



School Plan

Updated in line with Phase 4 of the Government Road Map.

Amendments from previous versions are in BLUE.

- The Government decided to move to step 4 of the roadmap on 19th July, a new phase of continued caution whilst managing the risks of COVID-19. The latest [update for schools](#) was published on 17th August.
- The pandemic is not over. Cases are increasing rapidly and a third wave is underway. Step 4 does not mark the end of the need for caution and restraint. At step 4, while many of the legal restrictions that the Government has imposed through the pandemic will be lifted, cautious guidance will remain, making it clear this is not yet a return to normal. While cases are high and rising, everybody needs to continue to act carefully and remain cautious.
- The priority for the Government is that our new plan enables us to deliver face-to-face, high-quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

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.

MAIN PRINCIPLES

- **NO REQUIREMENT FOR CONSISTENT GROUPINGS/BUBBLES**
 - The Government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not be used in school from the autumn term.
 - As well as enabling further flexibility in curriculum delivery, this means that assemblies can resume, and we will no longer need to make alternative arrangements to avoid mixing at lunch.
 - We will use our previous arrangements as a contingency plan to cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups if there is a significant outbreak in school such as we had before the Summer Break. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.
 - There is now no requirement for social distancing in school. Teachers will be responsible for arranging their classrooms and may use any configuration that suits the teaching of the subject.
- **CONTACT TRACING DONE THROUGH NHS 'TEST AND TRACE'**
 - If there are cases of Covid-19 within the school population (students or staff), close contacts will now be identified via NHS Test and Trace and we will no longer be expected to undertake contact tracing.
 - Contacts from school will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the



individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. It will be imperative for parents/carers to contact us if students are identified as close contacts so that we can record this appropriately. As a school, we may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
 - they are fully vaccinated
 - they are below the age of 18 years and 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasonsInstead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.
- **FACE COVERINGS**
 - Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas.
 - The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. *This includes public transport and dedicated transport to school or college.*
 - Teaching assistants working closely with students are no longer required to wear visors/half visors as a further mitigating precaution.
 - We will be supportive of any staff and/or student who would prefer to continue to wear a face covering.
- **SYSTEM OF CONTROLS**
 - PHE advice remains that the way to control this virus is with a system of controls. These controls are:
 1. Ensure good hygiene for everyone.
 - Hand hygiene – we will continue with our practice of hand-sanitising on entrance to classrooms and other spaces. Everyone is advised to clean their hands thoroughly and more often than usual.
 - Respiratory hygiene – we continue to promote the 'catch it, bin it, kill it' approach.



2. Maintain appropriate enhanced cleaning regimes.
 - We will continue to do regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces often, using standard products such as detergents.
3. Keep occupied spaces well ventilated.
 - Very few of our teaching and communal spaces have air-conditioning, so we have to rely on natural ventilation. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). We will balance the need for increased ventilation while maintaining a comfortable temperature.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
 - When an individual develops COVID-19 symptoms or has a positive test
 - Students, staff and other adults should follow public health advice on when to self-isolate and what to do. Students, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
 - If anyone in school develops COVID-19 symptoms, however mild, we are advised to send them home and families should follow public health advice.
 - For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
 - If a student is awaiting collection, they will be isolated in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE will be used if close contact is necessary. Any rooms they use will be cleaned after they have left.
 - The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.
 - Asymptomatic testing
 - Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain,



and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

- Over the summer, asymptomatic testing was paused, however, we have made testing kits available to all KS3 families and staff.
- As students will potentially mix with lots of other people during the summer holidays, all KS3 students will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. We will stagger the return to school of students across the first week to manage this. Year 7 will be invited to book a test on Monday, 6th September and Year 8 will be invited to book a test on Tuesday, 7th September. If results are negative, students may return to school. On Wednesday, 8th September. We would encourage all KS3 students to take an on-site test.
- Students should then continue to test twice weekly at home until the end of September, when this will be reviewed.
- Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.
- We will also retain a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to students where necessary.
- There is still no government requirement for primary age students (those in Year 5 and 6) to be tested.
- **Confirmatory PCR tests**
 - Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.
 - Whilst awaiting the PCR result, the individual should continue to self-isolate.
 - If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the student can return to school, as long as the individual doesn't have COVID-19 symptoms.



BE PREPARED: THINGS TO DO BEFORE SCHOOL

- Uniform
 - Students are required to wear uniform for all days (inc. tie and blazer), Black shoes are to be worn (*NB. trainers and/or sneakers [inc. Nike Air Force 1 sneakers] are not to be worn on normal uniform days*). From week commencing 13th September, on days when PE is timetabled, students should wear their sports kit – see appendix A for full list of PE Kit. On PE days, students can wear a coat or fleece instead of their blazer. Parents must notify us of any exemptions or issues with a written note in the organiser.
 - NB. If a student is attending a club on a non-PE lesson day, they will need to come to school in their normal school uniform and then get changed into PE kit at the start of lunchtime.
- Equipment
 - Students need to provide their own equipment (blue/green/red pens, handwriting pen, pencils, coloured pencils, ruler, rubber, pencil sharpener, glue stick, mini whiteboard and whiteboard pen). Students will be provided with a complimentary mini whiteboard and whiteboard pen at the start of term. 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 no longer be using lockers. 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.
- Seating plans
 - Students will continue to be seated in specific seats allocated by their teachers in case we need to support with contact tracing. 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.

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 will have been confirmed by BBC/CBC transport.
- We will continue to require all students to sit in allocated year group 'zones' on buses and all students must sit with their year group peers.
 - Year 5 downstairs at the front of the bus
 - Year 6 downstairs at the back of the bus
 - Year 8 upstairs at the back of the bus
 - Year 7 upstairs at the front of the bus
 - *NB. Due to the configuration of some buses, this may not be totally possible, however, it should be adhered to as much as is physically possible.*



- School staff will supervise disembarkation when students arrive on site and will board students on the bus at the end of the day.
- Face coverings are advised to be worn on dedicated school buses.

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 continue to be available. Students will no longer be required to remain in their year groups during Breakfast Club. At 8.45am students will be sent to their tutor group classrooms.
- Tutors will be in classrooms from 8.45am.

LESSONS

- Rooms will continue to be accessed directly from outside where possible.
- **There is now no requirement for social distancing in school. Teachers will be responsible for arranging their classrooms and may use any configuration that suits the teaching of the subject.**
- Adults will continue to 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 (ie. working or sitting alongside students)
- 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).
- Students will have a range of teachers and will come into contact with a range of other adults and students.
- 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: There is no longer any requirement to limit or quarantine resources between classes, although, we will continue to take a prudent and cautious approach to the use of equipment. For individual and very frequently used equipment, such as pencils and pens, staff and students should have their own items.
- Students should limit the amount of equipment they bring into school each day, including essentials such as:
 - lunch boxes
 - hats and coats
 - books
 - stationery



- Bags are allowed.
- Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.
- 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.
- We will continue to use the one-way circulation around the site as this has enables us to have calm, orderly movement around the site at busy times.
- 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.
- We have allocated toilets to year groups: Year 5 – Year 5 toilets; Year 6 – DT or 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 continue to be 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 groups. There will be a daily rota so students have an opportunity to use the different spaces around school.

Year Groups will be allocated areas and these will rotate each day:

Year	Monday	Tuesday	Wednesday	Thursday	Fridays
5	Outside Bev Yates Block	Outside Macfarlan Room + Tuck	Playground	MUGA	Outside Bev Yates Block
6	MUGA	Outside Bev Yates Block	Outside Macfarlan Room + Tuck	Playground	MUGA
7	Playground	MUGA	Outside Bev Yates Block	Outside Macfarlan Room + Tuck	Playground
8	Outside Macfarlan Room + Tuck	Playground	MUGA	Outside Bev Yates Block	Outside Macfarlan Room + Tuck



- WET BREAK – students will stay in their classroom with their teacher from Lesson 2
- Catering facilities are available at both break and lunchtime and each year group will have access to breaktime snacks on one day per week.
- Students will be allowed to play contact games during free time at break and lunch. Limited ball games will be allowed.

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 (Rooms 3 & 4). There will be 4 lunch sittings and each year group will be allocated a time for 'lunch'; the remaining time is for recreation. Lunch sittings will be on a weekly rota basis with Year 5 having first sittings for the first two weeks of term. Timings are approximate dependent on volume of students eating and students will be called to their respective sitting. When not eating, students have the use of the following areas of the site:

- Year 5: Year 5 area and Playground
- Year 6: Playground
- Year 7: Playground
- Year 8: MUGA

If possible, the field may also be used as an additional space and there will be a range of lunchtime activities and clubs.

Lunch sittings:

- 1.05pm First lunch sitting
- 1.20pm Second lunch sitting
- 1.35pm Third lunch sitting
- 1.50pm Fourth lunch sitting

Students attending lunchtime clubs will be able to have an early lunch pass.

WET LUNCH

Alternative arrangements will be made for times when it is raining at lunchtime.

DEPARTURE

- Students will hand-sanitise at the end of the last lesson.
- Staff who are teaching Lesson 5 will escort their class off site. Students will be escorted through the playground and will follow the path to the school exit/entrance. Students will either walk off-site from there or be escorted onto their relevant bus.
- There will be a sequenced departure which will be announced by tannoy. Please do not leave your room until called. Approximate timings are:
 - Year 8 at 3.35pm
 - Year 7 at 3.37pm
 - Year 6 at 3.39pm
 - Year 5 at 3.40pm



HOME-SCHOOL COMMUNICATION

- Parents/Carers should use email and phone-calls to contact school. The form tutor or class teacher is the first point of contact.
- If parents/contractors 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.
- We will maintain our schedule of parents' consultation evenings and these will be a mix of 'in-person' appointments and video-call using SchoolCloud.
- Regular updates will be issued 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.
- We expect excellent, caring and kind behaviour at all times.
- **Large gatherings will resume. There will be a rota of assemblies and these will include key Stage, Year Group, House and Whole-school Zoom assemblies.**
- Students should keep their visits to the office at break and/or lunchtime to a minimum. 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 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.
- Mobile Phone Policy
 - 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, evacuation and Invacuation procedures: During an emergency, the one-way system will be suspended. Staff and students will take the nearest route to the assembly point.
- Homework has now resumed and the Homework timetable is on the school website.
- Behaviour
 - Excellent behaviour is expected at all times. NB. Any serious breach of the school Behaviour for Learning Policy will result in high-level sanctions (including internal and fixed-term external exclusion).
 - Staff and parents/carers need to model expectations of students in all interactions and practices.
- Badges
 - 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.
 - Year 5: Yellow



- Year 6: White
- Year 7: Orange
- Year 8: Pale Blue
- Attendance
 - School attendance is mandatory for all students of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.
 - Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).
 - For students abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.
- Curriculum
 - DfE expectations and key principles that underpin DfE advice on curriculum planning are as follows:
 - *Education is not optional. All students receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life.*
 - *The curriculum remains broad and ambitious. All students continue to be taught a wide range of subjects, maintaining their choices for further study and employment.*
- Remote learning
 - Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to students covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.
 - We will maintain our capacity to deliver high-quality remote education for the next academic year, including for students who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.
 - The remote education provided should be equivalent in length to the core teaching students would receive in school.
 - 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.



APPENDIX A: PE Kit

GIRLS KIT

Games skirt / skort	Plain black
Shorts / Joggers / Leggings	Plain black
Polo shirt with school logo	Worn for games and PE
Zipped Fleece / Mid Layer	Black with school logo
Base Layer (optional)	Plain black
Socks	Knee length black and short white
Trainers	Appropriate for sport
Football Boots	
Shin Pads	
Gum Shield	

BOYS KIT

Shorts / Joggers	Plain Black
Polo shirt with school logo	Worn for games and PE
Zipped Fleece / Mid Layer	Black with school logo
Rugby Shirt	Black/Gold reversible
Socks	Knee length black and short white
Trainers	Appropriate for sport
Football Boots	
Base Layer (optional)	Plain Black
Shin Pads	
Gum Shield	

Students may bring spare kit in with them, in case they get wet/muddy during their lesson.

Hoodies will not be allowed to be worn in PE lessons or around school. On PE days, students will be required to wear Holywell logoed tops and/or a coat, if required, into school. PE teachers will decide if coats can be worn in lessons, activity dependent.

We will be increasing our provision of extra-curricular activities in the new school year and, of course, we will be encouraging as many students to attend as possible (A timetable will be available in September).

NB. If a student is attending a club on a non-PE lesson day, they will need to come to school in their normal school uniform and then get changed into PE kit at the start of lunchtime.