

Great Sankey High School



September 2020

Year 7 -11 Guidance booklet
for re-opening

Dear Parents/Carers, Students & Staff

We shared this guidance booklet with you at the beginning of the summer break to outline ***the operational and logistical approaches Great Sankey are taking to minimise risk***, ensuring that all students and staff can return safely to school in September and benefit from as normal a school experience under the guidance and provide a broad, balanced and meaningful learning experience to the children in our care. Following updates to the guidance from the DfE, a review by the trust and our external independent risk assessors, we have some small updates to our procedures. ***These updates have been indicated in red text within this booklet to make them easier for you to identify. We will continue to review our plans on a regular basis and upon changes in guidance locally or nationally.***

To ensure our wider return is managed in a safe and structured manner we will be introducing a staggered start to the academic year. This will allow us to walk through our procedures and routines with each Year group in detail supported by a bespoke re-orientation programme at the start of each day for each Year group with their Form Tutor

Key dates:

Friday 4th September 2020: Year 7 will be on site for a transition session with their House Team

Monday 7th September 2020: Year 7, 10 & 11 return to school from 8:25am. Year 8 & 9 asked to stay at home.

Tuesday 8th September 2020: All Year groups and students expected to be in school

Health and Safety:

Our approach has so far been cautious, phased and participative and this will continue, however, as a community we will need to remain vigilant and respond to any change in circumstance, reviewing things daily to ensure the safety of our students and staff. Our plans aim to mitigate the risks involved in having over 2200 students and staff in the same building.

The DfE guidance has outlined that methods to reduce risk have been left for each school to determine, based on each school's circumstances, and for GSHS these will include:

- ✓ Grouping children together in Year group bubbles
- ✓ Minimising contact between groups
- ✓ Staff maintaining safe distance from students and other staff as much as possible
- ✓ There are hand sanitiser stations at every entrance and located in each classroom and toilet area. Students will be asked to wash hands or use the sanitisers as frequently as possible.
- ✓ All students are encouraged to bring their own hand sanitiser and tissues as part of their daily equipment.
- ✓ ***Guidance related to face coverings has been updated. Therefore students will be required to wear face coverings when in any communal areas of the school such as corridors and lunch queues.***
- ✓ ***Students will also need to wear face coverings when travelling on buses or car sharing. Students are not to wear face coverings in lessons. Further guidance is provided at the back of the guidance booklet.***
- ✓ In order to control the flow of students around school, we have initiated a traffic flow system of specific zone entrance and exit points and these are clearly signposted and to be adhered to at all times.
- ✓ All water fountains will be disconnected and students should bring in their own drinks and snacks.
- ✓ Toilets will have to be shared between different Year group bubbles, but these will be cleaned on a regular basis.
- ✓ All classrooms, where physically possible, will have desks arranged in forward facing rows.
- ✓ Staff will maintain a minimum 1m distance from students in all classrooms, at all times,
- ✓ Our on-site cleaning team will be on duty throughout the day and there will be frequent cleaning of the site.
- ✓ Each Year group bubble will have its own designated areas for break & lunch and these are to be adhered to at all times. The dining areas will be cleaned between change-overs.
- ✓ Staff will enforce the "catch it, bin it, kill it" message and this will be signposted across the site.
- ✓ As students will be predominantly working in their own dedicated zone and remaining in the same classroom for the majority of their lessons, corridors will be significantly less busy. However, we do expect all students to follow the restrictions that are in place, for example, keeping to the left in corridors, keeping appropriate distances from each other and obeying specific zone entry & exit points, no entry and one-way systems.

Timings of the school day:

On each school day, students will arrive at school promptly for an 8.25am start and they will be directed to go straight to their Year group zone for a daily 30-minute tutor session. Initially, this will enable House teams to check in with students and see how they are managing their return to school and, moving forward, this regular slot of time will play an essential part of our recovery curriculum programme. Reminder: From September, following the consultation earlier this year, our **school day will now finish at 2.40pm**.

Timings	Event	Additional Information
8:25am – 8:55am	PDR tutor session	As students arrive on site, they are to go straight to their Form room
8:55am – 9:55am	Period 1	
9:55am - 11:10am	Period 2 & 15 minute break	Rotation of 15 minute break to take place for each Year group during this period to support distancing of different Year group bubbles.
11:10am - 12:10pm	Period 3	
12:10pm – 1:40pm	Period 4 & 30 minute Lunch	There will be three staggered 30 minute lunch slots during this time to support distancing of different Year group bubbles.
1:40pm – 2:40pm	Period 5	We will operate a staggered departure to the end of the school day to allow for an orderly and socially distanced exit from school for each Year group to ensure that students can begin their journey home safely

For those students who travel to school by bike, we have allocated storage areas to each year group. Students will be asked to maintain social distancing whilst they store bikes. This arrangement will be reviewed as necessary.

Year group	Storage area
7	Bike store on main yard, adjacent to year 7x and y zones
8	Bike racks on main yard opposite college building
9	Bike racks on main yard, adjacent to English
10	Bike store adjacent to main front gate, sign posted year 10
11	Bike store adjacent to main front gate, sign posted year 11

Break:

Unfortunately, due to the restrictions of the guidance on Year group bubbles, we will be unable to offer canteen facilities at break time and students should bring their own snacks and drinks to school. This will be reviewed and updated accordingly.

Break Rotation:

Students have been split into bands for timetabling and safe distancing purposes:

X Band – AUSTEN, BANNISTER, NEWTON

Y Band – PARKS, STEPHENSON, THOMPSON

Over break, there are allocated indoor and outdoor spaces and students should adhere to this to maintain safe distancing of different Year group bubbles.

Time	Primary 1 and Primary yard Area 1	Primary 2 And Primary yard Area 2	SDR And Main yard 1	BHT And Main yard 2	College dining room
9.55 – 10.10	7x	7y	8x – group 1 8AD, 8AF, 8BC	8x – group 2 8BM, 8ND, 8NG	13
10.25 – 10.40	9x	9y	8y – group 1 8PP, 8PT, 8SB	8y – group 2 8SP, 8TM, 8TB	
10.50 – 11.05	11x	11y	10x	10y	12

Lunch:

At lunchtime, we will be using the three main dining areas of school on a 3-way rotation to maintain safe distancing of different Year group bubbles.

The canteen will be operating a reduced service with lunches consisting of 'grab bags'. Initially, we are unable to provide hot food we will be offering a cold sandwich option. We request that if possible, students bring their own packed lunches. Free School meals will still be provided by school, but this will be a sandwich grab bag initially. We are planning to introduce a reduced, hot menu as soon as systems are working effectively. We will of course keep you updated.

Students who bring their own packed lunch may eat them in any of the designated areas.

There will be will a variety of sandwich options and these can be paid for daily in the usual way, with appropriate hygiene protocols.

Time	Primary 1 And Primary yard Area 1	Primary 2 And Primary yard Area 2	SDR And Main yard 1	BHT And Main yard 2	College dining room
12.10 – 12.40	7x	7y	11x*	11y*	13
12.40 – 1.10	8x	8y			
1.10 – 1.40	9x	9y	10x	10y	12

Teaching Rooms:

- ✓ Throughout the day, **students will be in placed in year group bubbles and zoned into specific areas of school for the majority of their lessons**, with staff moving to the students and with students taking staggered breaks and lunches to minimise year groups mixing with each other and thereby decreasing volume and traffic on the corridors.
- ✓ Practical lessons (PE, Art, Technology, ICT, Music and Drama) will continue outside of these specific zones with increased cleaning protocols being implemented between each lesson and throughout the day, as well as specific Health & Safety measures in place for all to adhere to.
- ✓ A seating plan will be provided which students should adhere to and will remain the same for every lesson; there should be no swapping of seats unless directed to do so by a member of staff.
- ✓ Students are expected to meet our usual high standards and expectations of behaviour and behave in a mature and sensible manner; any students who wilfully defy staff or our expectations will be subject to sanctions.

Curriculum:

We are committed to our students' entitlement to receiving a full and meaningful curriculum that values every student. Subject areas have identified the key areas of learning that were delivered under lockdown and during the first two weeks teachers will revisit this and essential knowledge will be reviewed regularly throughout the school year. We will also continue to develop high quality blended learning to ensure that where a class, group or small number of students need to self-isolate, or there should be a local lockdown, we will be able to instantly revert to home learning via Google Classroom.

Uniform:

Students will continue to wear full uniform as per our normal uniform policy. As detailed in our updated policy, students who wear a skirt are to wear plain black tights or plain black ankle socks only.

PE:

The majority of PE lessons will be taking place outdoors, unless there is adverse weather, in which case the school sports hall will be used or other arrangements which we will inform you of. The PE curriculum will be adapted to avoid all contact sports. There will be no school fixtures as we return for any of our team sports until guidance allows. There is a strict hygiene protocol for PE equipment, which will be explained to students at the start of every lesson.

Also, on days when children have practical PE lessons, we ask that they arrive in their school PE kit with additional outer layers, as this will remove the need to use the changing rooms.

Extra-Curricular Programme:

Our extensive extra-curricular programme will not be implemented for the first few weeks of the academic year. We will review and update this information as and when guidance / restrictions allow. One to one music lessons may still be able to take place in some format and Ms Foster or Mrs Wright will make contact with parents separately about this.

Equipment checklist for school:

Students are to arrive at school ready to learn and this means bringing all their own equipment with them as no equipment will be lent out by staff. Students will need:

- | | |
|----------------------------|---|
| ✓ Pens x 2 (blue or black) | ✓ Pair of compasses |
| ✓ Green pen | ✓ Reading book |
| ✓ HB pencil | ✓ Food Tech apron for all DT lessons |
| ✓ 2B pencil | ✓ Scientific calculator |
| ✓ Set of coloured pencils | ✓ Face mask and suitable storage bag |
| ✓ Glue stick | ✓ Whiteboard pen |
| ✓ Ruler | ✓ Whiteboards will be provided as part of the knowledge/learning organisers. Students will need to bring these to school everyday |
| ✓ Rubber | |
| ✓ Pencil sharpener | |
| ✓ Protractor | |

Recommendations for calculators:

For all students, we recommend the Casio fx-83GTX Plus or Casio fx-85GTX Plus Classwiz for all students. The 85 is solar powered which is the only difference <https://www.casio.co.uk/products/calculators/scientific-calculators>

Those in Y9-11 who potentially replacing their calculator and are looking to do A-Level Mathematics we highly recommend the Casio FX-991EX Classwiz calculator. <https://edu.casio.com/products/cwiz/fx991ex/index.php>

Trips:

There are no school trips planned for the Autumn Term and we will update parents separately about planned trips due to take place in the Spring / Summer Term.

Assemblies:

There will be no physical assemblies for the foreseeable future until guidance on group gatherings allows. Senior Leadership Team and Heads of House will deliver assemblies via remote platforms into individual classrooms.

Mobile phones / electronic devices:

Our mobile phone / electronic device policy has not changed. Mobile phones, electronic devices and associated accessories are not to be seen or heard anywhere on the school site unless directed by a member of staff. If a device is seen or heard, then it will be confiscated by a member of staff. If a student needs to contact home, they are to go to their House Office as per usual guidelines.

LiveWire building:

Due to the access restrictions in place in the leisure centre, this area is not open or accessible to students before or after school. Students are not to congregate outside this area before or after the school either and are to make their way directly to their zone / home.

Assessment and Reporting:

During the Autumn term, teachers will be assessing all students to enable them to find out where each student is in terms of knowledge and understanding of the key elements of each subject. This will allow staff to put in place appropriate support and intervention programmes to support catch up. The recovery of lost learning will be a long term process, it's not something that can or will be completed in one term.

Staff will plan the recovery curriculum based on the outcome of regular assessments and tailor provision accordingly. Further adjustments to our curriculum and processes will be considered if they prove necessary. Our priority, understandably, will be Year 11 and 13 but once DfE catch-up funding details have been published we will deliver a programme of in-school sessions, after school sessions, Saturday school and holiday school for other key groups and those in most need. These decisions will be made based on the judgements of class teachers and will be different for each student.

It is also clear that our Parents' Evenings will not be able to run as they have in the past; although we will inform you further in due course once restrictions allow.

Attendance:

The Department for Education have made it clear that they expect all students to return to school in September.

Shielding advice for all adults and children will pause 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.

There will, however, be a small number of students who will still be unable to attend in line with Public Health England advice. Members of our Pastoral Team will be in contact with individual families to discuss continued home learning.

Families will still need to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

Engage with the NHS Test and Trace process:

Working together, school and parents must ensure we understand the NHS Test and Trace process and how to contact our local Public Health England health protection team. Parents / Carers will need to be ready and willing to:

- ✓ Book a test if they are displaying symptoms. Students must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school.
- ✓ Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.
- ✓ Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Test & Trace website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

******We ask you to inform us immediately of the results of a test - please contact your House Office******

Following a test:

- ✓ If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- ✓ If someone tests positive, they should follow [the 'stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste.
- ✓ This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

In the event of a local outbreak, the Public Health England health protection team or Local Authority may advise us to close temporarily to help control transmission. We will continue to develop our remote learning platform to ensure that where a class, group or small number of students need to self-isolate, or there should be a local lockdown, we will be able to instantly revert to home learning via Google Classroom.

Well-being and Mental Health Support:

We appreciate that our students have been out of sync from their usual routine of school for some time and we will support them to re-orientate back in to school. Also, some of our students may have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks during the period of lockdown. This may lead to an increase in social, emotional and mental health concerns for some young people and our staff are receiving Mental Health training from the Future in Minds programme and the ADHD Foundation on how to help students cope with the anxiety they may feel when returning to school.

Additional members of our Pastoral Team are also undertaking the Mental Health First Aid Qualification and we will continue to provide well-being support and guidance through our House and Safeguarding Teams as well as signposting students and parents to external support available.

Further details of support available can be found on our '[Supporting Students and Parents Throughout Covid-19](#)' page on our website: <http://www.greatsankey.org/supporting-parents-and-students-during-school-closure/>

Behaviour:

Whilst we will support students to re-adjust back to the routine of school, we will still expect students and staff to uphold our school value of '**High Standards & Expectations**'. We have very clear behaviour expectations and any student who wilfully defies staff, flouts the health and safety processes that have been put in place, or who threatens the health and wellbeing of staff or students, can expect to be dealt with in accordance with our updated behaviour policy and this includes being sent home as a fixed term exclusion.

Remote education support:

Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, we will instantly revert to home learning via Google Classroom. This information will be communicated to parents via letter, email and through our school website & social media feeds. If you have yet to do so, please follow our school Twitter feed @GreatsankeyHS for our latest updates.

Keeping Parents Informed – introduction of Class Charts platform:

Following feedback from parents, and some difficulties with the SIMS Parent app and its functionalities, we have invested in a monitoring system called Class Charts.

This programme is web based and staff will be using it throughout the day to take registers, award praise, record behaviour issues and also set homework.

We will also have the ability to 'push' notifications and whole school announcements to you so you can be kept up to speed with any changes in school.

Parents and students have separate portals where they can access up to date information about your child's day in school. Further information on how to sign up will be shared as we return in September.

Corridors:

As students will be predominantly working in their own dedicated zone for the majority of their lessons, corridors will be significantly less busy. However, we do expect all students to follow the restrictions that are in place, for example, wearing masks, keeping to the left in corridors, keeping appropriate distances from each other and obeying specific zone entry & exit points, no entry and one-way systems.

Toilets:

Students should use the nearest toilet to their classroom base and maintain social distancing. There will be hand sanitiser and washing facilities available in each toilet area and toilets will be cleaned on a regular basis.

We have completed the second phase of our toilet refurbishment scheme and a significant number of toilets on site are now single person occupancy cubicles. Other multi-cubicle toilet areas are not social areas and students must not gather or congregate inside the toilet area.

Travelling to and from school:

We would encourage all students to either walk or cycle to school, where possible.

If you cycle to school, please make sure you leave in good time, as we will be organising students into a socially distanced queue when locking their bikes up in the bike shed.

Can we also take the opportunity to remind students and parents that bike helmets should be worn when cycling to and from school.

Parents who drive their children to school, should not share a car with anyone outside their family bubble. Where this is unavoidable, we encourage the use of face coverings. At drop-off and pick-up time, we ask parents not to park on Barrow Hall Lane directly outside the school or Stockdale Drive opposite the school, but to arrange a safe place away from the main school entrances, utilising the LiveWire Car Park or other easy to reach points within a short walking distance.

Students who travel by bus to school will be expected to wear suitable face coverings as per government guidelines.

Parents / Carers visiting school or dropping off items at reception:

Until further notice, school will not be accepting any visitors to school without pre-arranged appointments.

If parents wish to meet with staff, they should do so via telephone or email as staff will only meet parents with prior appointments or in the case of an emergency.

If you do have an appointment, please do not arrive earlier than that appointment to the school reception. We must keep this space clear and parents may be asked to wait in their car or outside under the canopy if they are early for their appointment.

Parents are not to visit the school site to drop off any belongings which your child may have left at home. The only exception to this is in the case of medical items or in an emergency situation.

If you need to collect your child during the school day due for any reason, for example, a pre-arranged medical appointment or because your child has developed symptoms during the day you should not enter reception. There is an alternative student exit at the front of school. Upon arrival to school you should phone reception to inform them of your arrival and who you are collecting.

Students displaying symptoms, awaiting collection will be asked to wait in a separate, supervised area.

Face coverings:

Students will be required to wear coverings when in any communal areas of the school such as corridors and lunch queues. Students will also need to wear coverings when travelling on buses or shared cars. Students are not to wear coverings in lessons.

There may be exceptional circumstances where a child should be exempt from face covering use, or may need to wear face coverings more widely within the school environment.

If this is the case please contact your House Office.

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, store inside a suitable plastic bag when not in use, then wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Final thoughts:

As outlined in the DfE guidance on the 2nd July: *“Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.*

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.”

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from COVID-19 and our guidance outlines the steps we have taken to reduce risks still further. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for our children and families.

It is highly likely, however, that the DfE guidance we are working to will change at some point in time. If and when this happens, we will react and update you accordingly. If you have queries surrounding this guidance, then please in the first instance contact the relevant House email address and they can filter your enquiry to the relevant member of staff.

To close; to ensure we reduce the risk there are essential measures we must **all** take to ensure we all stay safe as a school community as health and safety in our school is everyone’s concern:

- ✓ A requirement that anyone who is ill with Covid-19 symptoms stays at home
- ✓ Robust hand and respiratory hygiene
- ✓ Enhanced cleaning arrangements
- ✓ Active engagement with NHS Test and Trace
- ✓ 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

We hope that this comprehensive guide has provided you with the assurance that Great Sankey High School is taking all of the necessary measures to ensure the safety and well-being of all of our students and staff. We continue to be committed to a broad curriculum that values every student, to the continuous development of high-quality teaching and learning and to compassionate and expert pastoral care.

We look forward to welcoming our whole school community back in September 2020 and, whilst we will face many challenges, together we will *Dare for Greatness!*