



# Plans for Reopening September 2020

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## Introduction

In July, we received positive news from the Government that Schools can fully reopen in the new academic year alongside guidance on how to do so.

The guidance states that students should receive a high quality education that enables them to thrive and progress, however this must run alongside protective measures for children and staff, by minimising the number of contacts that a student has during the school day as well as implementing a series of controls in order to reduce the risk of transmission.

It has taken much time and careful planning to adapt our school processes to follow the government directives so we can be confident that we are managing the risk effectively.

This document outlines how we intend to meet the guidance and reopen as a school to all our students, in all year groups from September 2nd, 2020. It is intended to support everyone within the school community to prepare for this.

The systems of control we have put in place ensure that when we open, we have sensible and proportionate control measures which not only follow the Government's directives and the health and safety hierarchy of control, but also reduce the risk to the lowest reasonably practicable level for all those in our school community based on the following directives:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS test and trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from students and other staff as much as possible

## System of Control Plan Summary

- To limit the transmission of the virus we will be operating year group bubbles.
- The year group will stay together as a bubble.
- Students will be able to have break and lunch times but will remain together as a year group in their bubble.
- Each year group will have access to an indoor and outdoor space as part of their zone for use at break and lunchtime.
- Each year group will have access to IT facilities.
- Progress Leaders will go to their year group zone at breaks and lunchtimes.
- Classrooms will be organised so tables and chairs are facing the front of the room.
- Classrooms have a 2m distance zone marked out for the member of staff to operate in.
- Additional protective screening is in place in some classroom to distance the staff and students.
- Teachers will be asked to stay two metres away from students as much as possible.
- Teachers will be asked to position themselves at the front of the class.
- The introduction of a one-way system and single file movement around the school building with an increased staff presence to maintain social distancing on corridors.
- All adults will be asked to observe social distancing of 2m wherever possible.

## First Day Back

- All students will return to school following the rota:
  - Year 7 (our new intake) will return on Wednesday 2nd September at 8.30am. They will assemble in the quiet yard at the rear of the school. They will be met by Mrs Barrow, Mrs Barker and the year 7 tutors, who will accompany them into the building via door 4 and support with the routines and questions that inevitably arise on the first day.
  - Year 11 will return on Wednesday 2nd September at 10.00am. They should enter via Door 2 only. They should go straight to the main hall
  - Year 8 will return on Thursday 3rd September at 8.30am. They should enter via door 2 only. They should go straight to the main hall
  - Year 10 will return on Thursday 3rd September at 10.00am. They should enter via door 4 only. They should go straight to the main hall
  - Year 9 will return on Thursday 3rd September at 11.00am. They should enter via door 5 only. They should go straight to the main hall
  - All year groups should attend school on Friday 4th September at the start and finish time detailed below, via the identified entrance only.
- Parents will receive a text in the days leading up to our return, informing them of where their child will need to go to on their first day back.
- All of this information in this document will be shared with students in their assembly on the first day back.
- This will explain where they will need to go and explain how the school day will operate for them in particular.
- Guidance will be provided regarding how to remove and store your face mask safely during school hours.
- Should guidance be updated, more information on this will follow over the summer break.

## Arrival to School

- A staggered start to the school day will be in operation to minimise congestion and reduce the bubbles mixing.
- Each year group will have an arrival window, which must be kept to.
- Each year group will have a designated outside area to congregate before their day starts.
- No student should enter the building before their designated time. As a result, students should bring coats, umbrellas etc. in the event of poor weather.
- Students must not enter the building unaccompanied at the start of the day. They should line up and await collection by their form teacher or class teacher.
- Form Time will move to the start of the day for most year groups to support this.

## Between Lessons

- On arrival at their new classroom students should enter the room straight away and will be requested to wipe their working area before use.
- The student will then sanitise their hands.
- At the end of the lesson students should be stood behind their chair ready to move on the bell.
- On the bell students will be filtered out of the classroom by the staff member to move to their next venue sanitising their hands upon exit.
- Whilst on the corridors, students and staff follow the one-way system, walking in single file and stay to the left.
- Each area of the school will be supported by a Progress Leader and a member of the Leadership Team.
- Staff who are not moving should be a presence on the nearest corridor.
- When students arrive at their new classroom they should enter straight away.

## Departure from School

- There will be staggered finish times at the end of the day too.
- This will allow us to have a 'leaving window', again to ease congestion on exit and to allow time for students and staff to organise safely students' journeys home.

## Specific Year Group Plans

### Year 7

- Year 7 will arrive at school between 8:20 and 8:30 and assemble in the quiet yard.
- They will be met by their form tutors at 8.30am and led into the building via door 4, or walked over to the hive.
- Form time will occur at the start of the day.
- Year 7 will have their break time at 10:30-10:40. They will have access to the dining room, the quiet yard and the door 4 toilets.
- Lunch time will be between 12:15-12:45. Students will have access to the dining room, science yard and door 2 toilets. Those students wishing to collect 'grab and go' food from the canteen will have access between 12:15 and 12:25.
- Students will depart school at 2:40 and should leave site straight away.

- Students can access the library after school from 2.40pm to exchange library books or attend homework club on Mondays only. Numbers will be limited to 30 so it is advisable to book with the librarian.

### Year 8

- Year 8 will arrive at school between 8:30 and 8:40 and assemble in the science yard.
- They will be met by their form tutors at 8.40am and led into the building via door 2.
- Form time will occur at the start of the day.
- Break time is at 10:50-11:00. Students will have access to the dining room, the science yard and the door 2 toilets.
- Lunch time will be between 1:15-1:45. Students will start lunch in the science yard. Students will have access to the dining room, science yard and door 2 toilets. Those students wishing to collect 'grab and go' food from the canteen will have access between 1:30 and 1:40.
- Students will depart school at 2:45 via door 2 and should leave site straight away.
- Students can access the library after school from 2.45pm to exchange library books or attend homework club on Tuesdays only. Numbers will be limited to 30 so it is advisable to book with the librarian.

### Year 9

- Year 9 will arrive at school between 8:35 and 8:45 and assemble on the tennis courts.
- They will be met by their form tutors at 8.45am and led into the building via door 5.
- Form time will occur at the start and end of the day.
- Break time is at 10:00-10:10. Students will have access to the dining room, the quiet yard and the door 4 toilets.
- Lunch time will be between 12:45-1:15. Students will have access to the dining room, quiet yard and door 4 toilets. Those students wishing to collect 'grab and go' food from the canteen will have access between 12:45-12:55.
- Students will depart school at 3:00 and should leave site straight away.
- Students can access the library after school from 3.000pm to exchange library books or attend homework club on Wednesdays only. Numbers will be limited to 30 so it is advisable to book with the librarian.

### Year 10

- Year 10 will arrive at school between 8:50 and 9:00 and assemble in the quiet yard.
- They will be met by their class teachers at 9.00 and led into the building via door 4.
- Break time is at 10:15-10:25. Students will have access to the dining room, the science yard and the door 2 toilets.
- Lunch time will be between 12:15-12:45. Students will have access to the dining room, quiet yard and door 4 toilets. Students will start lunch on the quiet yard. Those students wishing to collect 'grab and go' food from the canteen will have access between 12:30 and 12:40.
- Form time will occur at the end of the school day.
- Students will depart school at 3:05 and should leave site straight away.
- Students can access the library after school from 3.05pm to exchange library books or attend homework club on Thursdays only. Numbers will be limited to 30 so it is advisable to book with the librarian.

## Year 11

- Year 11 will arrive at school between 8:50 and 9:00 and assemble in the science yard.
- They will be met by their class teachers at 9.00 and led into the building via door 2.
- Break time is at 11:05-11:15. Students will have access to the dining room, the quiet yard and the door 4 toilets.
- Lunch time will be between 1:15-1:45. Students will have access to the dining room, quiet yard and door 4 toilets. Those students wishing to collect 'grab and go' food from the canteen will have access between 1:15-1:25.
- Form time will occur at the end of the school day.
- Students will depart school at 3:10 and should leave site straight away.
- Students can access the library after school from 3.10 to exchange library books or attend homework club on Fridays only. Numbers will be limited to 30 so it is advisable to book with the librarian.

## Other information

### Physical Education

- PE lessons will still take place. However, whilst we have the flexibility to decide how physical education, sport and physical activity will be provided, we still need to follow the measures in our system of controls.
- That is, students should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.
- Therefore, outdoor sports will be prioritised where possible.
- When indoor spaces are used, we will maximise the distance between students and pay scrupulous attention to cleaning and hygiene.
- This is particularly important in a sport setting because of the way in which people breathe during exercise.
- We will always ensure how such arrangements can operate within our wider protective measures.
- Alternative activities may be introduced in PE lessons to enable students to be physically active while still encouraging physical distancing.

## School Operations

### School Catering

- The school kitchen will continue to operate to prepare food for staff and students, but to comply with the requirements, food will be available to 'grab and go'.
- There will be no plated food, nor the facility to sit and eat in the dining room.
- Each year group will have 10 minutes to grab their lunch
- Students will be able to then take this to their designated playgrounds.
- A cashless system will be in force from September for all students and staff.
- Money can be added to student accounts via Parentpay – this is the preferred method of payment for school lunches and avoids the handling of cash.

## Behaviour

- All students and parents will be expected to work with us to ensure our new arrangements are always followed so we collectively safeguard the health, safety and wellbeing of all in our school community.
- All students will be expected to continue to uphold our Ashton PROUD Standard – Punctual, Responsible, Organised, Uniform and Determined.
- Our 'Behaviour Charter' will continue to be applied in each lesson.
- Our normal behaviour, sanctions and rewards policies will remain in place.

## Rewards

- Rewards points 'Smileys' will still be awarded as normal for each lesson.
- Students can use their 'smileys' to purchase rewards from the Smiley Store or termly rewards activities.

## Sanctions

- Any student removed from a lesson during the day will undertake an after-school detention, immediately after school. This will take place within the specific year group zone to maintain the year group bubble.
- Parents will be informed of this via our usual communication channels.

## Wellbeing

- Our Pastoral Support System remains the same and the wellbeing room (Room 7) will continue to function, with some necessary modifications.
- Although students will not be able to freely access these areas, they will still be allowed admission to them under the instruction of the pastoral staff.

## Attendance

- School attendance will be mandatory again from September. This means from that point, the usual rules on school attendance will apply, including:
  - Parents' duty to secure that their child attends regularly at school where the child is a registered student at school, and they are of compulsory school age;
  - Schools' responsibilities to record attendance and follow up absence
  - The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct
- If students with significant risk factors are concerned about returning to school, nearer the time, please get in touch with us to discuss your concerns.
- We will hopefully be able to provide reassurance of the measures we are putting in place to reduce the risk in school.

## Uniform

- From September, all students must attend in full school uniform, following our uniform and appearance regulations.



- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- Every effort should be made to keep uniform clean and regularly laundered.

### Individual Equipment

- In September, the expectation continues that all students must ensure they have their own equipment for lessons.
- Items of equipment cannot be shared, nor can school loan them.
- As a minimum, each student must have:
  - Black Pen
  - Blue Pen
  - Red Pen
  - Green Pen
  - Highlighter
  - Pencil
  - Ruler
  - Rubber
  - Scissors
  - Sharpener (preferably one that collects its own shavings).
  - Mini white board
  - Glue stick
  - Pencil case (this must be quite robust one that is big enough to fit a white board in and has a proper zip)
  - Calculator
  - A Reading Book
- A reminder that you are free to purchase your equipment yourself, alternatively you can purchase an equipment pack from school for £3.50.
- Each child should have a reading book on them at all times. The Library is open at designated times throughout the week for each year group and students can loan one out.
- Whilst there will be plenty of sanitation resources available throughout school and in each classroom, we ask that all parents and guardians equip students with their own hand sanitisers, wipes and tissues as necessary.

### Public Transport

- Please be mindful that the Government want to encourage children to walk or cycle to school rather than take public transport when the new term begins in September.
- Any students having to use public transport must comply with wearing a face mask.
- They will not be allowed to travel without one.
- Only plain facemasks can be worn.
- Guidance will be provided regarding how to store your face mask safely during school hours.
- A clear plastic sandwich bag should be used to store facemasks in during the day until they are needed for the return journey home on public transport.

## Fire Alarm

- Teaching staff will escort their class via the nearest exit to the fire lines on the tennis courts.
- A paper register will be taken to check attendance.
- It will be necessary to break bubbles in the event of a fire alarm, since the risk of fire is deemed more immediate.

## Response to Any Infection

- In the event of any suspected or confirmed infection, we will follow Lancashire County Council's 'Schools & Education Settings Strategic Outbreak Control Plan.'
- This plan outlines the protocols for us to follow if:
  - someone falls ill while at school
  - a child or staff member is unable to attend school because they have COVID-19 symptoms
  - there is an outbreak in school
- These control plan flowcharts can be viewed via our school website.

## Other Considerations

- Gathering on the school premises, particularly at drop off and pick up times, is not allowed.
- No external visitors will be allowed access to the school buildings beyond the main reception foyer without a pre-arranged appointment.
- All correspondence with school should be done via email or phone call in the first instance via [enquiries@ashtoncsc.com](mailto:enquiries@ashtoncsc.com) or 01772 513 002
- Whilst there will be plenty of sanitation resources available throughout school and in each classroom, we ask that all parents and guardians equip students with their own hand sanitisers, wipes and tissues as necessary.
- This will allow individual students to take responsibility for their own hygiene.
- We will be asked to engage with the NHS test-and-trace system.
- No face coverings for students or teachers will be required, except for those students using public transport.
  - All students will be given advice and direction on how to safely remove and store these.
  - Individuals should bring a small plastic bag with them to store them in for the school day.
- Entire year groups could be sent home if one person tests positive for the virus.
- We all need to be prepared for the possibility of a local lockdown and therefore a return to our remote learning.
- Extra-curricular activities will be placed on hold and reviewed at regular intervals

# School Day

			Form Time	lesson 1 9.00-10.00	lesson 2 10.00-11.15	lesson 3 11.15-12.15	lesson 4 12.15-13.45	lesson 5 13.45-14.45	Form Time
YEAR 7	8.20-8.30 arrival – line up quiet yard	8.30 entry via door 4 (+form teacher)	form time		break 10.30-10.40		lunch 12.15- 12.45 (food 12.15- 12.25)	departure 2.40	
YEAR 8	8.30-8.40 arrival – line up science yard	8.40 entry via door 2 (+form teacher)	form time		break 10.50-11.00		lunch 1.15- 1.45 (food 1.30- 1.40)	departure 2.45	
YEAR 9	8.35-8.45 arrival – line up tennis courts	8.45 entry via door 5 (+form teacher)	form time	break 10.00-10.10			lunch 12.45- 1.15 (food 12.45- 12.55)		form time 15.00 departure
YEAR 10	8.50-9.00 arrival – line up quiet yard	9.00 entry via door 4 (+ class teacher)		break 10.15-10.25			lunch 12.15- 12.45 (food 12.30- 12.40)		form time 15.05 departure
YEAR 11	8.50-9.00 arrival – line up science yard	9.00 entry via door 2 (+ class teacher)			break 11.05-11.15		lunch 1.15- 1.45 (food 1.15- 1.25)		form time 15.10-16.00 catch up sessions

