



Durham Johnston Comprehensive School

Information for Parents & Carers – planning for potential re-opening of schools for Y7, 8 and 9

Durham Johnston Comprehensive School has been open throughout the period of lockdown, including school holidays, for the provision of support for the children of keyworkers and vulnerable pupils.

We have prepared this document as the Governing Body have identified that it is safe to re-open the school for Year 10 and 12 students. We now intend to use exactly the same approach and risk assessment for Years 7, 8 and 9.

Prior to lockdown, the school took steps to ensure robustness of sanitising and cleansing supplies and established a comprehensive information campaign, relating to correct handwashing and behaviour when coughing/sneezing. Cleaning and sanitising regimes were enhanced throughout the building and correct social distancing promoted.

We assure you that every measure possible has been put in place to ensure the safety and well-being of both pupils and staff. **However, these arrangements might be subject to change based upon Government guidance or a change in the school's circumstances.**

The letter to parents (May 2020) regarding 'preparing for face to face contact' from Mr A O'Sullivan, Headteacher, can be found by following this link:

<https://www.durhamjohnston.org.uk/news/2020-05-22-preparing-for-face-to-face-contact-with-years-10-and-12>

This document is to provide you with information about:

- Increasing the capacity to accept Yr7/8/9 students into school
- How we will make school safe for students
- Structure of opening
- Ongoing remote learning

Why are we planning for a potential re-opening?

As a school we have been requested to increase the capacity of the school to admit more pupils for face to face contact with teachers, specifically those in Years 10 and 12. **We now want to offer the same opportunity for Y7, 8 and 9 students**

In-school activities will comprise:

- Students will have sessions based upon pastoral support, practical issues, such as remote learning, academic review and next steps for September 2020
- Support will be offered in the core subjects of English, Maths and Science too.

IMPORTANT – Those who are Shielding, Clinically Vulnerable or BAME

Evidence from the Office for National Statistics shows a greater impact of Covid-19 on certain vulnerable groups, including those who are shielding, clinically vulnerable or are members of BAME communities. The DfE recognise this in their recently published overview of scientific advice.

The DfE scientific overview further states that "schools should be especially sensitive to the needs and worries" of members of those communities. If you or your child is included in one of those groups please feel free to contact the school for further advice. All reasonable options will be considered to minimise risk, including continued provision of home learning support, if deemed appropriate by the risk assessment, or if

the student or their parent / carer are not assured by the measures in the risk assessment. All families should consider whether or not to access provision based upon their unique personal circumstances.

| <u>How we will make school safe</u> | |
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| <p><u>Designated Areas</u></p> <ul style="list-style-type: none"> • Specified geographical areas of the school designated for keyworker/vulnerable pupils and Yr 7/8/9 in different parts of the school. • This will allow for separation of each population; each population will have a unique route into and out of the building, a unique, one-way circulation system with social distancing and unique teaching, sanitary and recreation spaces. • All areas will be fitted with age-appropriate signage and floor markings which clarify direction of travel and boundaries for social distancing. • Physical barriers and signage will be employed to prevent physical crossover between populations and teaching staff will manage pupil circulation in smaller classroom groups within the relevant geographical area. | <p><u>Hygiene and cleanliness</u></p> <ul style="list-style-type: none"> • High visibility hand sanitising stations will be situated in entrance areas and circulation areas for all spaces used. • Surfaces / 'touch points' will be regularly disinfected throughout the day. • Classrooms, toilets, stairwells and doors will be cleaned at the end of every session. • Thorough deep clean of all areas will be carried out every Monday while the school is closed to Yr 7/8/9 pupils. • Students will be provided with face tissues and individual disposal bags to enable effective disposal of waste at their desk. • Waste bins with lids will be located in classrooms and circulation areas; emptied on a daily basis and sanitised weekly. • Classroom doors and windows will be open to aid ventilation at all times. |
| <p><u>Travel to and from school</u></p> <ul style="list-style-type: none"> • We encourage pupils to walk or cycle to school, maintaining social distancing at all times. • Where public transport is used, face masks / coverings MUST be worn from 15.06.20, in line with new government guidelines. • Pupils travelling in taxis: support and advice is being issued to transport providers, parents can also refer to the government publication: 'safer travel guidance for passengers' for further guidance. • Pupils arriving by taxi will be met at the vehicle where required and any handover will take place there. • Students are encouraged not travel in groups to school and to ensure 2m distancing at all times. • Students should not congregate outside of school or wait for friends. They should report to their designated teacher. | <p><u>Entrance to school</u></p> <ul style="list-style-type: none"> • Pupils will arrive at the school's front gate where they will find two available pedestrian / cycle gates. • The gates will be clearly marked for Keyworker pupils or Yr 7/8/9 pupils. • Each will lead to individual routes into the building. Students will be met by a designated member of the school's Le4adership Group. • There will be 2m floor markings to encourage correct social distancing. • Students will wash or sanitise their hands on entry into the building at hygiene stations. • 2m markings and one-way systems will ensure social distancing inside the building. • Clear signage will remind students about hygiene and social distancing. |

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| <p><u>Social Distancing - In the Classroom.</u></p> <p>Classrooms will look different to usual. There will be fewer desks and students.</p> <ul style="list-style-type: none"> • Students will sit at their own table/desk. • They will not share any equipment. • They will maintain the 2m distance at all times. • Students will only move from their desk when asked by the teacher. • Students will remain in one classroom for the day, only leaving for breaks and physical activity. • Only teachers will move between classrooms. • Yr 7/8/9 pupils will attend on alternate weeks with a maximum of 25% of the year group attending on any given day. This enables class groups of never more than 13 pupils. |
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| <p><u>School day</u></p> <ul style="list-style-type: none"> • Pupils will have a staggered start and finish to the day. • Yr 7/8/9 students will arrive between 8.20am – 8.40am and will leave between 11.50 and 12.05 p.m. • The children of Key Workers will arrive at 8.15 am. • They will not stay in school for lunch, but take away packed lunches will be provided for FSM pupils who require this facility. | <p><u>Moving around school</u></p> <p>When moving around the school students will be asked to:</p> <ul style="list-style-type: none"> • Follow staff instructions and leave the room when told to do so. • Use 2m floor markings and adhere to strict social distancing at all times. • Wash or sanitise hands when instructed. • Follow 'catch it, bin it, kill it' protocols for hygiene purposes. |
| <p><u>Use of toilets</u></p> <p>Each designated population have their own toilets:</p> <ul style="list-style-type: none"> • Students must follow all instructions when moving around school including visits to toilets. • Students will wash / sanitise hands before and after using the toilet. • Students will use 2m distancing while moving to and from the toilets. | <p><u>Using outside areas</u></p> <p>There will be opportunities during the day for students to use outdoor spaces:</p> <ul style="list-style-type: none"> • Each designated population will have a separate outdoor area. • Students will receive guidance about where to stand / exercise when outside. • Students will wash / sanitise hands before going outside and on returning to the building. • Students will be expected to follow strict social distancing rules. • Mobile phones are not permitted to be used. |
| <p><u>Equipment</u></p> <ul style="list-style-type: none"> • <u>Pupils MUST bring pen/pencil etc to school in a sealed plastic bag for their use only.</u> • Pupils MUST NOT share or borrow equipment from other pupils and do not need to bring their school bag. • School will maintain a small stock of essential stationery for emergency use. • Staff /pupil electronics, such as tablets, mobile phones and computers, will be disinfected before and after use. | <p><u>Uniform</u></p> <ul style="list-style-type: none"> • Yr 7/8/9 students should wear their PE kit, or trousers/skirt and blouse/shirts. School blazers and ties, which are not readily machine washable, will not be required. • The school supports pupils who wish to wear face masks/coverings whilst on the school site, should they wish to do so. |
| <p><u>First Aid</u></p> <ul style="list-style-type: none"> • If pupils feel unwell, they need to let their teacher know immediately. • The teacher will follow the appropriate protocol to isolate the pupil in order to reduce risk to others. • A separate isolation room has been designated and equipped in the event of a member of the school population falling ill whilst on site. • Pupils will be managed by a senior staff member and qualified first aider, at a 2m distance. • Isolation room windows will be opened to allow ventilation until parent/carer/emergency services arrive to assist pupil from site. • Areas accessed by the sick person will be thoroughly sanitised via urgent deep cleaning regime. | <p><u>End of School Day</u></p> <p>Students will be expected to:</p> <ul style="list-style-type: none"> • Follow staff instructions and leave classrooms when told to do so. • Use 2m floor markings and proper social distancing at all times. • Wash / sanitise hands on exit of the building. • Leave the school site straight away. Students must not stay at the school exit waiting for friends. • Students should not congregate outside of school. • Students should not travel in groups from school and should adhere to 2m social distancing at all times. |

Behaviour expectations

These are almost **exactly the same** as usual, here are some reminders:

- Mobile phones should be switched off /silent.
- Be respectful of each other and all staff.
- Follow instructions as soon as you are asked to do so.
- If you feel worried or have any questions: tell a teacher and we will help you.
- The school's behaviour policy will be updated as soon as possible to reflect new rules and routines to ensure it covers COVID-19 related incidents.

Attendance

If you have notified us that your child will be attending school and they do not arrive, we will contact you as usual. We cannot accept students who arrive unannounced as that poses a risk to others.

If students have any of the following symptoms they must stay at home and you should contact school to let us know:

- **New, continuous cough**
- **Shortness of breath or difficulty breathing**
- **Fever or chills**
- **Muscle pain**
- **Sore throat**
- **New loss of taste or smell**

Visitors to School

Visitors including parents, sales reps and local community members will not be allowed on the school site other than by pre-arranged appointment. Appointments will be granted only in exceptional circumstances. All appointments must be approved by the Headteacher and must include pre-arranged and mutually agreed social distancing measures.

It is important that parents and students realise that teachers are in the position of parents/carers while students are in school.

It is essential to follow all protocols and procedures to ensure the safety of pupils, staff and their families.

If, at any time, pupils fail to follow the protocols outlined or act in a manner that jeopardises the culture of the school or the safety of others, they will be required to be collected immediately.

Please make sure that your contact details are up-to-date and where you might be unavailable due to work, that you have provided the contact details of another trusted adult.

Please email: school@durhamjohnston.org.uk

- **All information is correct at time of sharing. Changes made need to be in accordance with Department of Education and Local Authority guidance.**