



THE NEW SCHOOL YEAR: SEPTEMBER 2020

The Guiding Principles

Daily life at the high school is going to be different for everyone. The changes we are making are designed to minimise contact and maximise social distancing whilst making it possible to teach a secondary school curriculum.

Attendance

Our system remains unchanged. Please continue to notify absences in the normal way. If you already know that your family circumstances will have implications for your child's attendance, please discuss the situation

Basic Equipment

There will be no lending or borrowing of basic equipment. The new Basic Equipment List is below:

Basic Equipment List

School Bag
Blue/black Pen (+spare)
Red/green Pen (+spare)
Pencil (+spare)
Rubber
Ruler
Scientific Calculator
Glue
Highlighters
Hand Sanitiser

Behaviour

The situation we have places more responsibility on each and every student. Behaviour which would be unremarkable in normal times becomes a threat to the health of other students and their families at home. The Governors agreed to update the Behaviour and Discipline Policy so that any failure to follow the Covid-19 Code of Conduct could result in a fixed term or permanent exclusion from school.

Covid-19 Code of Conduct

September 2020

We are pleased indeed to welcome you back to school in September. However, our main priority has to be keeping you and those around you safe while you are on the site. You therefore need to read everything below carefully and follow it to the letter:

1. Being in school

- I will respect the Bubble principle that the school has put in place to ensure everyone's safety. I will not try to leave the Bubble whilst in school or try to enter any other Bubble. I will not gather with students in other Bubbles outside the school building before or after school.
- I recognise the need to keep my distance from teachers and other students at all times.



- I will enter and leave the school through the door that I have been told to use. I will follow the instructions of my teachers regarding social distancing and hand washing/hand sanitising.
- I will sit in the seat that has been assigned to me by my teacher and will remain in my seat unless invited to move by the teacher.
- I will not leave my designated classroom without permission.
- I will follow the teacher's instructions without questioning them or requiring an explanation from them.
- I will wash my hands with soap and water for a minimum of 20 seconds when told to do so. I know that I will have to do this or use hand sanitiser when I enter the school building.

2. Being prepared

- I will bring my own basic equipment and will not share equipment or ask to borrow equipment from other students.
- I will bring enough water to last me for the time I am in school as the water fountains will be out of use.

If I...

- ...sneeze I will catch it in a tissue, immediately put the tissue in the bin and use hand sanitiser. If I have no tissue, I will sneeze into the inside of my elbow and turn away from anyone close to me as I do so.
- ...need to blow my nose I will immediately put the tissue in the bin and use hand sanitiser.
- ...cough I will catch it in a tissue, immediately put the tissue in a bin and use hand sanitiser. If I have no tissue, I will cough into the inside of my elbow and turn away from anyone close to me as I do so.
- ...need the toilet, I will go to the one of the toilets assigned to my Bubble and I will wash my hands for at least 20 seconds afterwards.
- ...feel unwell whilst at school, I will inform my teacher immediately.
- ...have any COVID-19 symptoms, including a new, continuous cough, a high temperature or a loss or change to taste and/or smell, I will stay at home and my parents/carers will contact the school immediately.

We know that this is unlikely, but

- I know that if I cannot agree to what is set out in this document and sign it, I will not be able to come in to the school.
- If I do not follow what is set out here, or refuse to follow the instructions of a member of staff, I will be excluded. I understand that in the circumstances, second chances and warnings are not possible as they risk other people's safety.
- I know that any other behaviour which would be considered dangerous in the context of the Coronavirus pandemic will result in an exclusion.



We shall require all students to read and sign this code of conduct on their return. We ask for your support in explaining to your son or daughter that our new situation leaves little room for negotiation or compromise. Where behaviour becomes a threat to the health of other people, both at home and here at school, we cannot allow second chances.

Buses

The bus companies will be operating to the new finish time of 3 pm.

Face Masks (Updated 30th August)

Bringing a face mask to school

We shall expect every student to have with them a face mask in a resealable bag. The mask may be of any type but it should not carry any silly or offensive slogans. Initially we will have a small stock of disposable masks which we can give to those who have forgotten theirs.

Tutors will give instructions as to how they should be worn, safely removed and carried.

Wearing a face mask in the classroom

We shall follow the Government's policy which is that "their use in the classroom should be avoided."

Wearing a face mask when moving between classrooms

The arrangements that we have made will greatly reduce movement between classrooms. Wherever possible, it is the teacher who will move on a change of lessons. When students do have to move, however, they should wear a face mask whilst passing along corridors and other thoroughfares.

Wearing a face mask during morning break and lunch break

There is no requirement to wear a face mask when out in the fresh air, provided that social distancing is maintained. During times of bad weather students will need to be inside. Each zone will have its own indoor area in which to shelter and the need to wear face masks will vary from one to another. Tutors will explain to their groups what will happen in each case.

Wearing a face mask at the catering outlet

Each zone will have its own arrangements for serving food during break and lunchtime. Here we will take our example from shops and cafés. Students sitting down to eat will, of course, not be expected to use a face mask, but one will be necessary whilst choosing food and waiting one's turn. When students are sitting down to eat they should put their mask away and not put it on the table.

Wearing a face mask on school transport

The Government is now expecting that all students on a school bus will be wearing a face mask. As you know, that has been a requirement on public transport for some time.

Late Arrival

If your son or daughter is late for school he/she should go straight to his/her timetabled lesson.

Precautions on the School Site

Within the school buildings and their surroundings we shall:

- Display posters giving information about how to control infection
- Encourage good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
- Install hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
- Ensure students and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away
- Ensure frequently touched objects and surfaces are cleaned and disinfected more frequently than usual
- Call NHS 111 if someone becomes unwell and isolate any unwell people in a separate room, providing a separate toilet
- Tell staff to stay at home for 14 days if they develop any symptoms of coronavirus
- Arrange classrooms so that children are seated side by side, facing forwards and removing unnecessary furniture and equipment.

Risk Assessment

We have carried out a detailed risk assessment and it will be considered by the governors on the 14th of July. The final version should be available to you on the school website before the end of the summer term.

School Day

The start of the school day continues to be 8.50. However, in these circumstances it has made sense to discard morning registration and trim some time from our normal breaks at mid-morning and at lunchtime. This enables us to end our school day rather earlier without reducing the time given to teaching. Therefore there will be a new school closure time of no later than 3 pm.

The School Day will be as follows:

8.50	Period 1 & 2
10.50	Break followed by period 3
12.10	Lunch for Zones 1, 3 and 5 and then Period 4 Period 4 for Zones 2 & 4 and then Lunch at 1.15 pm
1.40	Period 5
2.40 – 3.00	Tutor Time with a staggered dismissal

School Lunches

There will be hot food and snacks available in each year group bubble, but the menu will be more limited. If more students choose to bring their own packed lunches it will reduce the pressure on our temporary arrangements. Free school meals will operate as normal.



Social Distancing

Each student will spend his or her day in a group of well over 200 young people. For all our separation of the school into separate year groups, that remains a very large number.

This is why we will work to minimise contact within each year group and within each class. This explains how we have set out our classrooms, why teachers always position themselves at the front and how we expect students to behave at break and lunchtime.

Specialist Facilities

We are all used to a system whereby it is the students who move, lesson by lesson, to a room especially set up for the subject concerned. That will change. By and large the students will remain in their own classroom and it is their teachers who will move to them. There will be some exceptions, otherwise some year groups would never experience certain specialised facilities. When this does happen the year group would move to a different base for the entire day. This will happen routinely for Year 10 and 11 who are preparing for external examinations. We will also ensure that Sixth Form classes have access to the facilities that they need.

Symptoms of Covid-19 (Updated 30th August)

The most common symptoms are:

- A high temperature
- A new and continuous cough
- A loss of taste or smell

If you believe that your child may have symptoms of Covid-19, you should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19):

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>.

The school will have to report any student or member of staff who is suspected to have COVID-19 to the local Public Health England health protection team. Their advice will determine how the school responds.

If someone you or your child has been in close proximity to has tested positive for COVID-19, you may be contacted by the NHS Test and Trace service. Information on the NHS Test and Trace service is available here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

If you think your child may have been exposed to or has COVID-19, please contact the school without delay.

Uniform

The school uniform remains the same. When students have PE lessons they will be asked to wear their PE kit and wear it for the whole day. In colder weather students may wear a tracksuit. Our preference is for this to be navy blue or black but we understand that students may already own tracksuits in a different colour. The school changing rooms will be closed.

Visiting School

If you need to speak to the school at any time, please make contact in the first instance by phone or email. You will not be able to speak to a member of staff face to face without having made an appointment in advance. Appointments will only be made in exceptional circumstances so that we can reduce the risks to you and to our staff.

Year Group Arrangements

Each year group will spend its day in one particular part of the school. (For this purpose years 12 and 13 will be regarded as one group.) Each zone will have its own:

- Entrance and exit
- Classrooms
- Access to ICT facilities
- Toilets
- Outdoor space
- Catering
- Pastoral support
- SEN support

	Area of School (Zone)	Catering Lunchtime	Break/lunchtime	Arrival and Departure Points	Departure Times
Year 8	Zone 1 S/T Block	S1 12.10 pm	S/T Play ground Sports Hall	Bus Bay Bridge	Non bus students 2.55 pm Bus students 3.00 pm
Year 9	Zone 2 Main Classroom Block	J Floor Pasta Servery 1.15 pm	J Floor, landing and benches outside dining rooms, shelter outside Art Room and tennis courts	Middle Gate	Non bus students 2.50 pm Bus students 3.00 pm
Year 10 Week A Year 11 Week B	Zone 3 M/N Block, Front Gym and some J rooms	PE Department 1.15 pm	Amphitheatre Playground, Gym Front Field	Bus Bay Bridge	Non bus students 2.50 pm Bus students 3.00 pm
Year 10 Week B Year 11 Week A	Zone 4 P Block A, B & C	Dining Room 12.10 pm	Dining Rooms Front of School	Front Gate	Non bus students 2.55 pm Bus students 3.00 pm
Years 12 & 13	Zone 5 Sixth Form & Science	Sixth Form Café 12.10 pm	Sixth Form Centre	Front Gate	Variable according to individual timetables

Members of a year group therefore have no need to mix with members of any other year group. It is essential that this does not happen.

30th August 2020