



Autumn 2020 – School Reopening



Autumn School Reopening – Parent and Staff Guide



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Part 1: Blended Learning in 2020-21

1. Teaching and Learning

Requirement	How achieved
Teaching and Learning	<p><i>While school is open:</i></p> <ul style="list-style-type: none">● The school will return to its normal cycle of lessons, homework and assessments from September, although students will be taught in year group ‘bubbles’ – see below.● However:<ul style="list-style-type: none">○ There will be no group or paired work in order to help limit cross-contamination.○ Where students require support from a staff member this should ideally be done from 1-2 metres away but if that is not possible, support to be given side-on and not face-to-face.○ All desks and students must face the front of the room.● Interventions and catch up groups will also continue and will be based on year group ‘bubbles’ and conducted in accordance with all of the other health and safety guidelines below. <p><i>If lockdown returns:</i></p> <ul style="list-style-type: none">● If lockdown returns then, during periods of remote teaching, we will strive to provide an education as close as possible to that which we provide when school is open. All lessons in all subjects have been prepared with voiceover PowerPoints from teachers. This also applies to marking and assessment, though there will be exceptions if individual pastoral concerns arise. Mock exams will need to take place under parental supervision. <p>What if students have limited or no IT access?</p> <ul style="list-style-type: none">▪ Some may be able to watch lessons on their phones.▪ Paper-based work can be sent home.▪ They are supported through our tracking systems.▪ We are able to loan out a small number of laptops and dongles with internet access.

SEND/EHCP
students

There will be an extra induction time for identified students to support transition back to school on the 3rd September.

We are using the upstairs Activity Studio as an additional transition support base for our SEND students to help them cope with the new school and routines if this is required.

SEND support for identified students will commence immediately on students return according to their own individual plan.

2. Curriculum

Requirement	How achieved
Curriculum	<ul style="list-style-type: none"> ● All departments have a 'Curriculum Recovery' Plan to help close gaps from lockdown and then returning to normal curriculum until the DfE issues any further guidance on changes to the Year 10 and 11 curriculum. ● To incorporate explicit teaching of MHWB (mental health and wellbeing) into Lifeskills (PSCHE) ● Rooms and resources set out as per guidance below to ensure rigorous cleaning, limiting shared materials, etc. ● <i>Specific subjects:</i> PE: PE staff have designed a new curriculum to meet DfE/PE guidance. These activities will be much lower impact than usual so students are not returning to lessons sweating, which can increase risks. It will be non-contact sport. Science: All Science areas will be pre-checked as per CLEAPPS guidance. Music: Focus on theory, there will be no instrumental activity or singing. Art: Materials not to be shared. DT: Emphasis on theory. IT: Keyboards cleaned after each lesson by students in lesson, using cleaning resources in each room.
Timetable	<ul style="list-style-type: none"> ● Timetable to run as normal with curricular exceptions above and room changes to ensure geographical areas of school for each year group, minimising movement around the school. <ul style="list-style-type: none"> ○ Year 7: Humanities/MFL Zone – student services toilets. Entry via PE corridor. ○ Year 8: Science Zone – upstairs Science toilets. Entry via Science fire door. ○ Year 9: Technology Zone – downstairs Technology toilets. Entry via Technology double doors at back of school. ○ Year 10: Maths Zone – upstairs LRC toilets. Entry via Maths fire stairs. ○ Year 11: English Zone – downstairs Year 7 base toilets. Entry via Year 7 base doors. ● Thus, teaching staff will not have their own teaching rooms; instead, they will rotate around classrooms while students (on the whole) remain static. ● For this reason, previous classrooms should be cleared of personal items and non-essentials, which should be stored in cupboards out of sight. <ul style="list-style-type: none"> ● Students will enter the school via a year group walkway, 2 metres apart and enter via their own allocated door in their zone.

3. Pastoral Care, Assemblies, IAG

Requirement	How achieved
Pastoral Care	To remain as current system <ul style="list-style-type: none"> • Welfare checks by Form Tutors, Heads of Year, Safeguarding Leads and other pastoral staff. • Overview by Vice Principals J Owens and A Marshall. • Each morning Heads of Year and SLT will check each zone of students and be based in the zone open area all day.
Assemblies	These will be conducted via the PA system.
Careers	These will take place via a weekly PSHCE lesson for each year group.

4. Extra Curricular, Citizenship

Requirement	How achieved
Extra-curricular	The CCF and Duke of Edinburgh will begin immediately but operated in year group bubbles. Breakfast Club will commence approximately week 3, parents and students will be notified. Other extra-curricular will be phased in once school is settled.
Citizenship/ charities	Each Head of Year / Year group will continue our usual offer. The activities may be adjusted.
Educational Visits	Only non-residential local educational visits will be allowed until further notice. The ski trip and all other trips have been cancelled until further notice.

Part 2: Health and Safety

Consideration/Risk	Actions
Travel and Bus journeys to and from school	<ul style="list-style-type: none"> ● Parents/Carers should ensure that their child washes their hands for <u>20 seconds</u> prior to leaving their home. ● DfE guidance is that parents, children and young people should be encouraged to walk or cycle where possible and avoid public transport at peak times. ● Students cycling to school: <ul style="list-style-type: none"> ○ Students access the bike racks one at a time at the start and end of the school day ○ Student face-to-face contact limited to less than 15 minutes when storing/taking bikes out of the bike shed. ○ Demarcation floor markings in place at the entrance to the bike shed to allow for social distancing. ● Students not to walk to school with friends in other year groups. Students who walk enter through their year group walkway and doors, as above. ● Parents are not allowed in the car park due to the area being used for student walkways. ● School minibus transport <ul style="list-style-type: none"> ○ Sterilise hands on entry. ○ Distance in the bus where possible. ○ Stay away from the driver. ○ No students will be allowed on the front seats. ○ All students must wear face coverings on the bus. ○ CVEA will issue a plastic bag for the mask to be contained in each day. ○ Passenger records will be monitored for NHS Test and trace. ○ The bus will be cleaned after each journey and then the 'fogging' machine used at the end of each day. ● Drivers are in front of screens. ● Service buses: <ul style="list-style-type: none"> ○ Students to stay with their year group where they can, though other members of the public are on the busses. ● Bus companies are required to follow the transport protocol from SCC. ● Students who wear masks should watch the training video at (COVID-19) advice for the public: When and how to use masks. This will be shared with students in the first day back video. ● Students must understand that infractions of the rules may be punished by not being allowed to take the bus. We will check regularly with drivers for names of students who break the rules. ● Upon arrival at school: students to remain on the school buses until the path is clear for them to get into school. ● Before leaving at the end of each day, students need to clean their hands again.

<p>Arrangements for getting off the bus and walking into school.</p>	<ul style="list-style-type: none"> ● Students must always keep two metres between themselves and the next student where possible. ● Each year group has a designated entrance door. ● If the queues back up all the way to the car park, students to remain static until a space arises. ● Upon entry to the building, a staff member helps students sanitise their hands before they proceed to their designated 'year group areas' in school. Staff to tell students to rub hands vigorously so as to promote a level of protection more akin to hand washing. <ul style="list-style-type: none"> ○ Students are also encouraged to bring their own hand sanitiser.
<p>Drop off/pick up</p>	<ul style="list-style-type: none"> ● Parents who drive their children to school should drop them off on Hylton Castle Road. Students then proceed to school walking along Cartwright Road. ● Only one parent should pick up/drop off a child at the start and end of the day. Parents to follow social distancing rules. ● Any late arrivals will need to remain outside of school until a member of staff collects them. As the gates will be locked for safeguarding reasons, students cannot enter the main doors, they need to enter their own doorway to their bubble.
<p>Exit from the school</p>	<ul style="list-style-type: none"> ● Students advised not to congregate at exit doors and gates. ● Students supervised to ensure that they leave the school site swiftly and not in groups. ● Students will have staggered leaving times (see below). ● Students must leave the school at their appointed time, students cannot stay in the school building unless they are Yr11 and invited to stay for boosters, interventions.
<p>Movement around the building</p>	<ul style="list-style-type: none"> ● There should be no movement around the building, only within the year group zone/bubble. ● Students should ideally only go to the toilet if necessary, the teacher will sign a Post It note giving permission. ● Toilet doors to be marked for specific year groups, these will be supervised and cleaned throughout the day. ● Duty staff to remind the students of the need for vigorous hand washing. <p>We will develop bespoke plans for any student who needs the lift as that is a space where social distancing is impossible. This will be on the individual risk assessment for such students.</p> <p><i>End of school day:</i> students will leave the building at staggered times.</p> <p>Monday to Thursday:</p> <ul style="list-style-type: none"> ○ Year 7 students leave at 2.00pm ○ Year 8 students leave at 2.05pm ○ Year 9 students leave at 2.10 pm ○ Year 10 students leave at 2.15pm ○ Year 11 students leave at 2.20pm <p>Friday:</p> <ul style="list-style-type: none"> ○ Year 7 students leave at 1.10pm ○ Year 8 students leave at 1.15pm

	<ul style="list-style-type: none"> ○ Year 9 students leave at 1.20pm ○ Year 10 students leave at 1.25pm ○ Year 11 students leave at 1.30pm <ul style="list-style-type: none"> ● Students exit through their appropriate doors and sanitise hands on the way out. ● Students that are taken home in the mini busses wait outside the Sports Centre door.
<ul style="list-style-type: none"> ● Resources 	<ul style="list-style-type: none"> ● Students must bring their own pens, pencils, etc. We will keep some for students to purchase. They cannot be shared. ● For Art lessons, <ul style="list-style-type: none"> ○ Each KS3 student to be equipped with a 2B pencil and a small set of coloured pencils (6-12 colours) if possible. ○ GCSE Art students to be contacted separately and follow Miss Gaffney/Mrs Nolan plans. ● Students will be allocated a seat and given resources such as exercise books to be kept in their room. ● Students should be discouraged from using printers. Permission will be needed to print and a cleaner will be available to clean down the printer. <ul style="list-style-type: none"> ○ Hand sanitiser in place next to printers and wiped at the end of the day. ● There is rigorous keyboard cleaning each night and through the day for each class. ● Staff will be asked to clean down each keyboard on their staff machine after use. <ul style="list-style-type: none"> ○ Staff to bring their own board pens and resources to sanitise hands before and after entering classrooms. ○ Staff who use an IT room will need to get the students to clean the keyboards at the end of every lesson that uses the IT room. A cleaner will be around to assist.

<p>Rooms set up to minimise risk</p>	<ul style="list-style-type: none"> ○ Coats will be placed on the rack in the entry zone (Science/English/Maths/Technology/PE). ○ Students will sit in fixed seats for teaching as they will be in the same zone for all lessons. They may move into class ‘sets’ within the zone. ○ Students will be sat at individual desks facing forward where possible with as much space between them as possible. ○ Bags go under their desk. ○ Non-essential items will be put away, though we recognise the need to create a “welcoming” space for anxious students. ○ Air conditioning should not be used. Where available, windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. ○ Tissues, anti-bacterial wipes and hand sanitisers should be available in every room. ○ Rooms will have pedal bins with lids. ○ Doors to be left open where safe to do so in order to limit use of handles. SLT and Head of Year staff will circulate in each zone and promote this. ○ SLT and Head of Year in each zone to support staff, manage any issues or poor behaviour and contact parents if necessary.
<p>Risk assessments</p>	<p>Parents should contact the school with any information regarding increased vulnerability of their child. Based on this and other information, we will undertake individual medical risk assessments when Students require specific additional controls or restrictions which are not addressed in this document.</p> <p>For further information, refer to the guidance on shielding and protecting people who are clinically extremely vulnerable from coronavirus (RJO). Risk assessment has been sent to parents. This will be followed up with a phone call on the 3rd/4th September.</p>
<p>If a child or young person displays symptoms while at school</p>	<p><u>According to government guidance:</u></p> <ul style="list-style-type: none"> ● Any child, young person or other learner who starts displaying coronavirus symptoms while at their school/setting should, wherever possible, be collected by a member of their family or household. Please give us any update contact details. We MUST be able to contact you. ● In exceptional circumstances, where this is not possible, the school/setting needs to take responsibility for transporting them home. We MUST be able to contact you for permission. ● A vehicle of sufficient size (mini bus) must be used where the driver and passenger can maintain a distance of 2 metres from each other. ● The driver must use PPE as appropriate. ● The passenger should wear PPE and keep this on for the duration of travel. <p>Parents/carers must be informed of the next steps and that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> ● Book a test for the child. ● Keep their child at home if they have symptoms or have tested positive in the last seven days ● Immediately follow the NHS Test and Trace Guidance at this link. ● Provide details of anyone they have been in close contact with if they test positive for coronavirus or if asked by NHS Test and Trace. ● Notify the school of the results of all of the above immediately. ● Inform the school of all of the above and outcomes of any test. <p>Parents/carers should also follow this guidance: the Guidance for households with possible coronavirus infection. (a copy will be given to your child when they leave the building).</p>

Return to school - expectations and guidance	<p>We will show a start of term PowerPoint in each lesson that explains the following:</p> <ul style="list-style-type: none">○ Expectations○ Timetables○ H&S routines including first aid, 'catch it, bin it, kill it'. Need to cough or sneeze into your sleeve if you don't have a tissue, how to put on and remove face covering.○ Morning food for Year 10 and 11 only.○ Designated year group spaces and lunch arrangements.○ Uniform.○ Schedule for the coming weeks.○ Safe use of face coverings for students who are using school buses.○ Fire Bell procedures (a practice drill will occur in week 2 or 3).○ Other start of term information. <p>Guidance and instructions will be repeated daily on the PA system.</p>
Uniform and Staff Dress	<ul style="list-style-type: none">● Government guidance is now that students should wear full school uniform.● Wherever possible, parents/carers should frequently wash items of school uniform.● If parents/carers have concerns about any other aspect of the uniform (e.g. because their child has outgrown their trousers and they have not been able to source new ones), they should contact their child's Head of Year.● On days when they have PE, students to wear PE kit for the full day. They can wear a coat as they travel but should remove that and wear a blazer once they are in school so as to stay warm while also maintaining uniform standards. If students have PE on two days back to back, then we would ask that parents wash PE kit in between those two days. <p>Public Health England does not recommend the use of face coverings in school. However, if students wish to wear PPE they should contact their Head of Year. If they do wear PPE, parents must ensure that they have shared appropriate training on the safe use and handling of PPE with their children. This page from the World Health Organisation contains detailed guidance. If students elect to remove PPE, they must immediately put it in their bag.</p>

<p>Fire safety</p>	<ul style="list-style-type: none"> ● In the event of the fire alarm sounding, staff are to direct students to evacuate the building. ● Staff are to monitor the flow of traffic in the zones when evacuating to reduce the contact that students have with other age groups /staff members. All will exit via their zone entry door. ● Staff and students are to maintain social distancing where possible when evacuating the building. ● Staff and students are to maintain social distancing when registers are being taken at the assembly point. ● Students should assemble by year groups. ● Staff and students re-entering the building to be staggered. ● Staff and students are to wash their hands when they enter the building.
<p>When away from school</p>	<p>Students are advised to adhere to staying alert and social distancing guidance when away from the school.</p>
<p>Before School and Lunch times</p>	<p>We ask that students do not come in too early and they move to their walkway zones.</p> <ul style="list-style-type: none"> ● Before school students enter as follows (in the event of a backlog, duty staff direct students to remain on the buses until it clears). ● Year 7 – PE area up via the Sports Centre doors. ● Year 8 – Science fire stairs. ● Year 9 – Technology doors at back of the school. ● Year 10 – Maths fire stairs. ● Year 11 – Year 7 base door. ● Break: There will be NO morning break ● Lunchtime: students will be escorted to the restaurant in their year group bubble ● There will be five 'bubble' lunches of 20 minutes, following each lunch sitting the restaurant will be cleaned for the next year group. ● The toilets to be used at lunchtimes will be the ones in the zones allocated to that year group. ● Students will have a separate designated outside yard area and will not be allowed into the same yard of another year group. ● Yards and zones will be clearly labelled. ● Students who bring lunch must keep their lunch in their bags until lunch time, and parents/carers will be advised that the lunch boxes are taken

	<p>home and washed every day. Lunch cannot be shared.</p> <ul style="list-style-type: none"> ● Students can go outside as soon as they have eaten, so long as they exit through the correct door- to go back to designated zone. ● The areas on the yard will be marked by tape and signs.
Water	<ul style="list-style-type: none"> ● Students should bring their own water bottles. These must be taken home at the end of each day and parents/carers should clean and sanitise these and lunch boxes etc daily. ● Water fountains to be turned off so they are not used.
Catering	<ul style="list-style-type: none"> ● Students will queue – socially distanced if possible, before they eat. Sanitiser is placed at the start of the queue and students will be directed to use it. ● The range of food will be much the same during this time in order to enable students to move quickly through the queue and maintain distancing, and to take the food to designated area in the restaurant. ● Students can now use their reader card. ● All money should be paid in by parents via our new app ‘MyEd’ from the 1st September. ● Catering staff to follow social distancing and government hygiene guidelines.
First Aid	<ul style="list-style-type: none"> ● If a student is feeling unwell in a lesson, we will not monitor but act immediately. ● Staff will email the Head of Year as per previous protocol, and First Aid staff to meet the child at the classroom. Parents will be contacted immediately. Our holding area is in main reception two metres apart. ● First Aid staff will wear full PPE and follow all government guidelines. Student Services has been re-designed in accordance with these guidelines. ● We will be using the front of the school next to Reception, for children who have symptoms of Covid 19 to wait until a parent picks them up. ● If a student in school is sent home displaying symptoms, we will also advise parents/carers to have their child tested; this is available to all staff and students who are attending an education or childcare setting. Anyone who tests positive for coronavirus will then be contacted by NHS Test and Trace and will need to share information about their recent interactions so that appropriate responses can be put in place (see https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works). ● We will contact the NHS Health Protection Team, who may advise others with whom the student has been in close contact, such as other students in their year group bubble, to self-isolate or get tested, e.g., if the person tests positive. ● After a confirmed case, we will also have a deep clean
General – Pastoral matters and Vulnerable Students	<ul style="list-style-type: none"> ● The policies and procedures we have been using since 20th March will continue. All contact will be via telephone and/or email. No meetings will take place on site. ● All other pastoral systems, phone calls, work with other agencies, attendance etc to continue as before. ● Students identified with particular concerns will be checked, monitored and supported by Head of Year when returning to school. ● Appointments with doctors, dentist, hospitals etc. Parents must let us know ahead of time, students will be brought to reception via their outside walk way. They will meet parents at the gate.

<p>Positive Discipline</p>	<ul style="list-style-type: none"> ● During the pandemic we will have to modify our detention systems to keep students in their year group bubbles. ● Students who continue to disrupt will follow the behaviour flowchart – including reports, Support Plans, Learning Plans, Managed Moves, etc. ● If a student needs to be removed from the lesson, response protocol is followed as normal, where students will be taken to the outside space in the zone to be supervised by the Head of Year and SLT. ● Students cannot ‘wander’. Parents will be contacted should students break the health and safety COVID 19 guidance.
<p>Cleaning protocols</p>	<ul style="list-style-type: none"> ● We will have regular cleaning throughout the day, especially of the toilets and shared surfaces. ● There will be a cleaner in each zone and on toilets during the school day. ● Cleaners will follow government guidelines as to how, when, and where to clean and which supplies to use. ● Cleaning regime checklist to be implemented to include anti-bacterial cleaning of books, bin lids/pedals, desks, chairs, doors, computer areas, sinks, toilets, light switches, bannisters, stationery items, the lift (if used) and the staff areas. ● The school will ensure that a Spillage policy is in place. ● Cleaning products should be readily available in the immediate area of the classroom/toilet areas for spot cleaning. ● A deep clean of all areas of the school was carried out during the summer break. The deep clean included books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. ● We will follow government guidance on disposal – e.g. two bins per room, with all waste being transferred to a bio disposal bag. Bins to be emptied nightly and placed in biohazard bags in the external bin store.
<p>Visitors</p>	<ul style="list-style-type: none"> ● Visitors are not allowed on site. No parents/carers are allowed on site. Exemptions are by appointment only with the Principal’s permission. ● To protect the Receptionist, any visitors will need to stand behind a marked line in Reception. ● Receptionist will sign in any visitors who need entry to the building. ● Visitors should show ID to the Receptionist from a distance. ● A hand sanitiser will be located on a desk in reception and visitors should use it immediately on entry to the building. ● Only essential deliveries allowed, which will be delivered to the Sports Centre entrance and Facilities staff will handle.
<p>Other items on the school calendar</p>	<p>We will soon discuss how to adjust the following items on the school calendar as well as other first term items:</p> <ul style="list-style-type: none"> ● Parents’ Evenings ● Y7 Settling in Evening ● Y9 Options Evening (and subsequent process) ● Remembrance Service ● Christmas Events ● Charity Events ● Awards Events

Communication - Students	<ul style="list-style-type: none">● Safety measures and messages to be communicated to students in the PowerPoint for the first day and displayed around school, including "Catch It, Bin It, Kill It".
Review	<ul style="list-style-type: none">● Plans will be reviewed periodically and adapted due to changing government guidance and the need for best practice.