



Whole-school return - September

Guidance for Students and Parents/Carers

Please note that this guidance is subject to change depending on the level of risk of coronavirus. It has been based on the Government supposition that the virus will have decreased enough to enable all students to return to school. We continue to put the safety of our students and staff at the heart of all the decisions we make.

We will be in a very different position re: Coronavirus (Covid-19) in September as to where we were in March 2020. The virus has not 'gone away', however, as stated in the DfE guidance: "It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. ... Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, [the] NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools." (DfE guidance 02-07-2020)

MAIN PRINCIPLES

- Only healthy students (and staff) who are not exhibiting symptoms, and who do not need to self-isolate, may attend school.
- New Government guidelines apply from 1st September.
- The key elements of this guidance are:
 - Reduce the risk of transmission.
 - Have the following preventative measures in place and/or have considered them :
 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
 2. clean hands thoroughly more often than usual.
 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
 5. minimise contact between individuals and maintain social distancing wherever possible.
 6. where necessary, wear appropriate personal protective equipment (PPE).
 - Numbers 1 to 4 must be in place in all schools, all the time.
 - DfE states that Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. For us, this will mean the emphasis on bubbles is to be replaced by using as many consistent groups as possible as this also reduces the risk of transmission. Bubble/group sizes will need to be increased to allow for the full delivery of the curriculum. There will be minimal social distancing in classrooms between students, however, the teacher will socially distance by having a non-contact zone at the front of the classroom. Other adults will socially distance through the use of carefully considered mitigating measures. Even where this is



not always possible, endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits - it reduces the network of possible direct transmission. NB. There will be some mixing across groups on transport and between siblings.

- Number 6 applies in specific circumstances.
- There are to be no rotas.
- We must deliver a full, broad and balanced curriculum.
- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Staff need to move between classes and year groups. They should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.

BE PREPARED

- Uniform is required for all days, except when PE is timetabled – on days when PE is timetabled, students should wear their sports kit.
- Students will need to provide their own equipment (blue/green/red pens, pencils, coloured pencils, ruler, rubber, pencil sharpener, glue stick).
- Students will need a reading book and a water bottle.
- Students will need a bag as we will not be using lockers for the foreseeable future.

TRAVEL TO SCHOOL

- Students are encouraged to walk, cycle or scoot to school.
- There are no facilities for on-site car drop-offs.
- Bus arrangements to be confirmed by BB/CBC transport. (Bus passes will be posted out by BB/CBC and may not arrive until just before school starts in September.)

ARRIVAL

- Buses arrive 8.40am.
- Walkers / Cyclists arrive from 8.50am.
- Walkers / Cyclists to enter the site via the playground entrance and go straight to their tutor group classrooms – hands to be sanitised on arrival in the classroom.
- Students arriving by bus will remain seated on the bus until disembarked by a member of Holywell staff. Students will be met by a member of staff. Students go straight to their tutor group classrooms-hands to be sanitised on arrival in classrooms.
- Tutors will be in classrooms from 8.45am.

LESSONS

- Rooms will be accessed directly from outside where possible.
- Rooms will be set up in rows; students will be seated side by side and facing forwards, rather than face to face or side on.
- Unnecessary furniture will be removed out of classrooms to make more space.



- Students will be taught mainly in consistent class bubbles/groupings (tutor groups). Additional groupings will be required for practical subjects, however, groupings will be as consistent as possible.
- As a result of the need for consistent groupings, setting will be suspended until further notice. Teachers will cater for the wider range of abilities in their groups and we will ensure that students are both stretched and supported accordingly. Although most of our groupings in 'normal' times are mixed, we will return to setting for English and Maths as soon as it is safe and as soon as there is no longer a requirement to limit contact between classes.
- Students will have a range of teachers and will come into contact with a range of other adults.
- Teachers will maintain a distance from their students, staying at the front of the class, and away from their colleagues where possible.
- Teaching assistants will use a range of mitigating strategies to ensure safe social distancing.
- Adults will avoid close face-to-face contact with students and minimise time spent within 1 metre of anyone. This will not always be possible, however, strategies to reduce and/or avoid the amount of time people are in face to face to contact will be used. Strategies will include revised seating arrangements, support from a distance, use of mini-whiteboards, etc.
- Staff and students will maintain a distance between each other whilst inside the classroom.
- Students will hand-sanitise at the start of each lesson.
- All lessons will start with silent reading to enable an orderly start to each lesson and to allow for any set-up/cleaning needed.
- Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because the prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. There will be regular and meticulous cleaning of shared resources (02-07-2020).
- Students are not to share their own equipment and/or resources.
- Exercise books will be used for classwork. We will review our feedback policy for September.
- Classroom activities will be modified to ensure that group and paired activities are safe.
- As far as possible, there will be a one-way circulation around the site. Students will need to move around the site in a calm, orderly manner following the designated route, not making physical contact with staff or peers.
- There will be a heightened hygiene and cleaning regime which will be maintained including cleaning of door handles and emptying of bins during the day.
- According to the DfE guidance, students do not need access to separate toilets, however, as an additional safety measure, we will allocate toilets to



year groups: Year 5 – Year 5 toilets; Year 6 – Sports Hall toilets; Year 7 Main block toilets; Year 8 Gym toilets. DT toilets are for emergency use only.

BREAK AND LUNCHTIME

- Break and Lunchtime are the most challenging times for us and for students. We need students to be co-operative and helpful during these more unstructured times of the day. Exemplary behaviour, kindness and care will be necessary if we are to be successful in social time. We will all need to work together to ensure everyone is safe, whilst being able to socialise with friends (which we know is something students have really missed during lockdown).
- Break: students will have 15 minutes for break and they will be in their year group bubbles. There will be 5 break teams of 12 adults – 3 per year group. Year group areas are:
 - Year 5 area and half of field
 - Year 6 half of Field
 - Year 7 Playground
 - Year 8 MUGA
- WET BREAK – students will stay in their classroom with their teacher from Lesson 2
- Catering facilities are to re-open – however, the kitchen will only be open at lunchtime for at least the first half-term and students will need to bring their own breaktime snacks.
- Students will not be allowed to play contact games or ball games during free time at break and lunch.
- Lunchtime: We will have an hour for lunch and the time will be split between lunch and social time. Hot lunches will be available in the Macfarlan Room. Students eating a packed lunch will be accommodated either on the field (picnic-style) while the weather is good or in the gym / on the benches outside the Macfarlan Room. Lunch and free-time will alternate between KS2 and KS3.

	KS2	KS3
First half of lunchtime	Packed lunch in supervised area or hot food in the Macfarlan Room Supervised by MDDS	Free-time in a designated area <ul style="list-style-type: none"> • Year 5 area and half of field • Year 6 half of field • Year 7 Playground • Year 8 MUGA Supervised by MDDS
Second half of lunchtime	Free-time in a designated area <ul style="list-style-type: none"> • Year 5 area and half of field • Year 6 half of field • Year 7 Playground • Year 8 MUGA Supervised by MDDS	Packed lunch in supervised area or hot food in the Macfarlan Room Supervised by MDDS

- We will explore organising activities for students during lunchtime – such as the Holywell Daily Mile Challenge and non-contact activities.



DEPARTURE

- Students will hand-sanitise at the end of the last lesson.
- Students on buses will line up on the playground and will be escorted to their buses for embarking.
- Students who are walking home or being collected by parents will leave the school site before students who are travelling by bus. NB. There are no facilities for on-site car pick-ups.

TIMING OF THE SCHOOL DAY

- There may be a slight adjustment to the timing of the school day for all classes as part of our measures to mitigate the risk of transmission of Covid-19 – this is to be confirmed once negotiations have taken place with school transport and once we have agreed lunchtime procedures; lesson times will be largely the same.

ADDITIONAL NOTES

- Each room will be supplied with a hygiene kit (hand-sanitiser, anti-bacterial wipes, disinfectant spray, protective gloves, tissues) and a pedal bin.
- There is an additional Behaviour Annex specifically for this period of time – please read. We expect excellent, caring and kind behaviour at all times.
- Large gatherings will be avoided. Assemblies will be recorded and/or live-streamed in classrooms.

CRITICAL ISSUES

1. What if someone develops symptoms of coronavirus in the classroom or on site?

If anyone becomes unwell with a new, continuous cough, a high temperature or loses their sense of taste or smell in school, they will be sent immediately to the main office where they will be quarantined until they can be collected by a parent/carer and advised to follow the COVID-19: guidance for households with possible coronavirus infection.

If a child is awaiting collection, they will be moved, if possible, to the meeting room (outside the library) where they can be isolated behind a closed door and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they will use the disabled toilet by reception. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

DfE Guidance: PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. PPE is available in the medical room. In addition, key office staff have completed online training on PPE.

In an emergency, 999 will be called if the child is seriously ill, injured or if their life is at risk.



Anyone who displays symptoms of coronavirus (COVID-19) will be told to get a test. Tests can be booked online through the NHS Testing and Tracing for Coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We have been informed that we will be provided with a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested. Government advice will be provided alongside these kits.

We ask parents and staff to inform us immediately of the results of a test. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case DfE/PHE advise it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

2. What if someone tests positive for Covid-19?

Key measures and response to any infection:

- If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- Staff, parents and carers need to understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. This means that staff members and parents/carers understand that they will need to be ready and willing to:
 - book a test if they are displaying symptoms.
 - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Children, parents, carers and visitors such as contractors are informed not to visit the setting if they are displaying any symptoms of Coronavirus (COVID-19) and limit visitors/contractors to school
- We will provide wellbeing and pastoral support for both staff and students where Covid-19 is confirmed and where outcomes are serious: ie. Life-threatening and life-taking.
- Staff, parents and carers need to be aware of the Bereavement Policy (available on the school website).



GENERAL NOTES

- Excellent behaviour is expected at all times – please read the addendum to our Behaviour for Learning Policy (on the school website -> Policies). NB. Any serious breach of the school Behaviour for Learning Policy will result in high-level sanctions (including internal or external exclusion)
- We will continue to promote good hygiene practice with students and will follow the government advice:
 - minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
 - cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
 - ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
 - cleaning frequently touched surfaces often using standard products, such as detergents and bleach
 - minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables
 - we are using classrooms which are well ventilated using natural ventilation (opening windows) or ventilation units
 - we will prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
 - we have designated toilets specific to each year group but we do not have enough to allocate a specific toilet to each ‘bubble’. Students **MUST** wash their hands after using the facilities.
- We are not requiring students or staff to wear face coverings in school. DfE does not recommend this. Their guidance states: “Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings.” We will keep this under review.
- We are following DfE guidance on PPE: The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:
 - children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return



home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

- Parents/carers cannot gather at entrance gates or doors, or enter the site (unless you have a pre-arranged appointment, which should be conducted safely and by one parent).
- As parents will not be allowed on site, parents collecting children must ensure that their child is aware of where they will be collected and parents should have due regard for the occupants of Red Lion Close and the surrounding streets when parking their cars.
- Where siblings will be walking home together they should have a pre-arranged meeting place off the school site as different year groups may be leaving school at slightly different times.

HM Government

Back to school?

Is your child going back to school?
If possible, walk or cycle.

STAY ALERT • CONTROL THE VIRUS • SAVE LIVES