



# Hylands School Social Distance Guide

Updated 5th June 2020



# Hylands School Social Distancing Guidance

The Government guidance on social distancing in secondary schools states that your son/daughter should be able to social distance. In order to work within the Government guidelines, the following steps have been taken:

## Travel to and from school

Students will only be able to access the school site via the front entrance. There will be no access via the 'Roses gate' at the back of the school.

Students should avoid public transport wherever possible. Where the use of public transport is absolutely necessary, travel should be during off-peak times, and social distancing should be maintained at all times. It may be appropriate to wear a facemask and other PPE while travelling on public transport.

Any student that walks to school must do so while maintaining social distancing measures. Students should avoid walking to school with friends or in groups as this increases the potential risk of spread.

Parents/ carers may drop students off on the turning circle but must remain in the car and cannot accompany them into school. This area of the school will be staffed, and the students may be asked to wait in cars for a short period to ensure social distancing can be maintained. The drop off point for students is shown below.



Additional guidance on travelling to and from school and the use of public transport can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Different groups of students will have different start times. We have staggered the start times of all year 10 classes by 15 minutes to ensure we limit the amount of students accessing the school at one time. Students will be given a strict time to be in and will be expected in no more than 5 minutes before this time. Any student that arrives early will be required to wait until it is their time to come in. Students that arrive late will be escorted to their classroom when it is possible and safe to do so.



## Arrival to school

As students arrive at school at 15-minute intervals, they will be directed up the left-hand side of the student reception steps while observing social distancing measures at all times. Markings have been painted on the floor. The student reception steps will be staffed.

At the top of the steps, students will be expected to sanitise their hands using the sanitising station illustrated below.



Students will then be directed into the tennis courts by a member of staff where they will be required to line up ensuring a 2m gap between them and any other person. Each class will use a different line, and all lines will be labelled to ensure clarity. Students will be held in these lines for a short period of time before being escorted to the classrooms. These are the lines that will be used during an emergency evacuation.

The lines are illustrated below:





## Movement around the school

We have set up a one-way system around the school with arrows showing the route of travel. This applies to staff and students. No students will be allowed to move around the school without adult supervision and will only do so in an emergency. Clear signage has been put in place to help all members of the school community follow the guidance, know where they can and cannot go etc. All students and staff will receive in-depth guidance and training regarding school access and the one way systems that must be followed at all times. Any movement around the school will also be supervised by a member of the senior leadership team.

Different groups of students have been allocated different rooms. These will be unchanging. The students that are on-site first and therefore leaving the school site first will make their way to the classroom nearest the exit to avoid potential contact with other groups.

All doors and corridors are clearly labelled to avoid any confusion.

## Classrooms

Classrooms have been organised to best support social distancing. All unnecessary furniture has been removed from rooms and where appropriate, soft furnishing have also been removed. The tables have been organised so that they are as close to 2 metres apart as possible. This includes ensuring a 2-metre gap for staff who will be teaching from the front of the room. Students will be expected to enter the classroom one student at a time and sit down before the next student can enter. The first student will sit at the furthest desk, and we will, therefore, be operating a first in last out system.

While in the classroom students will be expected to remain in their seats at all times. Students will have the opportunity to use toilet facilities during a pre-determined break.

An example of a typical classroom is shown below:





## Dismissal from school

Year 10 Students will be dismissed at 15-minute intervals. Year 12 students will all leave at the same time. All students will follow one-way systems and observe social distancing measures. Prior to leaving their classroom students must clear away any equipment. Nothing should be left on the desk. Students should wipe down their work areas using the wipes provided. All rooms will be cleaned thoroughly by cleaning staff when students have left.

Students will leave the school site via the left-hand side of the student entrance steps as illustrated below.



## Resources

We highly recommend that students bring their own equipment to the school; however, resources have been purchased and organised so that students do not need to share anything, reducing the risk of infection. Students must not share any of their equipment under any circumstances. All students will be presented with a plastic wallet, containing all of their stationary, paper and other learning resources – this will stay on their individual desks at all times and must be packed away at the end of the day. Nothing is to be left on the school site.

## Break times

Year 10 students will receive a 10-minute break in between their daily tutorials. This is a toilet break, and students will not have access to any other parts of the school. Movement from the classroom to the toilet facilities will be supervised. To limit the amount of students accessing the toilet facilities, we have designated toilets for different classes.

Year 12 students will not have a specific break time where they can use the toilet. Please see 'Use of toilets' for further details.



## Lunchtimes

Due to the amount of time students are on-site, they will not receive a lunch break. Students will be expected to bring a packed lunch to school; however, the school will cater for students whose parents/carers have requested the school provide a lunch. Any food or drink will be charged to student accounts unless they normally receive a free school meal.

Packed lunches can be consumed in classrooms during their time on-site; however, food must not be shared, and any rubbish must be taken home. Where this is not possible, all rubbish must be put in the pedal bins in each classroom. As always, we encourage students to bring water bottles to school. We encourage this even more than usual as water fountains will be out of bounds. Water bottles will stay on students' desks to avoid any unnecessary movement around the classroom and other students touching other bottles.

Any food that is provided by the school will be done so at the end of the tutorials as students are being dismissed. The school will only be providing a cold food service.

## Personal Belongings

We strongly discourage students from bringing personal belongings other than their equipment into school. Where possible, school bags should also be left at home as they are not regularly washed items and are therefore more likely to aid in the spread of germs.

## Mobile Phones

The use of mobile phones, unless required for operational reasons, will not be allowed as this can add to potential cross-contamination of surfaces.

## First Aid

There will always be a first aider on site. Our first aiders will wear appropriate PPE and will be only offering primary care. We will not be able to supply paracetamol or support students with minor ailments, i.e. headaches.

All first aid will be administered in the first aid room, which is located on the ground floor of the English block.

During this time, staff will not administer medication nor will office staff accept it via the office. All administering of medications will need to be done by parents/carers.

## Sickness

If your child is at all unwell, please do not send them into school. If a student displays symptoms of Covid - 19 while at school, they will be sent home immediately. Parents and carers must be available to collect students where necessary.



## Uniform

We believe important to create an environment in school that is as normal as possible. Therefore we are asking that Year 10 students attend in their school uniform. It is believed that Covid-19 *can* be spread via clothing and therefore, any item of clothing that isn't machine washable must be avoided. Students will not be expected to wear a tie or a blazer; however, all other elements of the uniform policy must be followed. In order to reduce the potential risk of spread, please ensure that your child's clothing is washed in between their days in school.

We strongly suggest that any unnecessary items of clothing or accessories, i.e. watches be kept at home.

## Use of Toilets

Year 10 students will be able to use the designated toilets during their 10-minute breaks only. Students will be shown where their groups' designated toilets are and all students will receive training on their first day on-site explaining how to prevent the spread of Covid-19.

Year 12 students will be able to use the toilet when required, but only one person at a time.

All of the toilet facilities will be monitored by staff, and they will be regularly cleaned throughout the day. We have ensured that they are well stocked with soap.

## Behaviour

Students will be expected to behave impeccably at all times while on-site and when they are travelling to and from school.

Any student that is intentionally or continually unintentionally not following expectations may:

- Be sent home and refused entry to the school site
- Receive a fixed term exclusions
- Receive a permanent exclusion.

Any breaches of the school rules or the new amended behaviour policy will be treated with the upmost severity.

## Bikes and Scooters

Please do not bring bikes and scooters to school as this complicates the drop-off and collection process, however, if this is your child's only way of getting to school there will be limited facilities to lock up bikes at the front of the school. This area will be supervised, and students will be expected to wipe down handlebars etc. when they drop off and collect their bike.



## Hygiene Measures

The Government recognise that good hygiene is the most important factor in schools in relation to Covid-19. We have, therefore put in place the following measures to ensure safety:

### Handwashing

Students will be asked to wash their hands or use hand sanitiser at several points during the day. The minimum requirement will be:

- When first entering the school in the morning
- Before and after eating
- Regularly throughout their tutorial sessions
- Before and after toileting
- Any other time that they have been outside of the classroom
- Before going home

Students may be asked to wash hands or use hand sanitiser at other times in the day and will be allowed to do so if they feel the need to at any time.

We have ensured every classroom that is being used is stocked with a supply of hand gel, tissues and alcohol wipes. Every classroom also has a pedal bin so that bin lids do not need to be touched.

### Hygiene around the School

All other areas of the school will have hygiene stations and/or the same hygiene measures as above. Soap dispensers in all toilets will be checked twice daily. All spaces used by adults will have hand sanitiser etc. available to reduce the risk of any spread of germs.

### Reducing Transfer of Germs

In order to reduce transfer, all doors that are not fire doors will be permanently pinned open, and windows in classrooms will also be kept open at all times. We ask that all students and staff are vigilant and avoid contact with frequently touched areas.

### Signage

A range of hygiene signs have been put in place, including reminders to wash hands and catching germs.

### Cleaning

All spaces that are used will be cleaned thoroughly every day. This includes the use of disinfectant to clean all surfaces, the removal of all waste products, thorough cleaning of hygiene stations and toilet facilities and those areas touched, e.g. door handles. All rooms have a clear checklist of cleaning jobs to be carried out daily. Our premises manager will closely monitor this.

We also ask all staff and students to clean their work stations down prior to leaving a classroom or school site.



## Emergency Evacuation procedures

During an emergency, students must exit the school by the nearest available exit, ignoring the one-way system. Social distancing measures should be kept, if possible. Students should line up in their classes on the tennis courts where social distancing should be fully observed. Each line will be labelled with the year group and class number. A pre communicated and controlled fire drill will take place on the first day year 10, and 12 students are in as part of their familiarisation training.

## Expectations to Keep Everyone Safe

When the students return, there will be a careful balance of high behaviour expectations (normality and routine will be key) and a strong understanding of students' mental health and wellbeing at this time.

We will have a brief Covid-19 session daily to remind students of the 'rules'.

If students deliberately breach social distancing rules, e.g. enter another group, then consequences will be issued. If a child presents behaviour which deliberately endangers someone else by attempting to spread the illness, e.g. spitting at someone or intentionally coughing at someone, they are at high risk of exclusion.