



## School Plan

Updated in line with the latest Operational Guidance from the DfE.  
Amendments from previous versions are in BLUE.

- The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted.
- As a result, these measures are reflected in the DfE operational guidance for schools (updated December 2021) and in our school plan. This advice remains subject to change as the situation develops.
- COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is 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.
- The DfE has worked closely with the Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) to revise their guidance and we, in turn, have updated our school plan accordingly.
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*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. 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.
  - From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:
    - fully vaccinated adults – people who have had 2 doses of an approved vaccine
    - all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
    - people who are not able to get vaccinated for medical reasons
    - people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Students with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see [SEND guidance](#).

Further information is available in NHS Test and Trace: [what to do if you are contacted](#) and in the [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

- FACE COVERINGS
  - Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.
  - DfE have recommendations for students in Secondary settings – we apply these recommendations to all of our students and staff. It is therefore recommended that face coverings should be worn by students, staff and adult visitors when moving around the



premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure.

- Students must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.
- It is not advised that that students and staff wear face coverings in classrooms, however, this may be an interim additional contingency measure we use.
- Face coverings do not need to be worn when outdoors.
- We have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff and students. We also respect students' and parents' right to object to wearing face coverings and we are happy to respect those opinions and choices, whilst continuing to recommend and commend the approach as a mitigation. Parents must make a written request for exemption. Where individuals are exempt from wearing face coverings, we will be sensitive to those needs. Where students' parents have requested an exemption, we have yellow exemption lanyards which will be issued to students (some students may already have their own sunflower exemption lanyard); equally, we respect that not all students are comfortable wearing lanyards and no-one will be forced to wear a lanyard as an identifier.
- No student will be denied education on the grounds that they are not wearing a face covering.
- We will have a small supply of emergency face coverings in school, however, students should have their own reusable face covering with them. There will be a supply of face masks in every classroom.
- Teaching assistants working closely with students will need to wear visors/half visors as a further mitigating precaution.
- Safe wearing and removal of face coverings. This involves:
  - cleaning of hands before and after touching – including to remove or put them on
  - 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. Staff and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day.
  - Students must:
    - not touch the front of their face covering during use or when removing it
    - dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
    - place reusable face coverings in a plastic bag they can take home with them
    - wash their hands again before heading to their classroom
- We will keep the wearing of face coverings under review.



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- **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, 6<sup>th</sup> September and Year 8 will be invited to book a test on Tuesday, 7<sup>th</sup> September. If results are negative, students may return to school. On Wednesday, 8<sup>th</sup> 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*). 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 were provided with a complimentary mini whiteboard and whiteboard pen at the start of term and it is part of the student/family responsibility to replace these when needed. Students unable to provide their own equipment should ask for support.
  - Students need a reading book and a water bottle.
  - Students need a bag as we no longer use 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 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 or bottles of 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 or DT toilets.

#### 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
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- 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: Bev Yates area and Playground
- Year 6: Bev Yates area and Playground
- Year 7: MUGA and Playground
- Year 8: MUGA and Playground

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 when possible. Initially, there will be limited to Year group/bubble meetings.](#)
- 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.
- Vaccination
  - We recommend all school staff and eligible students take up the offer of a vaccine. You can find out more about the in-school vaccination programme in [COVID-19 vaccination programme for children and young people guidance for schools](#).
- 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: Uniform inc. PE Kit

Parents and staff are rightly proud of the high standards of dress achieved by the students at Holywell. All students are required to wear uniform.

<b>UNIFORM</b>	
Blazer	Black
House Badge*	For blazer
Trousers	Plain grey, not cords or denims
Skirt	Plain grey, below the knee
Jumper/Cardigan	Plain grey, 'V; necked
Shirt	White
School Tie*	Black and gold clip-on
White polo shirt	Summer term only
Socks	White, grey or black (No trainer socks)
Shoes	Black, no boots, trainers or heels higher than 4cm
Coat	Any plain style
<b>SPORTS UNIFORM</b>	
Rugby Shirt*	Black/Gold reversible*
Shorts	Black
Skirt	Black
Sports shirt*	With school logo*
Socks	Knee length black* and short white
Trainers	NB. not basketball boots
Football boots	
Track suit	Optional – black
Shin pads	Optional
Towel	

*Items marked with \* are available from school*

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.