

September 2020 Reopening

# Parent/Carer Guide September 2020

# September 2020 Reopening

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## INTRODUCTION

This booklet seeks to answer any questions you may have about the reopening process and provide guidance on the expectations the school has for all learners who are returning to school and how we will ensure everyone is kept as safe as possible. This guidance has been produced with your child's wellbeing in mind, it describes and explains the measures we have established in order to ensure that they remain safe during this time. Much of the guidance has evolved from the documents produced during the last school year when we remained open for a smaller number of learners. It is important to note that while these measures are current at the time of publication, the school may have to make changes and communicate these at short notice. We appreciate your understanding and support whilst we navigate these most unusual times. Should you have any concerns you are encouraged to seek guidance from the school.

The Department for Education (DfE) "Guidance for full opening – schools" (2 July 2020) states "It is our plan that all pupils, in all year groups, will return to full-time from the beginning of the autumn term." This guidance further states "The prevalence of coronavirus (Covid-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools." The DfE consider the balance of risk to be now overwhelmingly in favour of children returning to school in order that their future life chances are not impeded by a lack of education. The guidance marks clear progression from the model we have adopted during the latter weeks of the summer term 2020 and requires close consideration by the school in order to ensure a safe implementation.

Please note that the guidance provides principles and systems of controls for schools to follow that have been approved by Public Health England (PHE). Some of these measures must be completed by schools whilst others allow the school to apply the principle of the guidance to their own setting. The safety and wellbeing of all of our communities is our primary concern, and safe reopening to all year groups can only be achieved if all we all work in partnership to consistently observe and adhere to the measures and guidance in place.

We are following the guidance which states that Key Stage 4 (KS4) learners may be grouped into years (years 10 and 11) and taking an approach to generally allow groups of Key Stage 3 (KS3) learners to be taught in smaller, "tighter" pods. The guidance gives the delivery of a full range of subjects greater importance over class sized bubbles; we have gone some way to meeting both of these objectives.

In line with the approach we took for welcoming year 10 back during the summer term, along with this guidance, we have also produced a learner guide detailing all of the measures in place, along with our expectations of the learners whilst in school. These will continue to be reviewed and communicated as guidance changes.

There remains a possibility that local lockdowns may be imposed should transmission rates increase. These lockdowns may vary in size but they could include regions,

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metropolitan areas, towns or specific postcodes. It should also be noted that in the event of infections within a school community PHE may advise a class, year group or school be closed to all but key worker and vulnerable children. The Headteacher remains empowered to discontinue the attendance of learners should it be deemed necessary. Due to the very wide range of considerations it is almost impossible to define the circumstances under which this decision would be taken. The health and safety of our school community is uppermost in our minds and the leadership and governance of the school take this responsibility very seriously. In the event that this becomes necessary all of our community will be kept up to date with the latest guidance and expectations.

The process of opening under these conditions is a little complex but we are confident that it is both safe and achievable if all learners follow the guidance we have produced. Your support in explaining the procedures we have put in place to your child will be most appreciated and should go some way to reduce any anxiety your child might have about returning to school.

## ATTENDANCE

In March when the coronavirus (Covid-19) outbreak was increasing, the government made clear that no parent would be penalised or sanctioned for their child's non-attendance at school.

However, as a result of the improving Covid-19 situation, the government stance on this has now changed. The DFE have shared in their most recent guidance "*it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development*". "Guidance for full opening – schools" (2 July 2020).

The justification behind the decision was that missing out on more time in the classroom risks learners falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. As a result school attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- it is a parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- it is schools' responsibility to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

In common with many schools, the first two days of the new school year are allocated as INSET (staff training). This time will be spent preparing the staff for the children's return. The reopening process will be a little different to usual, we have chosen to stagger the starting of year groups over a number of days to ensure that each year group on their return to school receives a full induction. We recognise that our learners have been out of school for some months and they will not be returning to the same school environment

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that they left in March. To allow a controlled reintroduction to school and to allow the new year seven an induction, we will be inviting learners back on the following schedule.

<b>Date</b>	<b>Year group/s present</b>
Tuesday 1 September 2020	Y.11 assessments
Wednesday 2 September 2020	Y.11 assessments
Thursday 3 September 2020	Y.11
Friday 4 September 2020	Y.7 & 11
Monday 7 September 2020	Y.7, 8 & 11
Tuesday 8 September 2020	Y.7, 8,10 & 11
Wednesday 9 September 2020	All years

If your child is returning to school into Year 11, they will sit some assessments on Tuesday 1<sup>st</sup> September and Wednesday 2<sup>nd</sup> September during staff INSET days. These assessments will allow us to identify where extra provision and intervention needs to be put in place to support your child in their final year at Longdendale and do not need to be revised for. We will contact you in due course to finalise the arrangements for these assessments.

## RETURNING TO SCHOOL

### SCHOOL PREMISES PREPARATION

All required premises checks have and will continue to take place as appropriate. All used classrooms/areas (including communal areas and high contact points) will be thoroughly cleaned at intervals during the school day.

All classroom doors will be opened each morning and lights switched on by a member of staff, and for ventilation purposes doors will remain open throughout the day. All windows will also be opened by the designated member of staff each morning, and these will remain open where possible throughout the day for ventilation purposes.

Increased and appropriate signage is displayed in various places around school; including classrooms. It is hoped this will remind all learners of the expectation regarding social distance and the direction of travel at all times within the building and on the school site.

The use of the school lifts will only be used if this is essential and as clearly documented on an individual learner's risk assessment. In the event of two learners having to use the lift together, they must face in opposite directions and parental permission will be obtained; this will be outlined in the child's risk assessment.

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## SANITISATION

The school is maintaining sufficient cleaning products to ensure that full and effective sanitisation can take place.

The number of fixed hygiene stations around the site have been increased and learners will be encouraged to use these regularly as well as ensuring frequent handwashing throughout the day. Wall mounted hand sanitiser dispensers are being fitted to the inside of every classroom. Toilets and kitchen areas will be kept well stocked of hand soap and paper towels at all times.

In order to ensure that any potential for cross contamination between learners is reduced, the rooms used will undergo full sanitisation after each daily use. We will also ensure that common areas are suitably disinfected between use by different groups.

## SITE ACCESS

Learners should arrive at school at their usual time. There will be no staggered start to the school day. School will begin for everybody at 8:30am. In order to maintain social distancing, the school site has signage to remind learners to respect everybody's social distance. Both the external areas of the site (including entrances) and the internal areas will be marked out with two metre distancing points and learners will, as far as is possible, be expected to adhere to these both at the start and end of the day as well as at all times during the school day. A two metre social distance is currently recognised as optimal, but with additional measures, it is accepted that schools can operate with reduced social distancing.

## TRAVELLING TO AND FROM SCHOOL

Please consider carefully how your child is going to travel to and from school. If they are walking, please encourage them to maintain a social distance from others. If they are being transported by car please could all drivers not park, pick up or drop off learners on the turning circle. Under no circumstances will drivers be able to use the drive up to school to drop off or pick up their child. The vehicle entrance gates to the school will be closed at 8:15am to ensure the safety of all pedestrians on the school site is maintained. Please find an alternative meeting point away from the school site and the busy school bus bays.

The government guidance suggests that we should encourage learners not to travel by public transport where possible. All buses will be operating but their capacity will be reduced in order to ensure passengers are socially distanced. If there is no alternative please could you ensure your child wears a face covering and observes social distancing rules. As all buses are managed and operated by private providers, your child may be barred from using the bus if they are not observing the rules. We are expecting to receive further information from Transport for Greater Manchester over the summer holidays. The

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Safer Travel Guidance on this may be found by following this link:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

School are still seeking to keep to an absolute minimum the number of visitors permitted on site during the school day (including parents and carers) unless is it classed by the school as essential. Parents who are requested to collect their child from school in the event of illness or non-compliance will be required to remain outside of reception. Any communication staff need to have with parents or carers will be via telephone or email as appropriate until restrictions are lifted further.

## YEAR GROUP BUBBLES

Due to the increased numbers of learners in school, the pods that we established in the summer term with Year 10 learners will be replaced with a new system of distancing. In line with guidance we will adopt the year group 'bubble' approach. The school will endeavour to maintain each year group independently of the other year groups. This represents some challenges that will be explained later in this guide but will include separate entrances, break times and lunchtimes. Each year group have been allocated a separate entrance to use. Additional hand cleaning stations have been installed at each of these entry points and learners will be supervised cleaning their hands before they enter the school building.

## ENTRANCE/EXITS:

The specified entrance to be used by each year group is detailed in the table below.

<b>Year group</b>	<b>Entrance</b>
Year 7	Maths corridor double doors
Year 8	Canopy
Year 9	Common area
Year 10	Science corridor (tennis court entrance)
Year 11	Market garden (Technology door)

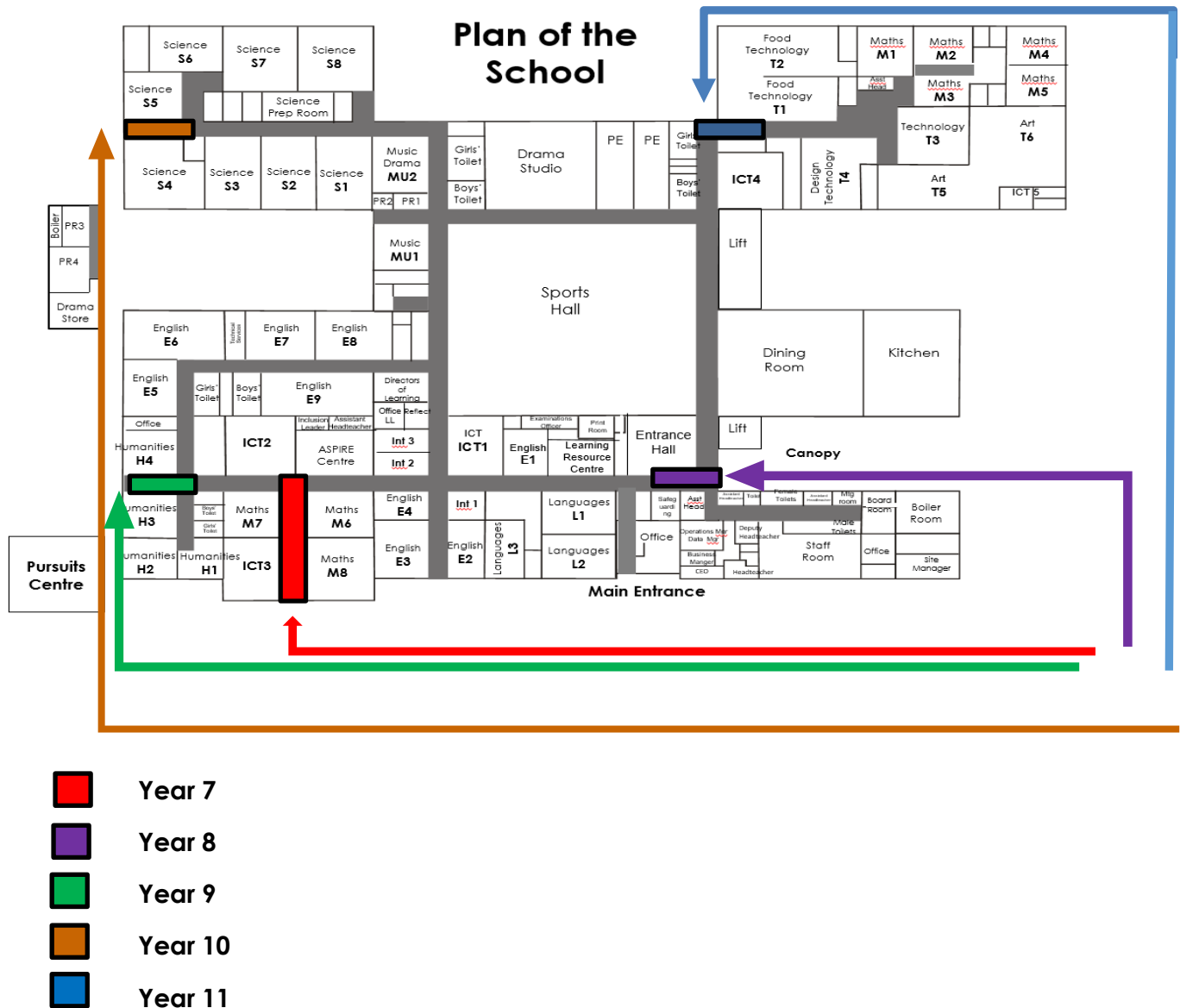
Between the hours of 8:00am and 8:25am learners may gather in the allocated area for their bubble. The plan on the next page shows where these areas are along with the entrance and exits to be used. There will be a selection of breakfast items available to purchase.

Upon arrival, school staff will direct your child to enter the school by their correct bubble entrance and ensure that they maintain the appropriate distance from one another.

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Just before or after entering the school, all learners will clean their hands at the station provided. Following the one way system (see map on page 10) the learners will make their way to their allotted classroom.

For ease of reference please find the current arrangements regarding entrances and exits to the building for the different bubbles below:





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## BEFORE SCHOOL

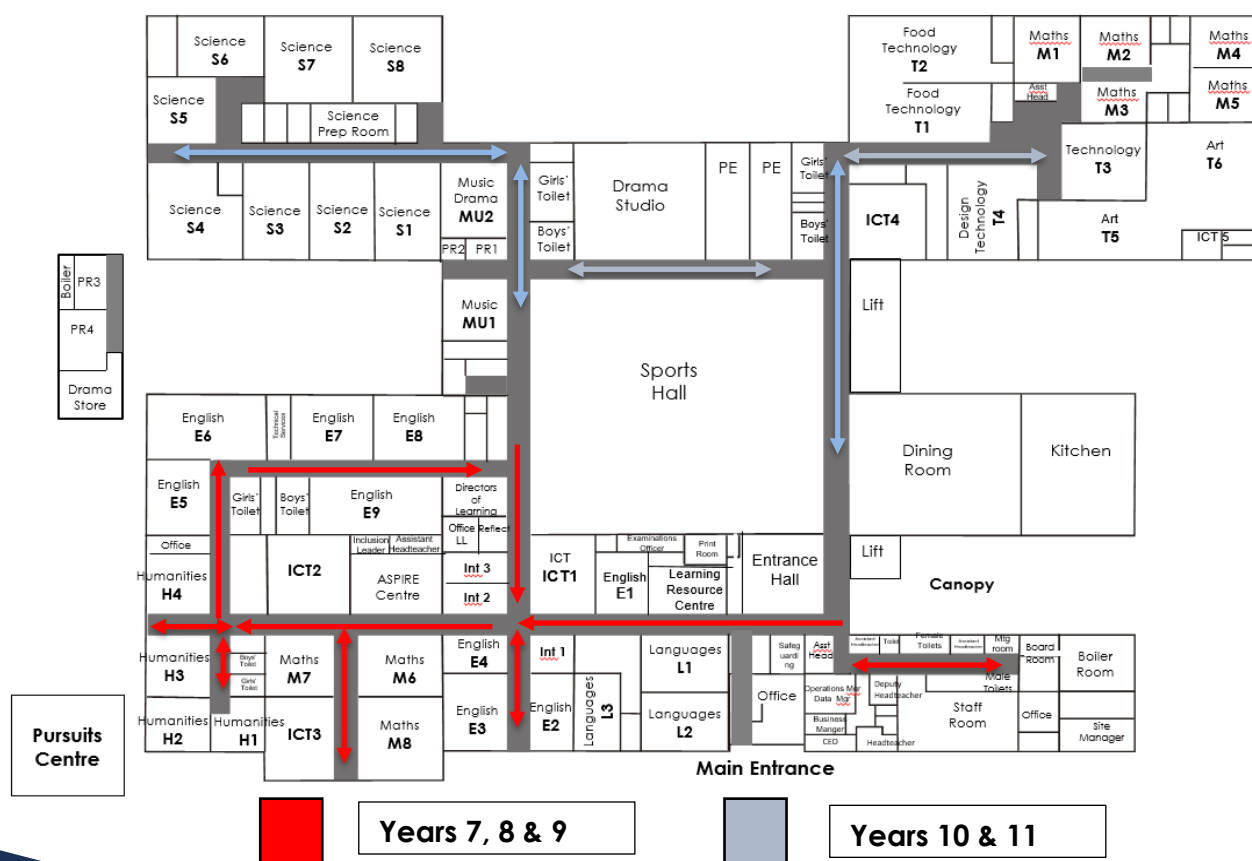
If your child arrives to school between 8:00am and 8:25am they can go to their year group bubble waiting area. Year 7 and Year 9 are sharing a side each of the OPC, Year 8 may use the Entrance Hall, Years 10 and 11 may use alternate marked out sides of the Dining Room.

Please encourage your child to respect the local community to which our school belongs. In order to assist in keeping our school and the local community safe please ask your child to not visit shops or gather together in groups during this time.

## ONE WAY SYSTEM

Given the narrowness of our corridors and the need to ensure social distancing, a new plan for movement around the school has been implemented. Learners are expected to follow the one way system in single file. It is important that this is adhered to by everyone, if anyone is observed to be contravening this system sanctions may be applied.

The one way system is clearly indicated on the corridors and this map will assist in understanding how this has been implemented. Social distancing markers will be placed where appropriate throughout the school site. Where two way walking is permitted please ensure that you direct learners to remain well to the left hand side of the corridor.



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## TUTOR ROOMS

Provisional tutor rooms have been allocated as follows:

Year 7	Year 8	Year 9	Year 10	Year 11
7A M6	8A E1	9A H4	10A *S1	11A *ICT4
7S M7	8S L1	9S E5	10S *S7	11S *M1
7P M8	8P L2	9P E6	10P *S2	11P *M2
7I H1	8I E2	9I E7	10I *S3	11I *M4
7R H2	8R E3	9R E8	10R *S8	11R M5
7E H3	8E E4	9E E9	10E *S5	11E M3

## STANDARDS

### UNIFORM

Standards of uniform continue to be a priority as professional dress creates a professional climate for learning and a sense of belonging. May we take this opportunity to request that families support us with ensuring their child is dressed appropriately for school. We have introduced some changes that we would like to draw your attention to:

- please do not wear any jewellery, this includes watches and earrings. False nails are not permitted and we request that nails are kept trimmed short.
- no trainers – all sports brands are not permitted to be worn as school shoes. Please support us by not purchasing sports brands such as Nike, Adidas, Puma, Converse, New Balance and Umbro.
- the **new** blue PE kit introduced last year is now compulsory for ALL learners across all school years.

We expect full school uniform to be worn by all learners. Staff will challenge all learners who are not dressed appropriately for school. If there is a genuine reason for incorrect uniform your child will need to have a note from you stating clearly the reason and a resolution date that they will be back in professional dress. Having false nails or additional facial piercings which cannot be removed are not acceptable reasons for non-compliance with our expectations. Non-compliance with our uniform expectations may result in your child being sent home to change or isolated and in receive a sanction. Please support us with our uniform expectations.



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<b>Blazer / Jumper</b>	Year 7-10: Navy blue blazer with a V-neck grey jumper Year 11: Burgundy V-neck jumper with navy blazer. Blazer and jumper to display LHS logo. Blazer sleeves not to be rolled up.
<b>Tie</b>	Striped tie in school colours – Class of 2025: Silver. Class of 2024: Turquoise. Class of 2023: Red, Class of 2022: Purple Ties to be worn with five stripes visible (no more than five cm above the waist). Year 11 will wear a plain navy blue tie. Learners in leadership positions will wear a light blue tie. Year 8 Transition Leaders will wear a silver tie.
<b>Trousers / skirts</b>	Dark grey tailored trousers or pleated skirts. No jeans or skin tight trousers or skirts. Skirts should be worn professionally, on or just above the knee and not rolled at the waist. No leggings / footless tights.
<b>Shirt</b>	White shirt with collar that buttons to the top. Shirts/blouses should be tucked in at all times.
<b>Socks / Tights</b>	Plain navy, grey or black. Socks to be worn below the knee. No decorations such as ribbons or bows.
<b>Shoes</b>	Plain black shoes. No trainers / sports shoes, <b>no brands such as Adidas, Nike, Converse, Puma, New Balance, Umbro</b> . Boots (including ankle boots) or canvas shoes. No shell-toes.
<b>Jewellery</b>	A wrist watch and one pair of stud earrings worn in the earlobes. These <b>can hide bugs</b> . If you can go without please do so. No nose studs, tongue studs or other facial piercings. No other jewellery eg bracelets, rings etc.
<b>Bag</b>	Strong waterproof bag which is large enough to hold an A4 file.
<b>Make-up</b>	Discreet.
<b>Nails</b>	No nail varnish or acrylic nails, including French nails. Long nails can hide virus'.
<b>Hair</b>	No extreme hair styles such as shaved patterns or stripes. Hair should not be unnatural in colour. Hair accessories should be plain black, grey or navy. Head scarves should be plain navy.
<b>Outdoor wear</b>	All outdoor wear including jackets, scarves, gloves or hoodies are not to be worn in school.
<b>PE Kit</b>	Compulsory: Navy and sky blue top and navy and sky blue shorts, both with our school logo. Navy and sky blue sports socks. Optional (Can be worn instead of shorts): Navy tracksuit trouser / navy sports legging, both with logo. Long hair must be tied back. Optional: Navy and sky blue hooded top, Navy and sky blue panelled rain jacket. (All with the school logo). Trainers / football boots.
<b>GCSE Dance</b>	GCSE Dance kit: Navy and sky blue top (as PE kit). Navy sports leggings or navy tracksuit trouser, both with logo. Suitable dance shoes, no trainers. Long hair must be tied back.

We ask families to ensure all items of school uniform are clearly labelled with the learner's name. Official stockists of the school uniform are: and Kidstop: 49 Market Street, Hyde 0161 3684500) and [www.myclothing.com](http://www.myclothing.com) 08000699949.

**Please note:** PE kit is **not** available from myclothing.com.

Ties are available to purchase from the school office.

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## EQUIPMENT

Please ensure your child comes equipped with their High Five, (pen, pencil, ruler and scientific calculator) and a packet of tissues. They will receive their new planner during tutor time. Due to restrictions they will be unable to borrow equipment from school or each other. Please encourage your child to pack their bag the night before and check that they have everything they need for their school day, it will support your child's smooth transition back into school. As water fountains are not in use, a filled reusable water bottle is recommended. Drinks will be available to purchase in the usual manner. Please remember to top up your child's school meals account before the start of September.

Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles."

## LESSONS

Generally speaking the site has been split into two areas, one for KS3 and one for KS4. KS3 will be based in the southern end of the school: English, humanities, etc. KS4 will be based in the northern end of the school: science, music, technology, etc. These rooms contain specialist equipment which will allow older learners who are studying for their GCSEs easier access. There will be occasions when these principles of separation will be transgressed in order to allow access for year groups to specific rooms.

Years seven, eight and nine will experience some changes. Chiefly among these is the change to learners now generally being based in one classroom and staff moving around them. There are instances where specialist equipment is needed and movement at these times will be required. Some subjects will be taught in mixed ability form groups. However, other subjects will be arranged in sets which are broadly in line with ability. This is particularly challenging to undertake for the new intake as the data held is limited due to the non-completion of SATs at the end of primary school. Once we have our own baseline data it is likely that these groupings will change.

It remains the learners' responsibility to sanitise their hands when they enter and leave the classroom. Lights that are required during the course of the day will be switched on at the start of the day and remain on until the school closes. Foot operated, lidded bins are present in each classroom used. These are specifically designed to ensure that any risk posed from used tissues is reduced. Any tissues or wipes should be placed in these bins immediately after use.

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In the unlikely event of one or more learners receive a positive test result for Covid-19 PHE require that schools be able to inform them who a learner has been sat next to during their schooling. This is an element of the government's test and trace strategy. As such, learners will sit at their assigned desk in accordance with the seating plan, which will be in place for every lesson taught. Seating plans will no longer be fluid.

Seating will be arranged to ensure that any risk of transmission is reduced. In the majority of classrooms desks will be arranged in rows facing the teacher.

In order to allow for reduced movement around the school we have altered the timetable of lessons, breaks and lunches. The plan of timings for the day is detailed below.

Year 7	Year 8	Year 9	Year 10	Year 11
<b>Tutor</b> 8:30am – 8:55am	<b>Tutor</b> 8:30am – 8:55am	<b>Tutor</b> 8:30am – 8:55am	<b>Tutor</b> 8:30am – 8:55am	<b>Tutor</b> 8:30am – 8:55am
<b>P1</b> 8:55am – 9:55am	<b>P1</b> 8:55am – 9:55am	<b>P1</b> 8:55am – 9:55am	<b>P1</b> 8:55am – 9:55am	<b>P1</b> 8:55am – 9:55am
<b>P2a</b> 9:55am – 10:25am	<b>Break</b> 9:55am – 10:20am	<b>P2</b> 9:55am – 10:55am	<b>Break</b> 9:55am – 10:20am	<b>P2</b> 9:55am – 10:55am
<b>Break</b> 10:25 – 10:50am	<b>P2</b> 10:20am – 11:20am	<b>Break</b> 10:55am – 11:20am	<b>P2</b> 10:20am – 11:20am	<b>Break</b> 10:55am – 11:20am
<b>P2b</b> 10:50am – 11:20am				
<b>P3</b> 11:20am – 12:20pm	<b>P3</b> 11:20am – 12:20pm	<b>P3</b> 11:20am – 12:20am	<b>P3</b> 11:20am – 12:20pm	<b>P3</b> 11:20am – 12:20pm
<b>P4a</b> 12:20pm – 12:50pm	<b>Lunch</b> 12:20pm – 12:50pm	<b>P4</b> 12:20pm – 1:20pm	<b>Lunch</b> 12:20pm – 12:50pm	<b>P4</b> 12:20pm – 1:20pm
<b>Lunch</b> 12:50pm – 1:20pm	<b>P4</b> 12:50pm – 1:50pm	<b>Lunch</b> 1:20pm – 1:50pm	<b>P4</b> 12:50pm – 1:50pm	<b>Lunch</b> 1:20pm – 1:50pm
<b>P4b</b> 1:20pm – 1:50pm				
<b>P5</b> 1:50pm – 2:50pm	<b>P5</b> 1:50pm – 2:50pm	<b>P5</b> 1:50pm – 2:50pm	<b>P5</b> 1:50pm – 2:50pm	<b>P5</b> 1:50pm – 2:50pm



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## END OF LESSONS

At the end of the lesson learners will leave in an orderly, calm and professional manner, sanitise their hands and maintain their distance from other learners and staff. Staff will remind learners to ensure that no property is left behind. Should any items be found they will be placed in clear plastic bag, zip tied and stored at the school's reception.

## USE OF TOILETS IN LESSONS

Toilets can only be used during break and lunch times. In order to spread the use of toilets more evenly and to limit the opportunity for bubbles to make contact with each other, year groups have been allocated a toilet to use within their teaching areas.



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## LEARNER CONDUCT & BEHAVIOUR

We appreciate that the reopening of the school in the manner outlined by this guide represents a much more structured experience for the learners, fewer movements between lessons and less cross over between year groups. To keep everybody safe it is necessary that everybody in our community follows the rules and expectations. We will maintain our high expectations for exemplary behaviour. Now more than ever it is critically important that all learners follow staff instructions first time, every time and we fully anticipate that all learners will do this. We will maintain our use of 'Choice, Chance, Consequence' for behaviour management purposes.

There is a firm expectation that learners will comply with the social distancing measures in place in school at all times. We are mindful that this is a significant change to normal routines in school. We also recognise that we will need to remind the learners of this requirement in order to ensure the wellbeing of our community and your families.

If your child is failing to amend poor behaviour choices and is not positively responding, you may be asked to come to school to remove them from the school site. Your child will not be permitted until unequivocal assurances from yourselves are received and we are satisfied that your child is prepared to make positive behaviour choices.

Rewarding learners is a key element of the school's behaviour management approach. Staff will continue to reward learners who make good choices and demonstrate our core ASPIRE values. The school has recently reviewed the rewards policy and we look forward to sharing this with you.

The school has updated the Behaviour Policy ahead of the start of the new school year. Some of these updates are part of the school's normal improvement processes and some are as a result of the need to ensure the risk of transmission is reduced. The full policy has been communicated to parents and carers and is available on the school's website. The main changes are detailed below:

Classroom Teacher detentions will no longer be held during break or lunchtime. They will now be held at the end of the **same day** that they are issued up to a maximum of three. It is therefore possible that your child may have to remain at school for an hour at the end of a school day. You will be notified by text message should a same day Classroom Teacher detention be required to be served. The member of staff who issued the detention will attend the detention and discuss the behaviour incident with the learner and seek to restore the relationship ahead of the next lesson. The teacher will then make contact with the parent/carer of the child and explain why the sanction was issued.

Whole school detentions will be for one hour on the following day. You will be notified of this by text message.

The full behaviour policy is available on the school's website.



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## BREAKS & REFRESHMENTS

Learners may wish to bring bottled water with them to school. Please ensure that your child has enough water to last them at least until their allocated break or lunch time. The water fountains are decommissioned for the foreseeable future and learners will not have access to these to refill their water bottles. Drinks will be available at break and lunchtimes as usual.

At this stage and in order to reduce any risk of cross contamination the biometric system will not be returned to use for the payment of items from the dining hall. Learners will be required to give their name at the till to access payment via their account. Please ensure that your child's account is up to date and in credit. We are discouraging the use of cash. We would appreciate it, where possible, that parents and carers credit their child's accounts through the parent pay card system.

In order to reduce disturbance to learning the school bell will not be sounding to signal break and lunch times.

The timings for break and lunch are detailed on the table below:

Year 7	Year 8	Year 9	Year 10	Year 11
<b>Break</b> 10:25am – 10:50am	<b>Break</b> 9:55am – 10:20am	<b>Break</b> 10:55am – 11:20am	<b>Break</b> 9:55am – 10:20am	<b>Break</b> 10:55am – 11:20am
<b>Lunch</b> 12:50pm – 1:20pm	<b>Lunch</b> 12:20pm – 12:50pm	<b>Lunch</b> 1:20pm – 1:50pm	<b>Lunch</b> 12:20pm – 12:50pm	<b>Lunch</b> 1:20pm – 1:50pm

Years 10 and 11 will use the dining hall, canopy and Astroturf.

Years 7, 8 and 9 will use the Outdoor Pursuits Centre and tennis courts.

The dining hall will have areas marked where learners may sit in line with current social distancing guidelines, this will similarly be the case on the benches in the canopy area.

In order to ensure a comfortable environment, learners in forms I, R and E in years 7, 8 and 9 will eat their lunch in their form room if they want to eat inside. Learners in these groups who want to have a meal provided by the dining room will collect their food from the OPC and return to their form room to eat it. Initially we anticipate a slightly reduced menu which we will increase as the new procedures become established.



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## ENHANCED PROVISION

The Aspire Centre will be open for use by learners, according to their individually agreed plans, who need additional support or a quieter working environment. Working areas including desks and computers will be marked out allowing learners to practice appropriate social distancing.

In order to ensure that the needs of our learners are met, some may require specific risk assessments completing for this period. If a learner has entitlement to TA support in lessons, this will continue to be in place (whilst observing social distancing) to ensure that needs are met and that teachers are supported.

At the end of the school day the learners in Year seven will be released at 2:40pm for the first term. Year seven will be escorted by staff at the end of the day to the main entrance/exit gate. All learners will sanitise their hands as they exit the building. Staff will be present at the end of the school day at the bus turning circle to ensure an orderly and socially distanced departure.

## FIRST AID & LEARNER ILLNESS

In the event your child falls ill during the school day they will be assessed by a first aider. Should their symptoms be consistent with a Coronavirus infection, the learner will be isolated, supervised, and you will be called and your child will be sent home.

If your child has any Covid-19 symptoms before the start of the school day please do not send them in to school. All Covid-19 symptoms are detailed on the NHS website or the NHS telephone 111 service.

## CONFIRMED CASES OF COVID-19

In the event of a member of the school community receiving a positive test for Covid-19 the school will follow the latest guidance from the DfE. This guidance is taken from the DfE publication "Guidance for full opening: schools" issued on 2 July 2020.

*"Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace".*

If we are contacted by the local health protection team, we will send home those people who have been in close contact with the person who has tested positive. They will be advised to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

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- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the young person who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#)

### PERSONAL PROTECTIVE EQUIPMENT

In line with new guidance issued by the DfE on 28 August 2020 all staff, learners and visitors are required to wear face covering in communal areas inside the school. They may be removed in the dining room whilst eating and drinking but must be replaced once finished.

When learners are changing for PE or dance they are expected to enter the changing room wearing a face covering, get changed and remove the covering just before they exit the changing room for their lesson. Learners are required to place the face covering in a sealable bag and place this bag in their school bag.

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## SUMMARY

As you have read, the school has given this full reopening of the school significant consideration and we hope that this guidance booklet answers any questions you may have had and gives you the confidence that risk has been reduced to the minimum level.

Should you have any further questions or concerns please look at the FAQ on our website, alternatively, do not hesitate to contact the school as soon as possible in order to ensure a swift resolution. We want to ensure that you have the confidence that this limited reopening is as safe as possible and, on balance, the right thing to do for your child and their future prosperity. We are grateful for your support in reopening the school and look forward to fully reopening when the time comes.

