



Plan for continued opening of school to all students in the Autumn Term (and post November Lockdown)

(normal timetable + more consistent groupings).

Updated: 30-11-2020

- New Government guidelines apply from 2nd December
- 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. We continue to put the safety of our students and staff at the heart of all the decisions we make.

On Saturday 31 October the Prime Minister announced New National Restrictions, which come into force on Thursday 5 November until Wednesday 2 December, to control the spread of coronavirus (COVID-19). Subsequent guidance has been issued to guide our work and pandemic provision, post 2nd December.

As a school, we must continue to remain open for all children and young people as we have since the start of the autumn term for the duration of the national restrictions.

“Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of education, and children’s future ability to learn, therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.” (DfE guidance 26-11-2020)

MAIN PRINCIPLES

- Only healthy students (and staff) who are not exhibiting symptoms, and who do not need to self-isolate, may attend school.
- 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).

8. Always keeping occupied spaces well ventilated.

- Numbers 1 to 5 **and number 8** 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. **The use of face coverings during lesson change (around the site and in corridors) will further reduce the possibility of transmission.**
- NB. There will be some mixing across groups on transport and between siblings. **Allocating students to specific sections of the buses will further mitigate against transmission, as will the use of face coverings by all students (not just those aged 11+).**
- Number 6 applies in specific circumstances.
- There are to be no rotas unless there is a local lockdown when we **will move** to a rota system in line with DfE guidance **and as detailed in our remote learning contingency planning.**
- 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. **Staff will wear face coverings when moving around the site in corridors and in communal areas.**

BE PREPARED

- Students are 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 is “smart, business attire”.
- Students need to provide their own equipment (blue/green/red pens, pencils, coloured pencils, ruler, rubber, pencil sharpener, glue stick). **Students have been given their own mini whiteboard and whiteboard pen – these should also be carried with them at all times.** 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 need a reading book and a water bottle.
- Students 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.
- Most classrooms will be set out with tables in rows. Where classroom furniture cannot be moved (e.g. DT, Science), students will be seated in as safe a configuration as possible, avoiding direct or close face-to-face seating. 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:
 - **From Monday 9th November, all students and adults must wear face coverings when moving around the premises. This includes in corridors and when moving from class to class. This is mandatory for Years 7, 8 and for adults on the school site. Although this is not**



mandatory in Primary schools, as we are operating a secondary curriculum model, we are asking all students (including Years 5 and 6) to wear a face covering between lessons. Even though we are an open site, this further mitigation will further reduce the risk of transmission as students and staff move around the site. **To ensure clarity and to add in a further level of precaution, we will continue this practice after Lockdown and regardless of the local restriction tier into which we are placed.**

- We will have a small supply of emergency face coverings in school, however, students should have their own reusable face covering with them.
- It is optional as to whether students or staff wear a face covering during their recreation time (at break or at lunchtime) as students are outside and in their year group bubbles.
- Staff may wear face coverings/visors where social distancing is not possible.
- Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.
- With regard to face coverings in lessons, the DfE guidance states: “Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.” If a student needs to wear a face covering in class following medical guidance, this will be accommodated when we are in receipt of a parental request and a pass will be issued.
- Teaching assistants working closely with students will need to wear visors/half visors as a further mitigating precaution.
- Face coverings should continue to be worn by students in Years 7 and 8 when travelling on dedicated school transport to secondary school. Our advice is that all students (inc. KS2) should wear face coverings unless they are medically exempt.
- Safe wearing and removal of face coverings
 - When not in use, staff and students should store their face coverings securely – preferably in a sealable plastic bag.
 - 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 **and face coverings removed**.
- Breakfast Club will **continue to be available**. NB. Students who attend will be separated into Year group sections of the **Gym**. 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).
- Adults will avoid close face-to-face contact with students and, where staff need to work with students on a one-to-one basis, they will 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 are 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 and a small supply of emergency face coverings).
- Keeping occupied spaces well-ventilated: Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This will be achieved by a variety of measures including:
 - mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (systems will be adjusted to full fresh air or, if not, then they will be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
 - natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors will also assist with creating a throughput of air
 - natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
- Students will be taught mainly in consistent class bubbles/groupings (tutor groups). Additional groupings will be required for practical subjects and to allow some finer differentiation and support in English and Maths; however, groupings will be as consistent as possible.
- As a result of the need for consistent groupings, setting will be limited and will only be used sparingly to allow for some finer differentiation and support in English and Maths. 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 full 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 or a short, focussed task 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 have designated a 'drop-zone' in their room which students can access to collect and distribute materials and books for the class. Teachers



and Teaching assistants **may only hand out resources with additional mitigation or before lessons start.**

- 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 (**or, when the field is not suitable, Year 5 area and nearby classroom**).
 - Year 6 half of Field (**or, when the field is not suitable, benches in front of the Macfarlan Room and the Gym**).
 - 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>Year 6 Hot Lunch students go straight to the Macfarlan Room They eat in Rooms 31/32</p> <p>Year 5 Hot Lunch students line up outside the Macfarlan Room</p> <p>Year 6 Packed lunch students eat in a supervised classroom</p> <ul style="list-style-type: none"> • MBV and CDP go to Room 15; GLJ go to Room 18 • MF, JF go to Room 16 and SJ, CSG go to Room 17 <p>When these rooms are at capacity, remaining students will be accommodated in rooms 31/32</p> <p>Year 5 Packed lunch students eat in a supervised classroom</p> <ul style="list-style-type: none"> • HL, TMP go to the Mac Room • IF Mac Room full due to hot dinner students from HL and TMP allocated to other classrooms below • DS go to Room 4, HSH and AJS go to Rooms 4/5 • LJM go to Room 10, MBa go to Rooms 11 • Changeover may be delayed due to numbers requiring hot dinners. Delay will be tannoyed to classrooms and staff in outside areas informed. Please do not allow students to move until newtime. <p><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 • Changeover may be delayed due to numbers requiring hot dinners. Delay will be tannoyed to classrooms and staff in outside areas informed. Please do not allow students to move until newtime. <p>At the end of 'recreation time' students line up in tutor groups for orderly dismissal.</p> <p><i>Tables will be wiped down between year group use</i></p>
Second half of lunchtime	<p>Free-time in a designated area</p> <ul style="list-style-type: none"> • Year 5 area <p>and half of field</p> <ul style="list-style-type: none"> • Year 6 half of field <p>Supervised by MDDS</p> <p><i>Tables will be wiped down between year group use</i></p> <p>If field is too wet to use. Year 5 students wait in Year 5 area until able to move to MUGA Year 6 students wait in covered area until able to move to playground.</p> <p>Year 5 students continue to use Year 5 toilets-accessed through Room 14. Year 5 students should not be on the walkway to the MUGA Year 6 students continue to use Gym toilets</p> <p>Year 7 to access main corridor toilets through door beside Rm10 not playground.</p>	<p>Year 8 Hot Lunch students go straight to the Macfarlan Room They eat in Rooms 31/32</p> <p>Year 7 Hot Lunch students line up outside the Macfarlan Room</p> <p>Year 8 Packed lunch students eat in a supervised classroom</p> <ul style="list-style-type: none"> • TCM go to Room 15 • PGE go to Room 32 • PS go to Room 16 • ME go to Room 17 • CS go to Room 18 • RSA go to Room 31 <p>Year 7 Packed lunch students eat in a supervised classroom</p> <ul style="list-style-type: none"> • AJ, GJ go to the Mac Room



	KS2	KS3
	<p>Year 8 to access Sports hall toilets using one-way system and walkway. May need supervision.</p>	<ul style="list-style-type: none"> • BS, SM, ABE go to Rooms 4/5 • PB, LH go to Rooms 11/28 <p><i>Tables will be wiped down between year group use</i></p> <p>Year 5 students continue to use Year 5 toilets—accessed through Room 14. Year 5 students should not be on the walkway to the MUGA</p> <p>Year 6 students continue to use Gym toilets</p> <p>Year 7 to access main corridor toilets through door beside Rm10 not playground.</p> <p>Year 8 to access Sports hall toilets using one-way system and walkway. May need supervision.</p>

- 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.
- STAFFROOM: We have had to 'socially-distance' the main staffroom. There is now seating for approximately 22 people (inc. the quiet workroom). Room 14 and Room 20 can also be used at break and lunchtime ... indeed, any unused classroom space can be used as long as you remember to socially distance. At busy times there will be a one-way through the main staffroom.

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 phone-call or a Zoom 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. [Visitors will be screened with a temperature check, will need to hand-sanitise and wear a face covering while on site.](#)
- We will aim to maintain our schedule of parents' consultation evenings. [Tutor evenings are being conducted by telephone.](#)
- 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 small supply of emergency face coverings](#)) 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 (inc. 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 should call the office. The student should be accompanied (either 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 must not bring smart phones into school.](#) 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.
- There are restricted numbers allowed in offices around school – please bear in mind the room capacities posted on each door.
- 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 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.

Curriculum

DfE expectations (in italics – the full detail of this will need to be worked on ready for September):

- *Education is not optional: all students must receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.*
- *Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content: Up to and including key stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which students may struggle to pick up again later. In particular, schools may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading*
- *Aim to return to the school's normal curriculum in all subjects by summer term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in students' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.*



- *Plan on the basis of the educational needs of students: Curriculum planning should be informed by an assessment of students' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing students in class, talking to students to assess understanding, scrutiny of students' work) while avoiding the introduction of unnecessary tracking systems.* We will review our target-setting and how we baseline in September. It is likely that we will use the data we have from March 2020 as our baseline and set targets based on their starting point in September 2019. We will do our usual GL baseline tests for Year 5 later in September and the Foundation Subject baselines by December.
- *Key principles and expectations for curriculum planning so that all students – particularly disadvantaged, SEND and vulnerable students – are given the catch-up support needed to make substantial progress by the end of the academic year.*
- *Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some students, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any students educated at home for some of the time are given the support they need to master the curriculum and so make good progress.*
We will need to be mindful of the remote learning expectations when planning lessons.

Remote learning

DfE expectation:

- Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of students are required to remain at home.
[Our remote-learning and contingency plan is available on the school website and/or on request.](#)
- In developing these contingency plans, we have followed DfE guidance to make sure that we:
 - use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations.
 - give access to high quality remote education resources.
 - select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use.

- provide printed resources, such as textbooks and workbooks, for students who do not have suitable online access.
- recognise that younger students and some students with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

When teaching students remotely, we follow DfE expectations to:

- set assignments so that students have meaningful and ambitious work each day in a number of different subjects.
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos.
- gauge how well students are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work.
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding.
- plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers.

DfE expects schools to consider these expectations in relation to the students' age, stage of development and/or special educational needs, for example where this would place significant demands on parents' help or support. DfE expects schools to avoid an over-reliance on long-term projects or internet research activities.

Attendance

The DfE expectation is that ALL students and staff attend unless they have been advised not to attend by their GP. The DfE guidance states:

"Children

More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.

Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.



Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.

Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.

Staff

Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.

All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

Clinically vulnerable staff and children

Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance."

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>