



**Carr Hill High School**

**A Guide to Full School Opening**

**in March 2021**

**for Parents, Carers & Students**

**Version 1: February 26th**

On February 22<sup>nd</sup> the Prime Minister laid out the road map for the easing of lockdown, beginning with the opening of schools from March 8<sup>th</sup>. Schools are to offer testing to all staff and students and the DfE guidance published the same day states that **‘Testing and return of pupils can be phased during the first week to manage the number of pupils passing through the test site at any one time....you should prioritise vulnerable children and children of critical workers and year groups 10 to 13.’** There is a an absolute need to phase the return if we are to test students and then once students have returned we need to ensure all the precautions we previously had taken are still in place.

### 1. Return dates

To allow for the potential testing of entire year groups, students will return as follows

Monday March 8 <sup>th</sup>	Year 11
Tuesday March 9 <sup>th</sup>	Year 10
Wednesday March 10 <sup>th</sup>	Year 7
Thursday March 11 <sup>th</sup>	Year 8
Friday March 12 <sup>th</sup>	Year 9

Those children from all year groups who have been in school as vulnerable or children of critical workers continue to attend every day.

Work will continue to be set on Synergy during this week for those year groups not yet back in school. It may be difficult to provide live lessons as staff will be helping with the testing and supervising students as well as teaching those who have returned to class.

We will make provision for those not in school who are on free school meals because the voucher scheme ends on Friday March 5<sup>th</sup>. We will contact those families directly.

### 2. Testing

Consent for testing will be sought electronically from all parents and it is strongly encouraged that everyone agrees to this for the protection of the whole school community. We would ask that **on the first day** of returning to school, all students go to the Dome when they arrive in school. They will be supervised in The Dome and provided with work at individual desks until they are called for the test. After the test they will wait 30 minutes for the result in the canteen and if negative will then go immediately to class. If anyone does test positive they will be sent home and will need to follow isolation guidelines for 10 days.

Students will be offered three tests in school on the following dates

Monday March 8 <sup>th</sup>	Year 11
Tuesday March 9 <sup>th</sup>	Year 10
Wednesday March 10 <sup>th</sup>	Year 7
Thursday March 11 <sup>th</sup>	Year 8 & 11
Friday March 12 <sup>th</sup>	Year 9 & 10
Monday March 15 <sup>th</sup>	Year 7 & 11
Tuesday March 16 <sup>th</sup>	Year 8 & 10
Wednesday March 17 <sup>th</sup>	Year 9
Thursday March 18 <sup>th</sup>	Year 7
Friday March 19 <sup>th</sup>	Year 8
Monday March 22 <sup>nd</sup>	Year 9

Following this students will be provided with two tests per week at home and we will set up a system for you to inform school of the results.

We will maintain a small test centre on site for those who want a test but struggle to do this at home.

**If possible we will invite Year 11 students who have given consent and who live locally to come in for the first test on the morning of Friday March 5<sup>th</sup> so as to speed up the process on Monday March 8<sup>th</sup>.**

### **3. Attendance**

From the dates set out above, attendance at school is compulsory and the usual rules on school attendance apply. Students should only be absent

- if they have coronavirus (been tested positive), are displaying symptoms of coronavirus (and are waiting test results) or are isolating because a member of their household has coronavirus/is displaying symptoms.
- If they are ill
- for a reason of religious observance
- if the school has been closed to a particular group of students or all students

All the usual requirements for informing school of absence will be back in place as will our follow up procedures for any absence where no reason is provided.

Please remember that no holidays will be authorised in term time.

### **4. Face Coverings**

One of the changes in the new guidance is that it is recommended that face coverings should be worn in classrooms as well as in other communal spaces where social distancing cannot be maintained. In some classrooms the teacher can keep a two metre distance from students and so a face covering may not be necessary for staff in that situation but for all students and staff the norm will be that face coverings should be worn at all times inside any building or when lining up for class or the dining room. Students will not be expected to wear a face covering when outdoors unless they are lining up. Face visors or shields are not considered an acceptable alternative to face coverings. Staff and students are expected to provide their own face coverings.







Some individuals are exempt from wearing face coverings. This applies to those who:

- Cannot put on, wear or remove a face covering because of a physical; impairment or disability, illness or mental health difficulties
- Speak to or provide help to someone who relies on lip reading , clear sound or facial expression to communicate

**If your child falls into one of these exemption groups please inform us in writing and we will issue a school exemption lanyard. If students do not have a school exemption lanyard they will be expected to wear a covering and if they refuse they will be isolated. This is a matter of protection for the whole school community and the Government will review this at Easter.**

## 5. Other precautions

The school will continue to operate with all other precautions and restrictions in place until these are no longer required following Government advice.

	<p><b>CATCH IT</b></p> <p><b>BIN IT</b></p> <p><b>KILL IT</b></p> 	
<p>There will be lidded bins in all classrooms.</p>	<p>Posters remind all the school community about good respiratory hygiene and tissues are in every classroom. Students also encouraged to have their own supply of tissues.</p>	<p>Hand sanitiser will be at the school entrances, the entrance to each building and in every classroom. Students and staff will be expected to regularly sanitise or wash their hands.</p>
		
<p>Anti bacterial spray is in every room.</p>	<p>Air conditioning must only be used in line with regulations</p>	<p>Windows are to be open to aid ventilation.</p>

- **No one must come into school if they have tested positive, are displaying symptoms of the virus or a member of the household is displaying symptoms, have been told to isolate by test and trace or have recently visited countries outside the Common Travel area and are required to quarantine.**
- There is a full school risk assessment updated for March 8<sup>th</sup> and will be available on the school website
- Anyone in school who displays symptoms of Covid will be sent home as soon as possible and will need to arrange a PCR test. The individual may return if the test is negative and they do not have a fever.
- There is an enhanced cleaning regime and additional cleaning staff in school during the day.
- Classrooms will be sanitised after use by one year group bubble before being used by another.
- There are one way systems in buildings where it is possible.
- Students should stay one metre apart in social time.
- Desks in classrooms will be in forward facing rows where possible and where not, other mitigating measures are in place such as perspex screens between inward facing computing rows.
- Visitors in school will be restricted and must be with agreement of the Headteacher. **It is important that parents/carers do not just come into school** but telephone in the first instance. Any visitors to school will be asked to provide their details for any potential contact tracing.

## 6. In the event of a suspected case of Coronavirus/someone unwell

- No one should come into school if they have coronavirus symptoms or have tested positive in the previous 10 days.

- If anyone begins to show symptoms of the virus in school (a new continuous cough or high temperature or a change in the normal sense of smell and taste) the teacher on duty should be sent for who will escort the individual to the medical room, maintaining a 2 metre distance. The teacher on duty will send for a first aider if necessary. Staff only need to wear PPE if a 2 metre distance cannot be maintained – the PPE is stored in the medical room and at reception.
- The individual displaying symptoms AND any siblings will be sent home and MUST be collected by a responsible adult. The school will provide a letter reminding the family of what must be done next:
  - The individual displaying symptoms should self-isolate for 10 days and arrange for a test through the online NHS testing website.
  - The rest of the household should isolate for 10 days.
  - Inform school of the outcome of a test. Someone may return to school if they test negative and have no symptoms unless they are a close contact of a positive case.
- The medical room will be thoroughly cleaned after any use.
- 999 will be called if someone is seriously ill or injured.

## **7. In the event of a confirmed case of Coronavirus**

- If someone tests positive for coronavirus:
  - They must continue to self-isolate for 10 days from the onset of symptoms and only return to school if they do not have symptoms other than a cough or loss of smell/taste
  - The rest of the household must continue to self-isolate for 10 days
- The school will follow its protocols for identifying those who would be classed as close contacts of the case in school, inform those contacts that they are to self isolate for 10 days from last contact and ensure remote learning is in place for these students. Close contact means:
  - Anyone who lives in the same household as someone with coronavirus symptoms or who has tested positive for coronavirus
  - Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus with a PCR or lateral flow device test:
    - Face to face contact including being coughed on or having face to face conversation within 1 metre
    - Been within 1 metre for 1 minute or longer without face to face contact
    - Sexual contacts
    - Been within 2 metres of someone for more than 15 minutes (either as one off or added up together over one day)
    - Travelled in the same vehicle or plane

Anyone sent home will be able to continue to access learning through Synergy.

## **8. In the event of local lockdown or need to isolate part of the school community**

- The school will provide remote learning which students can access using their Synergy account
- If the school has to be closed to some students because of staff shortage then those students classed as vulnerable will still be allowed into school.

## **9. Uniform**

Full uniform is required for all students. Government guidance is that ‘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’.

Students will change for PE but those doing Dance may wear dance kit to ease pressure on changing rooms on days they have dance.

## 10. Equipment

- Students MUST bring their own equipment in to school as outlined in the equipment list because we cannot share equipment. They are expected to have:
  - A school bag that must be able to store an A4 sized folder, books and PE kit
  - Pens – black or blue ink, Red ink and Purple ink
  - Two HB pencils for general use
  - Coloured pencils
  - Pencil Eraser
  - Pencil Sharpener
  - 30 cm ruler
  - A scientific calculator
  - Compass
  - Protractor – transparent
  - Pencil case – transparent for exams
  - Highlighter (optional)
  - A4 sketch book
  - As a school we have provided all students with the equipment that would normally be shared by classes – a whiteboard with pen and eraser, scissors and glue. Students should bring all this to class.
- all students to bring headphones with them to school

## 11. School Transport

It is still Government advice that the means of travel to school are, in preference order:

- a) Walk or cycle
- b) A lift in a private car. However we need to manage a potential increase in cars around school so would ask that students are dropped off in the vicinity of school and that you do not drive to school as there will be no access to the school site.
- c) School bus (dedicated transport). There is no way that students can be kept in separate year groups on a school bus and there is also no social distancing on a school bus. If a student is taking the school bus, **a mask or face covering must be worn**. We will ask bus providers for their cleaning schedule.
- d) Public bus. On a public bus social distancing and restrictions on numbers are in place and **masks or face covering must be worn**.

**Normal school bus services will operate from March 8<sup>th</sup>**

## 12. On arrival at school

- Students should not arrive in school on foot, by bike or via a lift before 8.30am.
- Staff will be on duty at all gates to direct students.
- Students will be asked to sanitise hands at the entrance to school.

year	entrance	yard	Wet weather	SLT link	toilets
8	Top gate (A)	Dining room yard	New dining room	Mrs Darkin	Dining room
11	Top gate (B)	Top Yard in front of Dome	Hall	Miss Wareing	Benches
10	Top Gate (C)	Middle yard near hall	Gym	Mr Johnstone	Benches
7	Reception	Hub yard near IT	Main Dining Room	Miss Jordinson	IT
9	Via supervised walk next to the car park to Hub	Middle Yard near science	Hub	Mr Morton	Hub

- There will be no breakfast service before school. For PP students in receipt of free breakfast, provision will be made and students informed of the arrangements.
- **The Hub yard will be out of action because of the Hub roof replacement**

### 13. The School Day

- The beginning and end times of the school day remain as normal.
- Students will go to Period 1 straightaway after lining up on the bell and have mentor time within that lesson – this will reduce movement around school.
- We will not normally gather students together in year groups for assemblies but deliver assembly messages through recordings on Tuesday mornings or getting smaller groups together.
- Students will only be allowed into the specified yard area before school and at break and will not be allowed to mix with students from other years.
- The start and end of break will be slightly staggered with Year 7 released first and there will be NO food service at break. Students will be allowed to eat a snack on the yard that they have brought in.
- Students will be lined up at the start of the day, after break and before period 5 in their yard or wet weather area to ensure smooth transition to lessons. They are expected to walk in single file and in silence behind their teacher who will lead them to the classroom.
- Students will not be able to use the water fountains in school and so should bring sufficient water for the day.
- Lunch will be over three sittings and the areas will need to be cleaned between sittings.

Year	Lunch time	Packed lunch	School lunch	Lunchtime Yard	Period 4
7	12.25-12.55pm	Part of dining room	Main dining room	IT	1.00-.2.00
8	12.25-12.55pm	Benches	New dining room	Next to the Dining room	1.00-2.00
9	1.00-1.30pm	Benches	New dining room	Hub	12.25-1.00 1.35-2.00
10	1.25-2.00pm	Benches	New dining room	Between Science buildings	12.25-1.25
11	1.25-2.00pm	Part of dining room	Main dining room	Middle yard near benches	12.25-1.25

- There will be a limited choice of meals served in the dining room but a hot meal will be available
- Staff will take their lunch break at the same time as the group they are teaching Period 4
- Meals **MUST** be paid for online as dining staff will not be handling cash in school. If you do not have a link to the online payment system please contact school at [finance@carrhill.lancs.sch.uk](mailto:finance@carrhill.lancs.sch.uk)
- The hall will be out of action for 2 -3 weeks as it is being used as our mass testing centre

#### 14. End of the day

- At the end of the day students will be released in year group order starting with Year 7 so that we can load buses and have separation of year groups throughout the school on departure. Staff should accompany classes to the top yard and exit gates
- There will be no extra curricular activities after school until after the Easter holiday

#### 15. Fire Evacuation

If the fire alarm sounds then students will be directed to leave rooms in an orderly manner and line up in the locations used at the start of the day.

#### 16. The Curriculum

- The school will continue to deliver a broad balanced curriculum which gives students access to ALL their subjects but there will continue to be increased use of double lessons to minimise movement around school.
- Staff will use on line surveys, conversation and low stakes assessment as part of the way to identify the knowledge gaps and amend the curriculum accordingly.
- Personal Social, Health and Emotional Education is perhaps even more important than ever after so long a period of lockdown and so PSHE will continue to be delivered and be combined with time with students' own mentors **once a week** during period 1.
- There will inevitably be less experiential learning because students cannot share equipment easily and so more will have to be done through demonstration for example in Science and Technology.
- Staff can mark books and are expected to do so but there should be a gap of at least 48 hours between books being handed in and then marked.
- There will be some specific adaptations in some subjects eg
  - In PE there cannot be contact sport and we need to reduce class sizes. We cannot yet use the fitness room. Students in Years 7-9 will have PE once a week and in Year 10-11 once per fortnight. The other PE lesson will be used for a catch up hour in core learning.
  - For Photography and Art, students will be allowed to use the camera on their phone if they have one to reduce the need to share equipment
  - In Music we are not allowed to sing or use wind instruments

#### 17. Behaviour

It is really important that after such a long absence from school for most students that everyone returns with an absolute focus on learning and the wellbeing of others. Our expectations in terms of high standards of behaviour have not been reduced in any way but students and staff will have to get used to some new routines and adaptations to the behaviour system, including the importance of hand and respiratory hygiene. We will take swift and serious action against anyone who does not take these measures seriously.

Detentions will be on a different evening for each year group and will vary in length depending on the behaviours concerned.



<p><b>Travel to and from school</b></p> <ul style="list-style-type: none"> <li>• Travel to and from school by walking or cycling if possible. Bus transport should be used as a last resort.</li> <li>• Adhere to any rules on a bus. Students who fail to do this will be prohibited from using this transport in the future. Masks/face coverings must be worn on school and public buses.</li> <li>• Do not gather in groups outside school.</li> <li>• Behave respectfully to members of the public.</li> <li>• Arrive in school between 8.30 and 8.50.</li> <li>• You are expected to wear your full uniform and bring all your equipment.</li> </ul>	<p><b>Arrival at school</b></p> <ul style="list-style-type: none"> <li>• Turn off mobile phones and put them in your pocket or bag.</li> <li>• Remove any mask/face covering you are wearing and place in a plastic bag.</li> <li>• Enter the site via the appropriate entrance for your year group.</li> <li>• Go straight to your allocated area of the school. Students must not go to any other area of the school unless supervised by a member of staff.</li> <li>• Wash or sanitise hands using the facilities provided before entering the school and any building or classroom.</li> </ul>
<p><b>In the classroom</b></p> <ul style="list-style-type: none"> <li>• Sit only in your allocated seat.</li> <li>• Do not move any furniture in the room.</li> <li>• Remain in the allocated seat for the duration of the session - it is not acceptable to leave the seat and walk around the room.</li> <li>• Ask permission to use the toilet only if absolutely necessary.</li> <li>• Remain on task learning.</li> <li>• Mobile phones are not permitted and will be confiscated if seen. They will only be returned to you on Friday afternoons.</li> </ul>	<p><b>Break time</b></p> <ul style="list-style-type: none"> <li>• You may eat a snack in your designated area of the yard.</li> <li>• Mobile phones/headphones are not permitted and the same consequences will follow as in the classroom.</li> <li>• You may only use the toilets in your designated area of the school.</li> <li>• You may use a designated section of the yard but do not move out of this to mix with students from other classes. Year 10 and 11 students should socially distance in your area of the yard.</li> <li>• We are not able to use the school water fountains during the pandemic.</li> </ul>
<p><b>Leaving the school premises</b></p> <ul style="list-style-type: none"> <li>• Leave the premises as directed by staff.</li> <li>• Go straight home - do not gather with other students after school.</li> <li>• Adhere to instructions and social distancing rules if using a bus. Masks/face coverings must be worn on school and public transport.</li> </ul>	<p><b>Adhering to Public Health guidance</b></p> <ul style="list-style-type: none"> <li>• Adhere to public health guidance at all times.</li> <li>• Carry clean tissues to cough or sneeze. All used tissues must be immediately placed in a lidded bin.</li> <li>• Any student who contravenes this guidance, for example, by spitting, deliberately coughing at others or behaving in a malicious or threatening way in respect of COVID 19 will be excluded from attending school.</li> <li>• Be mindful of good hygiene at all times, washing or sanitising hands frequently.</li> <li>• Face masks/coverings are to be worn at all times in doors and when lining up</li> </ul>