



Lytham St Annes High School

Return to School:

September 2020

Principles

We aim to follow government guidance in a way that ensures that children are able to return to school safely. We recognise that the impact of the Covid19 pandemic is felt in many different ways and that a return to school is important. However, we also know that the quality of remote learning over the summer term was excellent and that it is important for mental health and academic success that we do not catastrophise the impact of Covid19 on school. To do this, we need to ensure:

- The safety of staff
- The safety of students
- Clear systems and procedures that support this
- Shared commitment to reducing stress, managing expectations and managing workload

This will be achieved through:

- A series of controls (expectations, rules)
- Clarity of information
- Strong, simple routines
- Structural change to the day and timetable
- Short term changes to procedures

Reality/Introduction

We cannot wait to open. We cannot wait to bring the children back to a brilliant school. However, we need to remain realistic and manage the expectations of everyone. We want as normal an experience as possible and we will get this in the following ways:

- All students back in school
- Most lessons taking place with groups of around 30
- Movement in and around the site
- Opportunities to meet outside at break and lunch
- A full curriculum offer for all students

However, based on the government guidelines, school will NOT be normal in the following ways:

- Groupings have been amended to ensure “bubbles” for the majority of the timetable
- Seating plans broadly based on alphabetical order
- Not all students will be able to return
- Far greater emphasis on rules, routines and behaviour to allow students and teachers to make the most of their teaching time
- No extracurricular provision
- Staggered, amended and changing school day

- Continually reviewing and changing groupings according to need and guidance

We are looking to return to “normal” as soon as we safely can, but the reality is that school will look and feel different. It is also important to be aware that the fluid, changing nature of the situation also makes last minute changes more probable than possible, therefore communication is key.

What are the general ways in which we are minimising risk?

The school has recently managed the return of year 10 with great success. Whilst there will be numerous risk assessment available to staff, students and parents, these will change as advice and information is updated. We are working to follow the government guidance, found here:

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

We will be operating the building and creating routines that follow the principles of infection control:

Government Hierarchy of Infection Control

The guidance explains that they believe schools can be safe by following five areas of infection control. We have added the information in the brackets.

- **Minimising contact with individuals who are ill** (parents not sending, isolation zone in school)
- **Improved hygiene** (Hand washing available, designated toilets, hand sanitiser available, rota for access to facilities)
- **Good respiratory hygiene** (signs, bin collection between lesson, tissues available, all rooms to have open windows, teacher option of using outside)
- **Cleaning frequently touched surfaces** (cleaners on site, doors open)
- **Minimising contact** (seating plans, teacher space marked out, no work books to be shared, use of student “bubbles” where possible, removed staff social spaces, areas for lunch)

What are the arrangement for the start of the year?

School reopens to staff on Tuesday 1st September.

New Year 7 will start school on THURSDAY 3rd September

Year 7 and 11 will be in school on FRIDAY 4th September (Nb. Year 11 will start at 9:40am)

School reopens to ALL students on MONDAY 7th September at 8:40am

Over the summer, students and parents will receive a letter detailing the precise arrangements for your child, including their tutor room.

How will we keep in contact between now and September?

School is closed for the summer from Friday 17th July. However, it is our aim to communicate with parents over the summer break but we will try to do so in a coordinated manner. We will aim to send an update email to parents on each Friday of the holiday period. We will also create an area for us to answer any concerns or questions that you may have.

We also realise that this amount of change is difficult for everyone. We will therefore review processes and procedures every other week, with a view of improving and developing further.

How will students be grouped? How will the school implement “bubbles?”

We are aiming to group children in “bubbles.” These will apply during lesson time and will be shared with government tracers in the event of a positive case of Covid19.

In years 7, 8 and 9 single class bubbles will be between 20-45, for the vast majority of week

In years 10 and 11, students will follow their normal timetable in order to meet the demands of option based examinations. This is in line with the government guidance on “year group bubbles” at ks4.

Plans will be in place to keep year groups separate at lunch and break.

What are the expectations around school uniform?

Full uniform is expected, including the use of V-neck jumpers and shoes. The school has a stock of uniform that it will be able to share with students. This stock has been quarantined and will be distributed, where necessary, by staff using gloves etc. Please check the website for up to date information about suppliers.

Will we still be using school bags?

Yes. All students will require a school bag. They will be required to bring their own pens, pencils, rulers etc. They will also be required to manage their own timetables and books for the day. There will be strict restrictions on what can be handled in school, therefore it is important that students are prepared thoroughly for school. Parent should consider their own processes for students returning from school with a bag/books.

What are the rules on mobiles phones?

The school rules remain in place regarding the use of mobile phones in school. We welcome students to bring them, but they do so at their own risk. Unless directed by a teacher in a lesson, phones should not be seen at any point of the school day. We will follow the school procedures for removing phones and allowing them to be collected at the end of the day, trying to follow the best possible hygiene procedures.

What will food and catering look like in September?

We are encouraging students to bring their own food, snacks and drinks in to school during this first term. This is because we will be limited in the amount of catering we can provide. School rules

remain in place, with no energy drinks to be allowed in school. There will be NO service before school or at break during the first two weeks of the term.

We are working with our brilliant catering team to look at what we can provide during lunch, but expect to only be able to offer “grab bags” with pre-prepared sandwiches or pasta. Again, I will share more information with you as we know. The food offer will be same in both the hall and the dining room.

We are exploring ways of pre-ordering and using an online facility, linked to our accounting system. If you receive a free school meal, we will make sure you receive a school lunch.

How will students get to and from school?

Students and families should walk to school where possible in order to ease pressures on public transport. Where students are driven to school, parents should consider alternative drop off points, a short distance from school, to allow less congestion at the start of the day. This may involve identifying a place locally where your child can be dropped off and allowed to walk the remainder of the journey.

Where a bus journey is required, students must follow government guidance on face coverings. They must also take account of the restrictions placed by bus companies.

The bike stores will be open, but students will have to chain their bikes and walk round to the front of school.

How will the start of the day work?

We know that the start of each day is filtered naturally by families arriving between 8am and the 8:40am bell. This has potentially removed the need for formally staggered start times.

Please avoid arriving before 8:20am. All students will need to enter promptly via the gates at the bus bay on Albany Road in order to avoid large gatherings. On entering the site:

- Students travelling by public transport will need to remove/dispose of their face coverings.
- Student will make their way DIRECTLY to period 1, accessing their block via designated entrances and following the flow systems in corridors.
- Staff will be in their teaching rooms from 8:20am, to supervise students.
- Students are ready to start learning promptly at 8:40am

How will the school timetable work in September?

Following consultation with parents and governors, the school day has been amended for the first term. Key changes for this term include:

- The school day starts with period 1, with form tutor time being moved to after period 2. This makes punctuality at the start of the day very important
- Form Tutor time has been extended to support an increase in PSHCE time for students
- Break and lunchtimes are staggered, so no more than 2 year groups are on break at the same time in their own designated areas
- There is a 15 minute break in the morning

- There is a 90 minute period in the middle of the day, which will include 60 minutes of lesson time and 30 minutes of lunch
- The ending of the school day will be staggered, with different end times for each year group.

Emergency Times (September)

We will then use the period between 15:00-15:40 to manage catch up, academic support, detentions etc.

The school site will be closed at 16:30

| | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 |
|--------------|--|---------------------------|---------------------------|---------------------------|---------------------------|
| | Students arrive: All period 1 teachers in classrooms from 8:20am | | | | |
| 8:40 | Period 1 | | | | |
| 9:40 | Period 2 | | | | |
| 10:40 | Tutor Time | Tutor Time | Break | Tutor Time | Break |
| 11:00 | Break | Tutor Time | Tutor Time | Tutor Time | Tutor Time |
| 11:15 | Tutor Time | Break | Tutor Time | Break | Tutor Time |
| 11:30 | Period 3 | | | | |
| 12:30 | Lunch | Period 4 (pt1) | Period 4 (pt1) | Period 4 (pt1) | Period 4 (pt1) |
| 13:00 | Period 4 (pt1) | Period 4 (pt2) | Lunch | Period 4 (pt2) | Lunch |
| 13:30 | Period 4 (pt2) | Lunch | Period 4 (pt2) | Lunch | Period 4 (pt2) |
| 14:00 | Period 5 | | | | |
| | Dismissed at 14:30 | Dismissed at 14:40 | Dismissed at 14:50 | Dismissed at 14:55 | Dismissed at 15:00 |

How are students expected to behave?

LSA is proud of the way all behave. Our values of aspiration, endeavour, integrity and respect are always evident. Expectations around behaviour remain as high as ever. We will continue to expect the best of everyone and will reward aspiration, endeavour, integrity and respect. We will also continue to use C1 to remind students to re-focus. Where there is a need for C2 and C3, consequences such as lunch time detention will be implemented. Evictions from lessons will be managed by Senior Staff and will still take place. Parents will also be informed and will be required to work with the Heads of Year and teachers to ensure brilliant behaviour.

How will break and lunch work with large numbers on site?

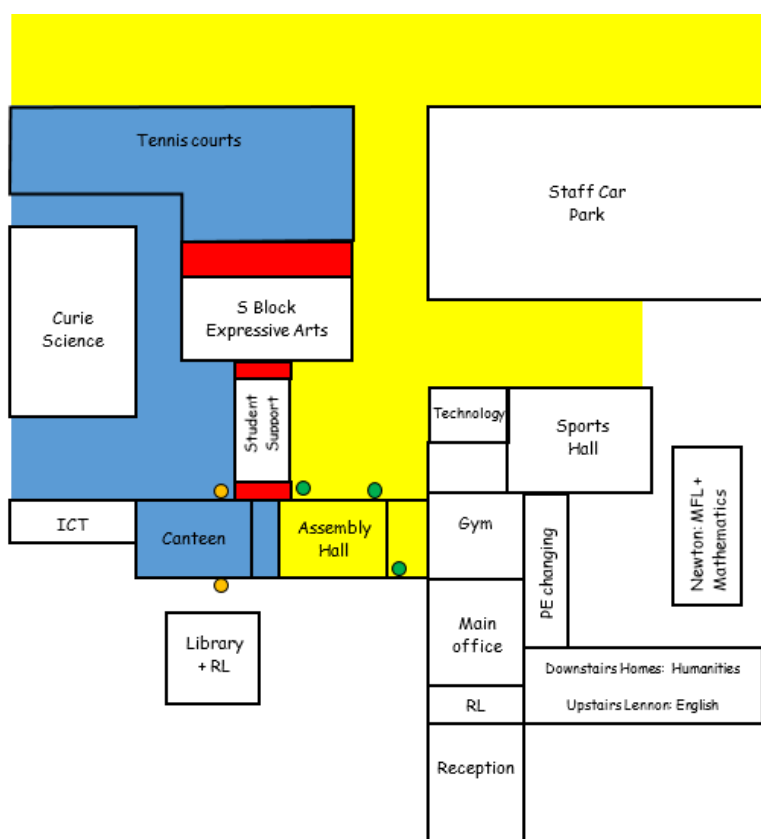
We will manage the contacts at break and lunch by allocating areas to each year group. We will also keep the contact time as low as possible, reducing the risk of transmission.

The government are clear that social distancing may not always be possible in schools, but we will insist on spacing and safety.

The school will be divided into two areas/zones. They are shown on this map as blue and yellow.

During break and lunch:

- Year 7 will have access to both Blue and Yellow areas
- Year 8 will have access to: Yellow
- Year 9 will have access to: Yellow
- Year 10 will have access to: Blue
- Year 11 will have access to: Blue



What will lessons look like?

Lessons will need to start promptly and there will be a focus on routines to support behaviour. We will aim for all students to be facing the front, with the teacher having an allocated area in the room. We are waiting for guidance on Drama and PE, but as we are committed to a full curriculum, we intend for these lessons to continue in an adapted form. It is likely that some practical elements will not be possible and activities like group work will only be allowed if they can be conducted safely.

Every lesson will start with a reminder of the social distancing expectations and a reminder that hands should be sanitised before and after the lesson.

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Will there be any changes related to Covid19 Related behaviour/laws?

Yes. As per the adapted behaviour policy, please can you discuss with your child the importance of complying with any social distancing measures implemented at school. Please also ensure they understand the importance of following these rules, especially around physical contact with others in school. Where we feel a student may be wilfully ignoring these routines, we will have to consider a range of consequences. However, as we said at the start, we have 99% of our school behaving wonderfully and we know this will be same when we return.

How will changeover between lessons work?

In keeping a full curriculum, students will need access to specialist classrooms and as such, we are expecting students to move sensibly between lessons. We know that transitory transmission (I.e. passing in corridors) is low. There will not be bells between lessons and teachers will manage the movement of students in each room. There will be a full programme of movement/flow systems to be followed, which minimise proximity to other students and staff. However, all of these plans rely on students understanding their responsibility to others and behaving sensibly.

Will there still be provision before and after school?

For the first two weeks of term, there will be no before or after school provision available, including sports. During the first two weeks of term, we will then assess our ability to offer breakfast clubs, student sessions and extra curricular sports. We are committed to getting these up and running as soon as possible in the safest way. We are exploring the use of the library to support younger students with the amended end times. We will share this information as soon as we can.

End of the Day

We will be managing the dismissal of students in a staggered and controlled fashion, as this is a significant point of contact at a particular time.

For the first few weeks, students will be dismissed from site at the following times:

| | |
|----------|--------|
| Year 7: | 2:30pm |
| Year 8: | 2:40pm |
| Year 9: | 2:50pm |
| Year 10: | 2:55pm |
| Year 11: | 3:00pm |

Dismissal at the end of lessons/day will be managed by the class teachers. At the end of the day, teachers will follow their class out of the building.

We are currently working with bus companies to manage their timetables. However, we would ask that student do NOT use the bus stops closest to school. This will lead to large numbers gathering, across bubbles. It will also create pinch points on the bus.

Please work with your child to leave the site and walk towards a stop further away from the school. This will naturally disperse the large numbers accessing the bus at any one point.

School staff will actively encourage student to keep moving away from the site at the end of the day to reduce transmission risks. We will work with families who require siblings to wait for each other.

Will there still be visitors allowed on site?

Even with the continued building work, we will need to limit visitors on site. We are unable to fulfil unscheduled meetings and will only be able to bring people onto site in pre-arranged meetings following social distancing rules. The reception area will remain open, but access cannot be given into the school (i.e. past the second set of internal doors)

What will the First Aid/ Track and Trace procedures be?

The first and most important rule is that students must NOT be sent to school if they are feeling unwell or displaying symptoms related to Covid19.

The school will operate with colleagues who are trained in first aid. Where a student is displaying symptoms related to Covid19, they will be removed and isolated. They will be attended to by a member of staff in a higher grade of PPE (i.e. visor, gloves, mask). Parents will be contacted and asked to collect their child. Parents will then have to contact the NHS and arrange a Covid19 test and follow Public Health England guidance on isolation.

Where a student displays other symptoms in school (i.e. sickness) they will be assessed and managed as per our normal procedures.

Care Plans/ Vulnerable Students

Students who currently have a care plan will be required to review the plan and return it to school with any further details prior to a student returning to site.

We would ask all families to follow the government guidance on shielding and extreme vulnerabilities. They have been clear about the fact that schools are safe for all students to return, however, we know that not all families will feel this way. Please make sure we know of any reasons why you are unlikely to be able to attend in September and we can look to support you during this difficult time. We are not making blanket statements about attendance as we realise each family will need time to be certain about the provision.

As we have said before, schools cannot be “risk-free”. This is even more the case during the current pandemic. However, by applying controls, routines and expectations we can minimise the risk as much as possible.

Cleaning

We have increased the number of cleaners on site throughout the day and they will be ensuring that regularly touched surfaces and toilets are cleaned. Each classroom will have access to cleaning materials which can be used as necessary. However, as not all desks will be cleaned between all lessons, our focus must remain on excellent personal hygiene.

Toilets

Toilets will be open throughout the day and we encourage students to make the best use of the facilities at break and lunch. Please reiterate that everyone must wash their hands regularly and avoid touching their faces. Students must use the toilet facilities sensibly, avoiding any congregation or delay. We will have staff on duty at regular points.

School Calendar

For the first half term, there will be no meetings on site and no events after school. We are working on new ways to report students progress during this first term, likely to involve remote technologies.

Online Provision

The recent closure of school has highlighted how many fantastic opportunities can be presented through remote learning. We envisage that the levels of engagement in online packages will continue this year. We also need to be in excellent habits in the event of a second lockdown and we are forced to revert to online learning.

We will continue to use Satchel One as the main means of setting work. We will also extend our provision on Microsoft Teams. Please also be aware that we will use our Office 365 accounts more this year to share and receive work. More support and details will appear as the term progresses.

Comment

The school has managed the return of year 10 students, along with the childcare of key worker children well throughout this period. Full Risk Assessments are in place and will be reviewed over the summer. All RAs will be presented to governors and shared online.

Revision History

| Date | Who? | Revision Details |
|---------|---------|--|
| 8/7/20 | RBA | V1.1 (Draft) Document created |
| 9/7/20 | RBA/TCU | V1.2 (Draft) Edited, updated and shared with governors/staff |
| 10/7/20 | RBA | V1.3 (Draft) Edited, corrected |
| 14/7/20 | RBA | V2 (Draft) Added link to govt. guidance and hierarchy of control |