

**INFORMATION FOR PARENTS AND
PUPILS FOR FULL OPENING OF SCHOOL
SEPTEMBER 2020**

August 2020



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Introduction

The government has decided that it is now safe to re-open schools from September 2020 for all pupils with certain measures in place to protect staff and pupils against transmission of COVID-19. These control measures ask us to reduce the risk of infection from the virus by:

- Minimising contact with individuals who are unwell
- Cleaning hands more often than usual
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout- desks facing forwards) and timetables

This document sets out how we will implement these measures at Central Lancaster High School from September 2020. There is a lot of information contained in this booklet and it should be read alongside our risk assessment and the videos which all appear on our website.

If you have any questions, do please get in touch with us via clhs@lancasterhigh.lancs.sch.uk

Myself and the rest of the staff are delighted to be welcoming back our young people to school and are looking forward to getting back into school routines with them. I fully understand that there will be anxieties and concerns, but I hope you find the information here helpful in giving you and your children confidence in the things we have put in place to keep them safe.

Dr N Walmsley
Principal

Attendance

We expect all children to attend school from Wednesday 2nd September. The school is following government guidance on 'full opening of schools' which can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In the guidance the government states that the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school
- 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

For children who are shielding or self-isolating, parents must read the guidance on the link above and the information here <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

The guidance states that, shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

Travel to school

- In line with government recommendations, we are advising all parents to avoid the use of public transport if at all possible in getting their children to and from school. Rather, they are encouraged to walk or cycle. If these are not options, parents are asked to drive their children to school using private cars;
- Further information on use of public transport and school transport can be found in Mrs O'Farrell's letter on our website;

First day back

- All pupils will return to school on Wednesday 2nd September. However, for the first day only, each year group will have a staggered start time to allow us to get all pupils into school safely and introduce them to the new routines. These times are as follows:
 - Year 7 – arrive at 8.30 am via lower pedestrian gate by the bus stop
 - Year 8 – arrive at 9.50 am via lower pedestrian gate by the bus stop
 - Year 9 – arrive at 9.35 am via upper pedestrian gate
 - Year 10 – arrive at 9.05 am via upper pedestrian gate
 - Year 11 – arrive at 9.20 via upper pedestrian gate

Before school

- Pupils will enter site via their designated gate and proceed directly to their assigned outdoor space (see below and video for specific information);
- Pupils should not arrive at school before 8.30am;
- When pupils arrive at school, they should not enter the school buildings before 8.40. They should go to their dedicated outdoor space (see below videos for extra information).
- Each year group will have a dedicated outdoor space for breaktime, lunchtime and to gather before school;
- These dedicated outdoor spaces are as follows:
 - Year 7 – Year 7 space
 - Year 8 – netball courts
 - Year 9 – quad
 - Year 10 – back quad
 - Year 11 – astroturf
- To reach these spaces, pupils should use the following gates (see videos for further information):
 - Year 7 – lower pedestrian gate then path round A-floor to Year 7 area
 - Year 8 – lower pedestrian gate then path round A-floor to netball courts
 - Year 9 – upper pedestrian gate then via pupil entrance to quad
 - Year 10 – upper pedestrian gate then via DT entrance
 - Year 11 – upper pedestrian gate then via access road to astroturf
- When the bell goes, pupils should line up in their form groups and wait to be collected by their house tutor. They will then be walked into school via their designated door to their form room to begin their day;
- If you arrive late for school, please report to the main school reception entrance.

Organisation of accommodation and movement in school

- Each year group will be zoned in school to allow the formation of ‘bubbles’. This will allow us to reduce the amount of movement around school during the day and therefore limit the interactions of different year groups through restricting the use of shared spaces;
- Year groups will be zoned as follows:
 - Year 7 – Rooms A1, A2, A3, A10 and A11
 - Year 8 – Rooms A4, A5, A6, A7, A8 and A9
 - Year 9 – Rooms E1, E2, E3, E4
 - Year 10 – Rooms A12, Library, Conference Room, Drama studio (these rooms have now been converted into classrooms)
 - Year 11 – Rooms D1, D2, D3, D4 and D5
- The adjustments to the organisation of accommodation and movement around school will mean that pupils remain within their zone for the majority of their lessons;
- Where pupils are taught in forms, they will remain in their form room for those lessons;

- Where pupils need to be in sets or option groups (KS4) they will move within their zone to facilitate this teaching;
- If pupils require specialist rooms for their lessons, for example science labs, technology rooms or IT facilities, they will move to these specialist rooms following a one-way system outside around the school (the Central Line);
- Pupils will use the Central Line outdoor corridor to reach the outdoor assembly point for their specialist classroom;
- Pupils will queue and wait here for their teacher who will escort them to their classrooms;
- Pupils will be asked to sanitise their hands as they enter the building;
- Additional measures will be in place to ensure cleaning between bubbles in these rooms;
- Teaching staff will move around school to deliver their lessons to different year groups;
- We will talk pupils through these systems and walk them around the site on the first day, so they know where they need to go;

Timetable

- The school timetable will run with slight amendments as follows:
 - Form time – 8.40-9.05
 - Lesson 1 – 9.05-10.00
 - Lesson 2 – 10.00-10.55
 - Break time – 10.55-11.10
 - Lesson 3 – 11.10-12.10
 - Lesson 4 – 12.10-13.05
 - Form time – 13.05-13.20
 - Lunch time – 13.20-14.00
 - Lesson 5 – 14.00-15.05

Curriculum

We have worked hard to ensure that we can keep as far as possible to our normal lesson delivery. The adjustments to the organisation of accommodation and movement around school will allow us to deliver a full curriculum with only minor amendments.

Lunch time and break time

- Each year group will have separate outdoor space to use at break times and lunch times;
- These designated outdoor spaces are:
 - Year 7 – Year 7 space
 - Year 8 – netball courts
 - Year 9 – quad
 - Year 10 – back quad
 - Year 11 – 3G pitch
- When the bell goes for the beginning of breaktime or lunchtime, pupils should go directly to their outdoor space and remain there for the duration of the break unless they wish to use the toilet – see details below;

- A bell will sound shortly before the end of break and lunchtime. At this point pupils must begin to move around the Central Line outdoor corridor to their next lessons. If they are in a specialist room, they should queue up at the correct location. If they are in their year group bubble zone, they should go straight to their classroom;
- When the second bell goes, pupils in specialist rooms will be collected by their member of teaching staff from their queueing zone.

Toilets

- Toilets have been allocated as follows:
- Year 7 – A-floor toilets (first half of break and lunch)
- Year 8 – A-floor toilets (second half of break and lunch)
- Year 9 – E-floor toilets
- Year 10 – D-floor toilets (first half of break and lunch)
- Year 11 – D-floor toilets (second half of break and lunch)

Catering

- We cannot provide a breakfast club before school. Please ensure that you eat a good breakfast before coming to school;
- As our catering space is so small, we do not have the facilities to provide hot meals at lunchtime to all our pupils and follow the appropriate measures to keep everybody safe;
- We will not be providing food or drink at breaktime – pupils should bring their own drink and snack if they want something at break;
- We are asking wherever possible for pupils to bring a packed lunch to school;
- If pupils do not bring their own packed lunch, they will be able to order one during form time at the start of everyday. These will then be delivered to them for lunchtime;
- Twice per week we are able to offer takeaway pasta to each year group. These can be ordered in the same way as packed lunches during form time on the relevant days;
- If pupils have a packed lunch, we ask parents to make payments onto their account via scoppay <https://www.lancasterhigh.lancs.sch.uk/parents/scopay-online-payment>
- Pupils will eat their lunch in their form room during the second form time between 13.05 and 13.20. They will be supervised by their house tutor during this time;

Uniform

- Pupils will be expected to wear the full school uniform;
- We have some items of clothing and footwear available to borrow if students do not attend school in uniform. Pupils will be required to leave an item of personal equipment as a form of 'deposit' to be returned on return of the uniform;
- Uniform must be clean and worn smartly at all times;
- If pupils wish to wear face coverings during the day they will be allowed to do so. If these are fabric these should be plain blue or black and secure behind the ears (no scarves/bandanas etc.); Alternatively, blue medical-type masks are acceptable. If pupils wish to remove face coverings during the day or after using public transport, they should store them in a plastic bag on their person until required again;
- The new routines and measures will mean that pupils will be spending more time outdoors. Please ensure that you are equipped for this with a rainproof coat or umbrella and a bag which will protect your books from getting wet.

SEND support

- Specialist learning support will be planned according to need around specific pupils in school and learning support colleagues timetabled at relevant times.
- Support will be provided in some lessons and in some interventions out of the classroom, either in small groups within 'bubbles' or a 1:1 basis.

Pastoral support

- Our usual pastoral teams will be working in school and supporting pupils. Time spent with house tutors together with PSHE curriculum time will be spent discussing issues and concerns with pupils.

Pupil expectations

- Pupils must not attend school if they or a member of their household have symptoms of COVID-19;
- When attending school, pupils must follow the rules and expectations outlined below. This will help maintain the health and well-being of everyone in our school and wider community:
 - Arrive to school and leave to go home at the designated time. Do not congregate in school or outside at the beginning or end of the day.
 - Use hand sanitiser and/or wash your hands when instructed by a member of staff during the day.
 - Avoid physical contact at all times – no hugging, shaking hands etc.
 - In the classroom, follow seating plans set out by the teacher
 - Do not borrow equipment from anyone else – use your own personal equipment
 - Maintain a safe distance from others between and during lessons
 - At break and lunchtimes, go outside and remain in your allocated area
 - Do not share food with others
 - Use the toilets only at break time
- Any breach of these expectations or the normal expectations for good behaviour in school will not be tolerated. In particular, any action which compromises the running of the systems put in place for the safety and well-being of others may result in a pupil being removed from the premises and excluded from school.

Equipment

Each day, students will be required to bring:

- A pencil case including the following equipment: pen, pencil, ruler, rubber, sharpener, highlighter and protractor as a minimum.
- A bag large enough to carry all exercise books, textbooks and materials for the school day
- A reading book
- Copy of 'Go Big' (Year 7 only)
- PE kit for PE only no longer required for dance lesson
- Mini whiteboard set will be preferable, including mini whiteboard, pen and rubber. These can be purchased from school for £1.50

We will be selling pencil cases which include the minimum stationery and a whiteboard set at a cost price of £3. Parents will be able to purchase these on the 'School Cash System'. If you would like your own mini whiteboard set, these will be able to purchase for £1.50. These will be delivered to students during form time once the payment has gone through.

Other considerations

- As noted in the section on uniform, face coverings are allowed in school. However, please see the uniform section so you are aware of what is and is not allowed;
- Whilst hand sanitiser is available in school, we are encouraging pupils to bring their own personal hand sanitiser to take responsibility for their own hygiene;
- As we are trying to minimise contacts in school, please call us to arrange an appointment rather than just dropping in;
- If you have any questions about the information contained in this booklet, please email clhs@lancasterhigh.lancs.sch.uk