



Whole-school return - September : [UPDATED 01-09-2020](#)

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 are now in a very different position re: Coronavirus (Covid-19) as to where we were in March 2020. The DfE ambition is now that all students, in all year groups, will return to school full-time from the beginning of the autumn term. The virus has not 'gone away', however, as stated in the DfE guidance: "... 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).

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19).

September planning

- New Government guidelines apply from 1st September.
- We considered several different models.
- The plan outlined here:
 - Enables us to deliver the full curriculum to all students
 - Reduces contact and mixing between students
 - Includes the preventative measures outlined by Public Health England have stated "must be in place in all schools, all the time" in order to mitigate the risks and enables all students to return to school full-time.
- Please note that this plan 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.



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. **Where recommended, use of face coverings in schools.**
 3. Clean hands thoroughly more often than usual.
 4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
 5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
 6. Minimise contact between individuals and maintain social distancing wherever possible.
 7. Where necessary, wear appropriate personal protective equipment (PPE).
 - **Numbers 1 to 5 must be in place in all schools, all the time.**
 - **DfE states that Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.** For us, in order to minimise contact between individuals, we are using consistent groups as much as possible with most lessons being delivered in tutor groups. Whilst Year 5 will be taught exclusively in their tutor groups, we have to use more than one consistent group in Years 6-8 to allow for the full delivery of the curriculum. There is a need for larger groupings at break and lunchtime so our 'bubbles' are technically 'year group bubbles'. 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.
 - **Students will need to move around the school as we do not have enough classrooms to provide a tutor-base room without compromising the quality of curriculum delivery.**
 - 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 unless there is a local lockdown when we may have to revert to a rota system in line with DfE guidance.
- We will deliver a full, broad and balanced curriculum.
- All teachers and other staff will 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 will try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.
- With regard to the start of term, we will have a phased return for students:
 - Year 5 students on 7th September
 - Year 5 and 6 students on 8th September
 - Year 5, 6, 7 & 8 students on 9th September

BE PREPARED

- Students will be required to wear uniform for all days (inc. tie and blazer), except when PE is timetabled – on days when PE is timetabled, students should wear their sports kit: students should wear their PE top and shorts with their Holywell fleece/Rugby top, a pair of jogging bottoms (black if possible) and trainers. On PE days, students can wear a coat or fleece instead of their blazer.
- The staff dress code will also return to smart, business attire.
- Students will need to provide their own equipment (blue/green/red pens, pencils, coloured pencils, ruler, rubber, pencil sharpener, glue stick). If students do not have equipment, items can be given to them and/or quarantined after use (NB. Items will need wiping down before being used again). Students unable to provide their own equipment will be provided with a set of materials for which they will then be responsible.
- 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. Students should keep the contents as light and as minimal as possible as they will need to carry bags with them at all times. In classrooms, bags will be placed under their desks or in a safe storage area.
- Classrooms will be set out with tables in rows. There will be a teacher zone marked at the front of the classroom.
- Staff are responsible for the care of their classrooms. Rooms must be tidy and clutter-free. Exercise books are to be stored in drawers/boxes and can be handed out by students. There should be a 'drop-zone' for books and resources in each classroom.
- Staff must plan to keep the use of equipment to a minimum.
- Seating plans are required for each group. Please make sure this is annotated to identify different categories of learner (PP, EAL, SEND). This seating plan must be strictly adhered to and/or updated with any changes as it will be needed to identify students should there be any in-school cases of coronavirus.



- Face coverings:
 - The government is not recommending universal use of face coverings in all schools. We have the discretion to require face coverings for students in Years 7 and 8, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. As we are an open site, we do not deem this to be appropriate for Year 7 or 8 students. We are NOT requiring any student to wear a face mask in school at break, between lessons or at lunchtime. Staff may wear face coverings/visors where social distancing is not possible.
 - Based on current evidence and the measures that we are already putting in place, such as the system of controls and consistent classes, the DfE maintain that face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided. Teaching assistants working closely with students will need to wear visors/half visors as a further mitigating precaution.
 - Where local restrictions apply (ie. if there were to be a local lockdown):
 - In areas where local lockdowns or restrictions are in place, face coverings must be worn by adults and students in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.
 - In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, students that the new arrangements require the use of face coverings in certain circumstances.
 - Safe wearing and removal of face coverings
 - As students arrive in school, they must remove face coverings. Students arriving on foot, by bicycle or by scooter must remove their face coverings and store them in a sealable plastic bag before entering the site. Students arriving by bus, should remove their face coverings as they disembark from the bus, storing them in a sealable bag. All disposable masks should be placed in a school bin on entry to the site.
 - Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.



- Students must not touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
- We will keep the wearing of face coverings under review.

TRAVEL TO SCHOOL

- Students are encouraged to walk, cycle or scoot to school.
- There are no facilities for on-site car drop-offs. NB. The site will be closed to all vehicles apart from school transport vehicles at the start and the end of the school day.
- Bus arrangements have been confirmed by BBC/CBC transport. Bus passes have been posted out by BBC/CBC along with guidelines and notes.

ARRIVAL

- Herberts' buses arrive 8.40am. Souls' buses arrive at 8.45am.
- Students arriving by bus will remain seated on the bus until disembarked by a member of Holywell staff. Students arriving by bus will enter the site by the Music Room entrance.
- Walkers / Cyclists arrive from 8.50am. Walkers / Cyclists to enter the site via the playground entrance.
- All students go straight to their tutor group classrooms – hands to be sanitised on arrival in the classroom.
- Breakfast Club will resume from Monday, 7th September. NB. Students who attend will be separated into Year group sections of the Macfarlan Room. Students must not mix across year groups. At 8.45am students will be sent to their tutor group 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.
- Teacher zones will be marked at the front of the classroom and teachers should maintain a 2-metre distance between themselves and students.
- Teaching assistants should also maintain a 2-metre distance where possible and/or use other forms of mitigation (inc. masks/visors) - See additional document).
- Adults will need to avoid close face-to-face contact with students and, where staff need to work with students on a one-to-one basis, they must use other forms of mitigation (eg. whole or half face visors). Other strategies for supporting students at a distance include: revised seating arrangements (ie. sitting alongside students, a socially-distanced seat in the teacher-zone), use of mini-whiteboards, etc.



- Staff and students must maintain a distance between each other whilst inside the classroom.
- Unnecessary furniture will be removed out of classrooms to make more space.
- All classrooms have been equipped with wall-mounted hand-sanitisers, a pedal bin (in addition to usual recycling and waste bins) and a hygiene kit (with anti-bacterial wipes, hand-sanitiser, gloves).
- 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.
- 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 (DfE Guidance - 02-07-2020).
- Teachers will need to designate a 'drop-zone' in their room which students can access to collect and distribute materials and books for the class. Teachers and Teaching assistants should not hand out resources as they will be unable to maintain social distance.
- Students are not to share their own equipment and/or resources.
- Exercise books will be used for classwork.
- Most activities/work will be self-marked.
- Key pieces of work will continue to be marked by staff, however, written tasks may be set as homework so they can be submitted electronically and/or books may need to be quarantined for 72 hours before being returned to students.
- Classroom activities will be modified to ensure that group and paired activities are safe.
- 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. Staff will hold students in the classroom until the route is clear. Students should not mix with students from other year groups.



- There will be a heightened hygiene and cleaning regime which will be maintained including cleaning of door handles, **additional cleaning of toilets [handles, taps, flush mechanisms]** 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 have allocated toilets to year groups: Year 5 – Year 5 toilets; Year 6 – Gym toilets; Year 7 Main block toilets; Year 8 Sports Hall 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 14 adults – 3 per year group and 2 additional teachers in support. 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 supervised in a designated pair of classrooms.** Lunch and free-time will alternate between KS2 and KS3.



	KS2	KS3
First half of lunchtime	<p>Packed lunch in a supervised classroom:</p> <ul style="list-style-type: none"> Year 5 packed lunches in Rooms 4/5 or 10/11. Year 6 packed lunches in Rooms 15/18 or 16/17. <p>Hot food collected from the Macfarlan Room (in strict year groups – Year 6 served first)</p> <ul style="list-style-type: none"> Year 6 eat lunch in Rooms 31/32 Year 5 eat lunch in the Macfarlan Room <p>Supervised by MDDS <i>Tables will be wiped down between year group use.</i></p>	<p>Free-time in a designated area</p> <ul style="list-style-type: none"> Year 7 Playground Year 8 MUGA <p>Supervised by MDDS</p>
Second half of lunchtime	<p>Free-time in a designated area</p> <ul style="list-style-type: none"> Year 5 area and half of field Year 6 half of field <p>Supervised by MDDS</p>	<p>Packed lunch in a supervised classroom:</p> <ul style="list-style-type: none"> Year 7 packed lunches in Rooms 4/5 or 10/11. Year 8 packed lunches in Rooms 15/18 or 16/17. <p>Hot food collected from the Macfarlan Room (in strict year groups – Year 7 served first)</p> <ul style="list-style-type: none"> Year 7 eat lunch in Rooms 31/32 Year 8 eat lunch in the Macfarlan Room <p>Supervised by MDDS <i>Tables will be wiped down between year group use.</i></p>

- We will explore organising activities for students during lunchtime – such as the Holywell Daily Mile Challenge and non-contact activities. PTFA have purchased additional equipment and games for use during social time at lunchtime (which will be wiped down at the end of lunchtime and/or between users). Students can bring card games to play at lunchtime, but this is entirely at their own risk and should be bagged /wiped down when at home. Students are responsible for their cards (NB. There is to be no trading of cards! ... especially expensive Pokemon cards).
- WET LUNCH: Students will remain in the classroom they were in Lesson 4. Students having a hot lunch will be called by tannoy when the kitchen is ready.

DEPARTURE

- Students will hand-sanitise at the end of the last lesson.
- Students who are walking/cycling home will leave the school site at 3.35pm before students who are travelling by bus. NB. There are no facilities for on-site car pick-ups.
- Students on buses will line up on the playground at 3.40pm and will be escorted to their buses for embarking.



TIMING OF THE SCHOOL DAY

- The only 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 is that students walking/cycling home will be released 5 minutes early at 3.35pm – this is to allow for a staggered and orderly departure.

HOME-SCHOOL COMMUNICATION

- Parents/Carers should use email and phone-calls to contact school and avoid coming onto site where possible.
- Where it is absolutely necessary to speak to a member of staff, in the first instance, we will offer a Zoom or Teams appointment at a mutually convenient time.
- Where a socially-distanced meeting is necessary, only one parent may attend and all Covid-19-secure precautions will need to be observed.
- Please DO NOT ENTER the building unless you have an appointment.
- If you have an appointment, proceed to Reception and hand-sanitise. You will be met by a member of the office team who will ask you to register and agree to our safeguarding procedures. If there are other visitors waiting, please maintain 2-metres social distancing and be patient.
- We will aim to maintain our schedule of parents' consultation evenings and these will be conducted electronically for the foreseeable future – further details to follow.
- Please do keep in touch. We will issue regular updates via WEDUC and email. Most information is on the school website.

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. Staff meetings will be conducted virtually (eg. Monday and Tuesday briefings), be organised in small groups which allow for social distancing or will take place in large areas where all staff attending can socially distance.
- Students will also hand sanitise at the start of break and lunch as well as the start of lessons and end of the day, (ie. at the end of Lesson 2 and Lesson 4) as they will be eating at those times.
- Students are not allowed to visit the office at break and/or lunchtime. If there is an issue, they must speak to their form tutor or class teacher who will contact the office by phone or email.
- If a student is ill, the class teacher will call the office. The student will be accompanied (by a friend and/or teaching assistant) to the 'Canopy Area' where a member of the office team will meet them.
- The Mobile Phone Policy is still current and in place. Students who have permission to have a non-smart phone in school with them must keep this with them, switch it off whilst in school and they are responsible for its safe-keeping.



- Fire Drill and evacuation procedures: During an emergency, the one-way system will be suspended. Staff and students will take the nearest route to the assembly point. During planned drills, staff should maintain 2-metres distance from students and drills will be done with individual year groups.
- Staff and parents/carers need to model expectations of students in all interactions and practices.

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 medical room where they can be isolated behind a closed door and with appropriate adult supervision if required. 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 10 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 10-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 fixed-term external exclusion).
- In order to help identify which students are in which year group, all students will be issued with a coloured pin badge which they should wear on their blazer/fleece at all times. Toilets will also be colour coded using the same colours.
 - Year 5: Yellow
 - Year 6: White
 - Year 7: Orange
 - Year 8: Pale Blue
- 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.
- PPE
 - 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

Get back to school safely.

Find out more about returning to school safely at gov.uk/backtoschool

NHS

STAY ALERT
CONTROL THE VIRUS
SAVE LIVES