



Student Return Information

In September, school will be a very different place. To help with the preparation, this guide has been created to outline the main areas of the school plan.

Timetable for the First Week

The first week will consist of inset days on Tuesday 1st and Wednesday 2nd September, years 7 and 12 in on Thursday 3rd September, years 7, 11, 12 and 13 in on Friday 4th September and all year groups in on Monday 7th September. All year groups will have Covid-19 Health and Safety Training on their first day.

Monday 7th September

All students will be in school. Normal lessons will commence from period 2.

		Group 1 Year 7	Group 2 Year 8	Group 3 Year 9	Group 2 Year 10	Group 1 Year 11	Group 3 Sixth Form
		Arrive 8:20 - 8:30				Arrive 8:20 - 8:30	
8.30-8:45		Register and Tutor Time	Arrive 8:35 - 8:45		Arrive 8:35 - 8:45	Register and Tutor Time	
8.45-9.00		Reading	Register and Reading	Arrive 8:50 – 9:00	Assembly	Reading	Arrive 8:50 – 9:00
9.00-10.00		Form Time	Assembly Form Time	Form Time Assembly	Form Time	Form Time	Form Time
Period 1			Covid 19 Training	Covid 19 Training	Covid 19 Training		
10.00-11.20	a	Break 10.00-10.15				Break 10.00-10.15	
Period 2/	b		Break 10.30-10.45		Break 10.30-10.45		
Break – 15 mins	c			Break 11.00-11.15			Break 11.00-11.15
11.20-12.20							
Period 3							
12.20-13.50	a	Lunch 12.20-12.50				Lunch 12.20-12.50	
Period 4/	b		Lunch 12.50-13.20		Lunch 12.50-13.20		
Lunch – 30 mins	c			Lunch 13.20-13.50			Lunch 13.20-13.50
13.50-14.50							
Period 5							
14.50-15.05		Leave	Tutor Time	Tutor Time	Tutor Time	Leave	Tutor Time
15:05 - 15.20			Leave	Reading	Leave		Reading
15.20				Leave			Leave



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Structure of the day

We will operate every day the same - no early finish on a Tuesday. This is so that we have consistency across the week and reduce the opportunity for confusion.

		Group 1 Y11 and 7	Group 2 Y8 and 10	Group 3 Y9 and Sixth Form
		Arrive 8:20 - 8:30		
8.30-8:45		Register and Tutor Time	Arrive 8:35 - 8:45	
8.45-9.00		Reading	Register and Reading	Arrive 8:50 – 9:00
9.00-10.00 Period 1				Arrive 9.00 and register in P1
10.00-11.20 Period 2/ Break – 15 mins	a	Break 10.00-10.15		
	b		Break 10.30-10.45	
	c			Break 11.00-11.15
11.20-12.20 Period 3				
12.20-13.50 Period 4/ Lunch – 30 mins	a	Lunch 12.20-12.50		
	b		Lunch 12.50-13.20	
	c			Lunch 13.20-13.50
13.50-14.50 Period 5				
14.50-15.05		Leave	Tutor Time	Tutor Time
15:05 - 15.20			Leave	Reading
15.20				Leave

Each group will consist of two year groups. Group A will meet on the tennis courts and group B will meet on the lower school playground. Group A students will arrive via the front entrance with group B arriving by the gate by the caretaker's house.



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	Group A	Group B
Group 1	Year 11	Year 7
Group 2	Year 8	Year 10
Group 3	Sixth Form	Year 9

Breaks and Lunch

There are two areas for serving students - the canteen and the sports hall. Seating areas will be available in each of these areas and this will be split into two. While one section is being used, the other area will be cleaned.

Students will enter the canteen via the normal entrance and leave by the door nearest the tennis courts. For the sports hall, students will enter via the main entrance and will leave via the rear door to walk around to the lower school playground.

Morning break has been reduced to 15 minutes. Students will need to go to the playground they lined up in as their social space. Break will only be cold snacks with group A going into the canteen and group B from the sports hall. Students will need to social distance while queuing. At lunch, group A will go into the canteen first and group B to the sports hall. In between groups, handrails will need to be cleaned. Food is to be eaten in the canteen or the sports hall.

Each zone will have toilets assigned for students to use. There will also be dedicated water fountains for each group.

Zones

Each year group will have an area of the school where the majority of lessons will take place. Zone rooms will be on both student and staff timetables.

Year 7	Mercury	Rooms 1, 2, 4 and 5
Year 8	Venus	Rooms 36,37,39 40
Year 9	Earth	Rooms 30, 31, 32, 33, 35 if needed
Year 10	Mars	Maths
Year 11	Jupiter	English
Sixth Form	Saturn	Science



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For specialist lessons, key rooms will be used:

Art	Rooms 100 and 101
Photography	Photography Room
Drama	Drama Studio
Music	103
PE	Outside areas
Dance	Outside areas
IT	Room 3

Year 7 will be in the same room for all their lessons. Specialist rooms will only be used for Key Stages 4 and 5.

Risk Assessments

We have a whole school risk assessment in place that all staff and students will need to follow. Along with this risk assessment, there is a need to have some additional risk assessments for some subjects. These subjects are:

- PE
- Drama
- Dance
- Art
- Music
- Science

These risk assessments will need to be completed before any lessons can take place.

Transport

We are actively encouraging students to walk or cycle to school. Students attending by public transport will have clear guidance on what to do when they arrive at school. This will include disposal or safe storage of face masks and washing of hands when they arrive. If students arrive outside of their bubble time, a location in their bubble zone will be available for them to wait for their start time.

For those students who cycle, wipes will be provided to ensure that the bikes are clean. Cyclists who will enter by the front of the school will leave their bikes by the front entrance. Those who come in from the back entrance will leave their bike in the bike shed. Students will need to wear cycle helmets and have a lock for their bike.

For staff using public transport, they must follow the same procedures as students for when they arrive at school.

Cleaning and Hygiene

Additional cleaning will be in place across the day. High frequency areas will be cleaned throughout the day. This will include corridors, staircases and toilets. Hand sanitizing stations will be located around the school and in each



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zone. These must be used when arriving at school, before and after eating, before and after going to the toilet, after sneezing or coughing and before they leave the school.

Staff Training

All staff will be provided with a copy of the risk assessment, a social distancing guide and any other documentation that is necessary for the safe operation of the school. All staff will take part in a training session on the first day of term.

Student Training and Expectations

Prior to starting back at school, all students will have access to a guide to social distancing. There will also be a video of what to expect in school. The new behaviour policy will be available with a summary for parents and students. On the first day in school, students will have a session on keeping safe in school delivered by the deputy headteacher.

Uniform and Equipment

Students will be expected to be in full uniform. This includes ties and blazers. For PE, students will be expected to have trainers that they can change into. All PE lessons will be allocated a classroom in the appropriate zone. This will allow students to change shoes and leave bags/blazers in a safe place. If it rains, PE lessons will take place in the classroom.

All students are expected to have the correct equipment with them. They are not allowed to share equipment. If a student needs an item of equipment, such as a pen, this will need to be supplied by the teacher and the student needs to keep it.

Teaching

The way that we teach will need to change to take into account social distancing requirements. Teachers will not be in their normal classroom. They will need to move around the school to the students. Teachers do not need to belong to a bubble and can move between bubbles.

Each classroom will have a tray for each class that will be taught in it. The box will be kept at the front of the classroom. At the end of the lesson, students will be expected to put their books in the tray.

All students will have a pack of resources. This will be kept with them for the day and returned to their base room at the end of the day. Students will not be allowed to share any resources.


Seating Plans

It is essential that there are seating plans for every class and these are strictly abided by. There will be a folder on Google Drive (Teacher Pool/###Seating Plans) for all seating plans to be kept. These will be done by year group. There is a template to be used. Move or remove tables as necessary.




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Class:

Date:



Pupil Name	Pupil Name	Pupil Name	Pupil Name
Pupil Name	Pupil Name	Pupil Name	Pupil Name
Pupil Name	Pupil Name	Pupil Name	Pupil Name
Pupil Name	Pupil Name	Pupil Name	Pupil Name

Teachers Desk

Inspire • Challenge • Achieve

Position of the Teacher within the Classroom

Teachers need to keep 2 metres distance between other people, both students and staff both in and out of the classroom. Where this is not possible, the distance needs to be for a limited time.

Handing out Resources

Teachers are able to hand out resources to students. Disposable gloves will be available for staff to use. Sharing of resources is not allowed, this includes sharing between staff.

Marking of Work

Work is to be marked inline with the school policy. Disposable gloves will be available to teachers who wish to use them while marking. These must be changed if marking more than one group. If disposable gloves are not used, hands must be cleansed before and after marking books of each group. Exercise books and work from different groups must not be mixed. Marking should be completed within school wherever possible. Further guidance will be given in September.

Mobile Phones

The use of mobile phones, unless required for operational reasons, are not allowed as this can add to potential cross contamination of surfaces. This applies to staff and students. Students who fail to follow this request will have a sanction imposed and a potential ban of bringing their phone into school.

Lesson Changeover

Lesson changeover is going to be a key time. Students will move to their next classroom in their zone. If they have a lesson in a specialist room, they will still be allocated a room in their zone. The specialist teacher will need to collect



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the students from this classroom and take them to the specialist room. They will then need to return them to their zone at the end of the lesson. Social distancing needs to be followed to and from their zones.

Students are not to line up in the corridors but must go straight into their classroom. While students are waiting for their teacher, they will be expected to read their reading book.

Emergency Evacuation

During an emergency evacuation all social distancing measures including one way systems are suspended until students and staff are on the upper tennis courts where they will be reinstated. Students will line up in their form groups with 1m distance between each form group, within their year group bubbles. Year group bubbles will be set up a minimum of 1m+ apart. Signage will be changed on the fence to reflect this and there will be clear markings in place to split year group bubbles. Staff will support ensuring social distancing.

Equipment

If a subject requires specialist equipment, these can be shared between bubbles. If they are to be used in different bubbles, they must be cleaned thoroughly between us or left for 72 hours. For some practical subjects, such as food technology, it may be necessary to postpone practical activities. There will also be a restriction on items being brought in and taken home. A full risk assessment will be needed for these subjects.

Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Face Covering

We currently recommend but do not require all staff to wear visors in school but not face coverings. We (currently) recommend, but do not require, students to wear face coverings outside classrooms. In class, students will be discouraged from wearing face coverings, unless there is a special reason.

Conclusion

These are very strange times and it is important that we all do our bit to ensure the safety of all members of our school community. These measures will ensure we have a positive learning environment and keep everyone safe.