

St Nicholas RC High School



March School Reopening Plan

Guidance for Parents, Carers & Students

Mission Statement

We aspire to embrace the Gospel and its values,

Celebrating uniqueness and diversity.

Our learning, within an enterprise culture,

Is based upon trust and respect

Which define our relationship within the world family.

Everyone Matters.

OVERARCHING PRINCIPLES

Government guidance issued to schools on 22.2.21 provided updated details of implementing changes to current procedures to minimise the risk of transmission of Covid-19. It also outlined how the Department for Education expects schools to operate in this new context with reference to school operations, curriculum, behaviour and pastoral support, assessment and accountability and contingency planning to provide remote education in the case of a local outbreak.

Page 7 of this guidance states that schools must:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

This document provides details on previous processes and new actions that are now required to ensure that the Government guidance is responded to appropriately at St Nicholas Catholic High School. We will continue to review our guidance every 3 weeks and provide updates as required.

As always, please continue to feedback any observations and suggestions and thank you for the continued support you offer the St Nicholas community.

Contents

Health & Safety	5
Engaging with the Curriculum	12
The School Day	13
Structure of the School Day	14
Arrivals	15
Departures	16
Extra-Curricular & Enrichment	17
School Operations	18
Assemblies & Collective Worship	18
Pastoral Support / Form Time	19
Reading Books	19
Lockers	20
Classroom Routines	21
Classroom Operations & Materials	22
Movement between Lessons	26
Breaktime	27
Lunchtime	28
Toilets & First Aid Provision	29
Attendance	30
4Rs – Behaviour & Expectations	31

Health and Safety- General

Outlined below are brief details of health and safety considerations. Full details of all H&S matters can be found in Covid-19 Risk Assessments available on our school website.

General:

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- ***A high temperature*** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- ***A new, continuous cough*** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- ***The loss or change to your sense of smell or taste*** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

For more information, read the further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self isolate straight away for 10 days.

Failure to self-isolate for the full time-period can result in a fine, starting from £1,000.

In addition, CWAC have advised that people may seek a PCR test if they experience any of the following symptoms: **shortness of breath, muscle or body aches, fatigue, sore throat, headache, nasal congestion or runny nose, diarrhoea, nausea or vomiting**. Students do not need to self-isolate if they have any of the additional symptoms (unless these are alongside one of the three COVID symptoms listed above) and they can continue to attend school while waiting for their PCR test results unless they are not well enough.

Families should engage with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to [get a test](#) and you should inform school of the results of that test.

Control Systems & Protective Measures

- 1. Should any member of staff or student display Covid-19 symptoms on site, then they will be isolated and leave site as soon as possible.**
- 2. In the event of any confirmed or suspected cases of Covid-19, the school will liaise with the Local Authority and Public Health England and action all recommendations accordingly.**
3. All students are to sanitise hands on arrival using Sanitiser Stations.
4. Perspex screens have been installed at reception, student support & in classrooms as required.
5. Hand sanitiser, anti-bacterial wipes and tissues will be provided in each classroom.
6. Gloves, hand sanitiser, anti-bacterial wipes and tissues will be provided in communal areas across the school (Hand Sanitiser Station Posters will identify these areas).
7. All students to use hand sanitiser on entry and exit to classroom – signs provided.
8. All non fire doors to remain open to negate contact with handles – fire risk assessment amended.
9. Windows should be open in every room to ensure adequate ventilation – doors may be opened to assist with ventilation.
10. The main entrance gate key pad will be cleaned regularly. A sanitiser station will be placed outside the gate for visitors to clean their hands.

Cleaning Detail

General:

St. Nicholas Catholic High School has been open to some students since the 8th January. During this time, enhanced cleaning arrangements have been in place around the school site. The enhanced cleaning arrangements are in place to reduce the risk of transmission through touched surfaces. Whilst it is not possible to completely remove this risk, every effort is taken to mitigate the risk.

Control Systems & Protective Measures:

1. We have secured a cleaning schedule that ensures cleaning is generally enhanced and includes:
 - a. More frequent cleaning of rooms/shared areas that are used by different groups of students
 - b. Frequently touched surfaces being cleaned more often than normal
2. Toilets will be cleaned regularly and students will be encouraged to clean their hands after the toilet.

Current process:

1. Students will continue to have a staggered breaktime and lunchtime, this is to allow less student movement around site and allow surfaces to be cleaned on a more regular basis
2. All classrooms will be cleaned at least once during the day which will now also include the cleaning of every desk
3. Staff on duty will encourage students to clean their hands thoroughly after using the toilet
4. All classroom desks will be cleaned regularly during the day
5. All classrooms will be 'fogged' once a day with specialist equipment

Students will:

1. Exit the classroom promptly at the end of the lesson and for break and lunchtime travel immediately to their specified place
2. Sanitise their hands on a regular basis throughout the day
3. Clean their hands thoroughly after using the toilet

Staff will:

1. Encourage students to clean their hands thoroughly after using the toilet if on duty outside the toilets.

Testing Arrangements

During the first week of re-opening, students will be offered three Lateral Flow Device (LFD) tests spaced 3-5 days apart. This is so students have undertaken some testing in a supervised setting and have had the chance to familiarise themselves with self-swabbing before moving to home testing. Consent for onsite testing will need to be provided by a parent/carer if the student is under 16. Students who have tested positive for Covid in the previous 90 days should be exempt from testing. If they do decide to be tested and have a positive result, they will still need to isolate for 10 days. Testing will be administered in the sports hall, during lesson times.

In order to facilitate the onsite testing programme and minimise mixing while students access their first test, there will be a staggered return during w/c 8th March as outlined below:

	Monday 8th March	Tuesday 9th March	Wednesday 10th March	Thursday 11th March	Friday 12th March
Yrs 13 & 11	Return to school				
Yrs 12 & 10	Remote Learning at home	Return to school			
Yrs 9 & 7	Remote Learning at home	Remote Learning at home	Return to school		
Yr 8	Remote Learning at home	Remote Learning at home	Remote Learning at home	Return to school	

Students not accessing/consented for testing can return but only on the same day as their year group above.

Following the three initial tests, students will be provided with home kits to start testing at home on a regular basis. All students can swab themselves/self-administer the test, but 11 year olds in Y7 and some SEN students should be supervised by an adult at home.

Face coverings

Guidance issued to schools on 22.2.21 includes updated details on the use of face coverings in schools. This guidance now states:

Where pupils in year 7 and above are educated, we recommend that face coverings should be worn by adults and pupils when:

- *moving around the premises*
- *outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.*

We now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.

Face coverings do not need to be worn by pupils when outdoors on the premises.

This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19) than not wearing a face covering at all.

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

Face visors or shields should not be worn as an alternative to face coverings. *They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.*

Access to face coverings

Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. PHE has also published guidance on [how to make a simple face covering](#).

We have a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

These can be obtained from student support staff.

No student will be denied education on the grounds that they are not wearing a face covering.

Safe wearing and removal of face coverings

We have a process for when face coverings are worn at school and how they should be removed. We will communicate this process clearly to students, staff and visitors and allow for adjustments to be made for students with SEND who may be distressed if required to remove a face covering against their wishes.

Safe wearing of face coverings requires the:

- 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 pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

Pupils should:

- 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 and wash their hands again before heading to their classroom

Implementation

To support this position, St Nicholas Catholic High School will implement the following measures rooted in our two of our 4Rs – Respect for yourself and Respect for others:

Face coverings are expected to be worn by students:

- Travelling to and from all lessons via internal corridors
- Travelling to lessons at the end of lunch and break times
- During lessons inside classrooms
- Inside the Sixth Form Common Room
- Inside the PE Changing Rooms
- During 'wet weather' arrangements in classrooms when not consuming food or drink
- Lining up to enter the Hall and Dining Room and purchasing food from the Dining Room
- On entering the school gates from 8.20 each morning

Face coverings will not need to be worn outside during break and lunch, though students may choose to do so.

Students who have been designated exempt will be identified by one of the following:

- Wearing the national green exemption lanyard
- Wearing the St Nicholas white round exemption badge on their blazer
- Carrying a St Nicholas exemption card in their blazer pocket to be shown on request

Wet Weather Arrangements

- Students will be required to wear their face coverings when remaining in their form bases during wet lunch and break – unless exempt
- Should the 'wet weather bell' sound, staff should instruct students to remain in their classroom.
- Students are permitted to remove their face coverings only for the consumption of food and drink

- Hands should be sanitised before and after each application and removal of their face covering

Ventilation

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.

When school is in operation, we will ensure that spaces are well ventilated and a comfortable teaching environment is maintained.

Mechanical ventilation systems

Our school systems are all adjusted to full fresh air.

Natural ventilation

To assist with airflow in their teaching rooms, staff will consider the following advice from current guidance issued on 22.2.21:

- Opening windows in classrooms
- In cooler weather windows should be opened just enough to provide constant background ventilation
- Windows can be opened more fully during breaks to purge the air in the space
- Opening internal doors can also assist
- If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so)

Individual teachers may choose to have windows open and close to maintain adequate air flow within the classroom. Hands must be sanitised before and after windows are opened or closed.

Engaging with the Curriculum

Students in Years 7-9

The allocated rooms for Years 7-9 are 'clustered' across the site:

Year 9 – English and LRC

Year 8 – Maths & RE

Year 7 – Predominately Humanities and Languages.

For these lessons teachers will attend relevant classrooms to deliver lessons.

Years 7 and 8 will remain in an assigned classroom being taught in their Forms groups

Year 9 will be taught in Form groups apart from English, Maths and Science. For these lessons, movement will be allowed between the allocated rooms.

Students will access PE lessons as usual and at breaks and lunches will be assigned outside 'zones' as detailed below. Wet break will be taken in their assigned classrooms.

Students in Years 10-13

Students in Years 10-13 have been allocated a cluster of rooms which includes as many specialist rooms as possible. Students will move between these lessons as usual taking advantage of the enhanced one way system.

The School Day

The official start and end times of the school day remain the same.

School remains open to students from 8.20am.

Students will proceed straight to their Form Room on arrival to school.

Internal re-alignment has been required to support year group bubbles remaining separated as far as practically possible.

Breaktime remains split - 3 year groups at a time

Lunchtime remains split – 3 year groups at a time

Lesson 5 has been extended and now includes staggered departure times for individual year groups

Structure of the School Day

		7	8	9	10	11	6th
Form	8.45-9.10						
1	9.10 – 10.10						
2 + B	10.10 - 10.25	Break-A	Break-A	Break-A			
	10.25 – 10.40						
	10.40 – 10.55						
	10.55 – 11.10						
	11.10 – 11.25				Break-B	Break-B	Break-B
3	11.25 – 12.25						
4 + L	12.25 -1.05	LUNCH - A	LUNCH - A	LUNCH - A			
	1.05 - 1.25						
	1.25 – 2.05				LUNCH - B	LUNCH - B	LUNCH - B
5	2.05 – 3.15	3.00					
			3.04				
				3.08			
					3.12		
						3.15	3.15

|

Arrivals

At the Start of the Day

Students arrive at school via many different methods. The Site Team and the Senior Leadership Team will welcome students as usual.

Control systems & protective Measures / amendments to current process

Walking

1. Students should maintain social distancing measures using markers on the floor
2. Students should then make their way onto school site as detailed below

Car

1. Where possible, parents and carers should consider dropping off their children away from school site to facilitate socially distanced walking to school
2. Parents and carers should drop off in designated zones
3. On site, students should exit the vehicle when safe to do so
4. Students should then make their way onto school site as detailed below
5. Students should maintain social distancing measures using markers on the floor

Cycles

1. Students must use the Lower Gates to enter school site (by St Wilfrid's)
2. Students must dismount from their cycle before entering site
3. Students must walk their bike to the cycle storage area
4. Bikes will only be stored on site for students who cycle with a helmet
5. Students should maintain social distancing measures using markers on the floor

Bus

1. All students are required to wear face coverings on school buses
2. Students must not remove face coverings on the bus
3. Students must remain seated until invited to leave once the bus arrives at school
4. All students must then sanitise their hands and make their way onto school site as detailed below

Bus Tickets

- Passes will be issued and 'shown' by students as usual

- Weekly tickets (10 journeys) can still be purchased in advance via Parentpay. These will be credited to students virtually and debited each journey by a member of staff

Entry to School site

1. School site will be opened to students from 8.20am– students will not be allowed to enter site before this time
2. Students may enter the school site through the Main Gate or PE Gate
3. Cyclists should enter school site via the Lower Gate as outlined above
4. The school Dining Room and Library will not be available to students in the morning
5. On entering school site, students must proceed straight to their Form Base
6. Students must sanitise their hands on entry to school site and / or on entering their form base
7. The Crypt toilets will be open from 8.20 to 8.45
8. Internal zones will be staffed between 8.20 and 8.35
9. Form Tutors will be present in their Form rooms from 8.35

Departures

The end of the School Day

Following the end of lesson procedures outlined above, students will be dismissed / escorted as detailed below:

3.00pm	Year 7 students escorted to the nearest exit blue gates by class teacher
3.04pm	Year 8 students dismissed
3.08pm	Year 9 students dismissed
3.12pm	Year 10 students dismissed
3.15pm	Year 11 & Sixth Form students dismissed

Walking

1. Students should maintain social distancing measures using markers on the floor
2. Students should *exit immediately from site* – no waiting for siblings / friends

Car

1. Students should maintain social distance using social distance markings on the floor

Cycles

1. Students should proceed to the cycle shed by the Lower Gate

2. Students should 'line up' on social distance markings to collect their bike from a member of the site team
3. Students must put their helmets on then exit site immediately via the Lower Gate

Bus

1. Students queue for buses using the Social Distance markings on the floor
2. Students must put on their face coverings *whilst standing still* on the social distance markings at the designated bus bay
3. Students must then sanitise their hands before boarding the bus
4. As usual, students must display all tickets before boarding their bus

Extra-Curricular and Enrichment Activities

Unfortunately, there will be no enrichment activities or home-work club for the first two weeks of school. Activities will begin w/c 22nd March with further details to follow.

School Operations

Assemblies & Collective Worship

General

All assemblies will take place virtually. The technology that will be used will be Microsoft Teams and they will be live events which form tutors can access and project to students. Routines are important to students and keeping the routine of the Assembly Rota provides necessary wellbeing support during form time.

Control systems & protective Measures

- Support social engagement by allowing all pupils to engage in assemblies and acts of collective worship
- Reduce movement of pupils around the school site
- Reduce large gatherings

Amendments to current process

- Form Tutors and students will remain in their form rooms rather than moving to the hall for assemblies
- Year Leaders/SLT members will schedule and prepare the live event and share the link with Form Tutors at least 24 hours prior to the live event
- All live events will take place on the Year Group assembly day
- SLT assemblies will take place in the same way as Year Group Assemblies
- SLT assemblies will be live streamed from the Assembly Hall
- Year Leader assemblies will be live streamed from the Chapel

Students will

- Students will remain in their form rooms for the virtual assembly
- Students will listen fully to the virtual assembly and engage with prayer in the same way they would in an assembly

Pastoral Support & Form Time

General

In September, Form Time will remain at the beginning of the school day and offer opportunities to support student's mental health and well-being. All Year Leaders will issue form tutors with the Pastoral Booklet specific to their year which outlines any specific Year Group changes in response to the guidance.

Control systems & protective Measures

1. Review and amendments to Pastoral Form Time activities for all students
2. Provide more focused Pastoral Support as detailed in Pastoral Curriculum Documentation
3. Identification of students who may require additional support

Amendments to current process

1. Form Tutors will arrive in their form bases at 8.35am to welcome students
2. Form Tutors will deliver the Pastoral Curriculum
3. All assemblies will be streamed virtually via Microsoft Teams and students will watch the assembly on their relevant assembly day in their form base
4. Form Tutors will be observant of any changes that could suggest a student requires additional support and will inform the Year Leader of any concerns

Students will

1. Be able to feel comfortable sharing their emotions, worries and concerns with their Form Tutor
2. Report any concerns they have about their mental health
3. Continue to use the Learning Mentor support
4. Bring their own reading book
5. Ensure planners are signed by parents at home

Reading Books

All students in Years 7-9 will be expected to have a reading book with them at all times. The School Library will not be open so it is incumbent on students to source their own books.

Students who qualify for pupil premium books will be able to choose a book from a list in their first learning mentor meeting in the first half term.

The books will be chosen from: <https://schoolreadinglist.co.uk/category/secondary-ks3-ks4-reading-lists/>

Lockers

General

For the time being lockers will not be in use for students to access and store belongings. As movement is reduced around site this reduces the need to store belongings.

Page 21 of the Government guidance states:

'Pupils should limit the amount of equipment they bring into school each day'

If students have belongings in lockers that need collecting, this can be requested by parents and carers by emailing the school admin e-mail address.

Classroom Routines

We have introduced a 'clear desk' protocol for each classroom – the only items left on any teacher desk must be the docking station and remote control for the projector – nothing else.

We have introduced a 'distribution station' protocol for each classroom.

This will usually be an exam desk situated in a place that can be accessed by both staff and students. This this can then be used to deposit materials for collection and returned by students when directed by the teacher. Seating plans will be formulated for Year 7, 8 and 9 by the Form Tutor.

Classroom Operations

General

Classrooms are the hub of learning experiences for students and our ambition will remain the same - to engage students in stimulating and engaging learning that deepens their knowledge and develops their skills to support progress.

Control Systems & Protective Measures

- Student desks will need to remain facing the front of the classroom
- Exam desks will replace and/or supplement existing desks as required
- Perspex screens will be installed where fixed desks prevent re-alignment
- Students must sit side by side and facing forward
- Unnecessary furniture will be removed as required
- Doors may remain open and windows opened to ensure 'flow through' of air
- A 2m designation zone will be marked from the white board
- Where possible, staff will remain at the front of the class in the 2m designation zone and not circulate around the room
- Staff will only use their own whiteboard pack
- Sanitiser Kit Trays to include hand sanitiser / anti-bac wipes and tissues in each classroom

Page 17 of DFE Government Guidance states:

'There is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.'

Amendments to Current Process

1. Distribution of materials - Items that students are required to use should either be:
 - a) laid out for them to collect on entering the room, rather than handed out during the lesson
 - b) Placed on student desks before students enter the classroom
 - c) Placed on a 'distribution station' in the classroom for students to collect one at a time as directed by the teacher during the lesson
2. At the end of the lesson, students must be dismissed 'desk by desk' from the front of the classroom and sanitise their hands on exit

Students will

1. Sanitise their hands on entry and exit
2. Proceed direct to their seat on entry
3. Remain in their seat at all times
4. Only leave their desks when invited or dismissed

Staff will

1. Remain in the 2m zone at the front of the classroom where possible
2. Ensure required materials are available as described above and NOT 'hand-out' materials during the lesson
3. Ensure the same high standards of behaviour and discipline are maintained and the 4Rs underpin a positive environment for learning
4. Ensure that the same high standards of presentation and work are maintained in student books and folders

Classroom Materials

Government guidance makes clear what we already know, that *'equipment and resources are integral to education in schools.'* However, we must now ensure that any use of classroom resources is underpinned by the guidance which looks to minimize possible transmission through unnecessary shared usage.

Control Systems & Protective Measures

1. Students must not share frequently used equipment such as pencils and pens
2. Students can only use their *own* individual stationery items as listed in the stationery list
3. Should a student not have an essential item, they may be invited to collect a pen / pencil from the classroom distribution station
4. Mini whiteboards must not be used – students should use the back of their student planner instead
5. Students must only use their own whiteboard pens
6. Where the teacher / department deems it necessary to use textbooks or other shared resources then they will employ all or some of the following mitigating actions:
 - a) Items cleaned by students with anti-bac wipes at the end of the session/ lesson
 - b) Items rotated and out of reach for 48 hours (72 hours for plastics)
7. Support for meticulous cleaning of shared classroom based resources should be considered where appropriate and requested via the School Business Manager
8. Student exercise books or work on paper can be 'collected-in' by teachers. Students should deposit these items on a desk as they exit the classroom. Staff may wish to use gloves provided when retrieving these student books or work on paper
9. Before marking books or work on paper, staff will consider the following mitigating actions:
 - a) Consider homework and other tasks for assessment submitted electronically
 - b) Place books / paper out of reach for 48 hours (72 hours if plastic covers)
 - c) Using gloves provided to handle books and paper
 - d) Mark work on-site to minimise transporting materials home

Page 21 of DFE Government Guidance states:

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

Amendments to Current Process

1. Students must only use their own stationery
2. Spare stationery should be collected by individual students from the classroom distribution station

3. An alternative to textbooks / shared resources should always be explored
4. Textbooks / shared resources must be cleaned after use

Students will

1. Only use their own stationery

Staff will

1. Ensure students wipe clean any shared resources during the lesson / session
2. Request technician support to support meticulous cleaning as required

Movement between lessons

All members of staff are responsible for promoting and supporting the positive and purposeful movement of students between lessons, form time, lunch and break times, ensuring that the 4Rs are displayed at all times by all members of our community.

Control Systems & Protective Measures

- Face coverings should be worn in all communal areas unless exempt
- All staff will actively promote social distancing and the one way system
- All students must follow the one way system
- Social distancing must be observed by students wherever possible
- Additional signage has been installed to re-enforce the current one way system
- Student Support will remain closed – students should instead approach a member of staff on duty / SLT

Break Time

Break Time Summary:

Key Stage 3 Break Time: 10.10- 10.25am	Where will food be served?	What zone will the Year Group occupy?	Which toilets will the Year Group use?
Year 7	Mobile service to zone	Outside Drama Studio up to edge of garage on yard	Crypt
Year 8	Proceed to zone & will be called to Dining Room (queue in Assembly Hall first)	Remainder of yard	Crypt
Year 9	Access to Dining Room (queue in Assembly Hall first) and then proceed to zone	Tennis Courts	Sports Hall
Key Stage 4&5 Break Time: 11.10- 11.25am	Where will food be served?	What zone will the Year Group occupy?	Which toilets will the Year Group use?
Year 10	Proceed to zone & will be called to Dining Room (queue in Assembly Hall first)	Outside Drama Studio up to edge of garage on yard	Crypt
Year 11	Access to Dining Room (queue in Assembly Hall first) and then proceed to zone	Remainder of yard	Crypt
Sixth Form	Mobile service to zone	Common Room	Sixth Form

Lunch Time

Lunch Time Summary:

When it is their allocated access to Dining Room, Year Groups will queue up in the Assembly Hall first.

Key Stage 3 Lunch Time: 12.25-1.05pm	Order of entry to <u>Assembly Hall</u> (to queue for entry to Dining Room)	Year Group Zone	Which toilets will the Year Group use?
Year 7	First (immediately proceed to Assembly Hall)	Outside Drama Studio up to the edge of the garage on the yard	Crypt
Year 8	Second (wait in zone – duty staff will be radioed)	Remainder of the yard	Crypt
Year 9	Third (wait in zone – duty staff will be radioed)	Tennis courts	Sports Hall
Key Stage 4&5 Lunch Time: 1.25-2.05pm	Order of entry to <u>Assembly Hall</u> (to queue for entry to Dining Room)	Year Group Zone	Which toilets will the Year Group use?
Year 10	Second (wait in zone – duty staff will be radioed)	Outside the Drama Studio up to the edge of the yard	Crypt
Year 11	First (immediately proceed to Assembly Hall)	Remainder of the yard	Crypt
Sixth Form		Common Room	Sixth Form

Toilets

General

All toilets around school will be available for students to use in the normal way. Enhanced cleaning measures will be in place.

Control systems and protective measures

- a) Toilets will be cleaned regularly and the time when they were last cleaned will be noted
- b) Students will not be assigned specific toilets
- c) The Crypt toilets will be available to use between 8.20 and 8.45am
- d) Students will be encouraged to clean their hands thoroughly after using the toilet

Amendments to current process

- The Crypt toilets will be available to use between 8.20 and 8.45am
- Students will be encouraged to clean their hands thoroughly after using the toilet

Students must

- Not gather in the toilets
- Thoroughly clean their hands after using the toilet

Staff must

- Move students on if they see students gathering by the toilets
- Encourage students to thoroughly clean their hands after using the toilet

First Aid and Medical Room

How do I request first aid?

If you are feeling unwell, alert your teacher who will inform a First Aider.

What if a student is feeling unwell at break time and lunchtime?

Inform a member of staff on duty with a radio

How will the Medical Room be used?

The Medical Room is restricted to one student at a time and for those who require non Covid-19 medical treatment or who are taking medication. The Medical Room will not be accessible at break time and lunchtime.

Attendance

Attendance will be mandatory for all students from the 8th of March following our phased return. The usual rules on school attendance apply, including:

- Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Students who are CEV (**Schools coronavirus (COVID) operational guidance, February 2021**)

The advice for students who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. A copy of the letter from your GP or consultant should be sent in to school (a scanned copy or photo sent via email is suitable).

Students who live with someone identified as CEV should still attend school as normal from Monday 8th March. They should be extremely conscious of ensuring safety measures, such as hand washing, is adhered to frequently. This is advice from PHE.

It is vital that students in this position ensure they follow the school's system of controls to minimise risk.

Any parent with concerns regarding a household member identified as CEV are asked to speak to Mr R Hunt to discuss their concerns.

Behaviour and Expectations

Control Systems & Protective Measures

Government Guidance pg.59

Schools should set out clearly the consequences for poor behaviour and deliberately breaking the rules. You should also set out how you will enforce those rules including any sanctions, especially for any restrictions on movement within school and new hygiene rules.

Amendments to Current Process

See updated Behaviour Policy which is available on the School Website

Mobile Phones

The Mobile Phone Policy remains exactly the same: students are not permitted to have their phone with them and should hand their phone in. Gloves should be worn by staff handling students' phones.

Mobile Phone Drop-off

Phones must be handed in on arrival in school (between 08.20 and 08.45)

Years 7 – 11: Students drop phone off at the collection point outside Reception

Mobile Phone Collection

Year 7: Phones will be taken to the period 5 classroom and left on the distribution desk

Years 8 – 11: Students collect phones from the collection point outside Reception

Mobile Phone Confiscation

The usual process for confiscation applies with gloves being provided to staff to reduce the risk of transmission.

Rewards & Sanctions

All rewards and sanction processes have been adapted to ensure year group bubbles are preserved.

