way systems. Masks should be worn when moving between lessons. Students will need to take responsibility for their behaviour and social distancing

Break time and Lunch time:

- All social times and the end of the school day will be staggered by year group
- Year groups will be treated as 'super bubbles' and they will distance from other year groups whilst outside of the classroom
- Break will take place during Lesson 1 (20 minutes)
- Lunch will take place during Lesson 2 (30 minutes)
- Staff will be promoting social distancing. If risky or dangerous behaviour is observed, students will be challenged. There will be consequences and sanctions in place for unsafe behaviour. Safety for all of our students and staff is paramount

Departure:

- Departure times at the end of the school day are staggered (from 3pm until 3:20pm)
- Students are encouraged to leave the site promptly to minimise gatherings. On site provision will be available for those siblings that wish to travel home together but that have a different end time
- Staff supervision will take place at the end of the school day

Learning in the classroom:

- Students should not borrow or share equipment or resources with other students.
- Weather permitting, doors and windows should remain open in order to support respiratory hygiene and air flow. Air conditioning should not be used
- Staff and students are permitted to wear masks and/or gloves if they choose to. The wearing of masks during the changeover between lessons is mandatory
- Cleaning material will be available in all learning spaces and frequently touched surfaces will be cleaned at regular intervals throughout the school day. Pupils will need to assist in the cleaning of desks and other surfaces
- Whole school cleaning will be robust and thorough

Changes to learning styles:

- Classroom layouts will be modified – all desks will face the front.
- The exception of this will be in specialist rooms, e.g. computer rooms and some science labs, where equipment will define the layout.
- Seating plans will be in place and students should remain seated at all times.

Behaviour and conduct on site:

- Normal behaviour policy and procedures apply and are supplemented by COVID specific requirements
- The health and safety of our whole school community is paramount
- Students are expected to follow instructions promptly and comply with expectations
- There will be consequences and sanctions in place for unsafe behaviour