



Lytham St Annes High School

Return to School:

March 2021

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 recent lockdown was excellent and that it is important for mental health and academic success that we continue to not catastrophise the impact of Covid19 on school. To do this, we need to ensure:

- The safety of staff
- The safety of students
- Clear system of controls 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
- Reinforcing procedures introduced in September

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 this to be 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 new government guidelines, school will NOT be normal in the following ways:

- Face coverings requested to be worn in lesson where possible
- Groupings have been amended to ensure “bubbles” for the majority of the timetable
- Seating plans rigorously adhered to
- Not all students will be able to return at all times

- Far greater emphasis on rules, routines and behaviour to allow students and teachers to make the most of their teaching time
- Weekly testing of students during the first three weeks, followed by the distribution of home testing kits
- Staggered, amended and changing timing of 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.

It is important to understand that this return to school will be reviewed by the government, with the potential for further change at the start of the Summer term.

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

The school operated successfully and safely when we returned to full schooling in September. Attendance was above the national average and infections were significantly below local and national rates. As the term progressed, the school increased the amount of mask wearing and continued to assess risk.

In January, the school implemented mass Covid19 testing for students and staff in school.

In order to open fully from the week beginning the 8th March, the school is following the government guidance:

<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/Prevention

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)
- **Ensure face coverings are used in recommended circumstances**
- **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)

The school will continue to lead contact tracing internally to ensure that the chance of infection is reduced.

The school will also follow the government guidance around testing all students on their return to school and the subsequent roll out of home testing.

What are the arrangements for the returning all students to face to face teaching?

The school has continued to provide education to the children of key workers and those known to be vulnerable. The school has operated with around 12% of the student population each day, managed by an average of 30 staff.

Date	Year group involved	Details	
		Time for testing based on your Tutor group	
Thursday 4 th March	<p>Year 11 students arrive at allocated times for their testing and return home immediately</p> <p><i>Uniform is not required</i></p>	11AFA 8:40 11AFE 9:20 11AGI 9:50 11EGL 10:30 11GTR 11:00 11JPN 11.30	11LFI 12:20 11LGI 12:50 11MCN 13:20 11MCO 13:50 11NSP 14:20 11SFT 14:50
Friday 5 th March	<p>Year 10 students arrive at allocated times for their testing and return home immediately</p> <p><i>Uniform is not required</i></p>	10AJA 8:40 10APO 9:20 10DTH 9:50 10FLI 10:30 10HCA 11:00 10JMO 11.30	10KHA 12:20 10KHY 12:50 10KWA 13:20 10LRB 13:50 10MLO 14:20 10SGO 14:50
Monday 8 th March Week B	<p>Year 11 students arrive at allocated times (as per 4th March) for their testing and return home immediately</p> <p>All other students remain at home, working remotely</p>	<p><i>Year 11 will return to regular, full time, face to face teaching at 8:40am on Tuesday 9th March</i></p>	

Tuesday 9 th March	Year 11 return to school for face to face teaching, starting at 8:40 am in full uniform Year 10 students arrive at allocated times (as per 5 th March) for their testing and return home immediately	<i>Year 10 will join year 11 in full time, face to face teaching from 8:40am on Wednesday 10th March</i>
Wednesday 10 th March	Year 7, 10 return to school to receive face to face teaching, starting at 8:40am Full school uniform is required	Year 7 and 10 will return to their timetabled lesson period 1. Year 7 will be taken from their lessons throughout this day to receive a supervised Lateral Flow Test
Thursday 11 th March	Year 8 return to school to receive face to face teaching, starting at 8:40am Full school uniform is required	Year 8 will return to their timetabled lesson period 1. They will be taken from their lessons throughout this day to receive a supervised Lateral Flow Test
Friday 12 th March	Year 9 return to school to receive face to face teaching, starting at 8:40am Full school uniform is required	Year 8 will return to their timetabled lesson period 1. They will be taken from their lessons throughout this day to receive a supervised Lateral Flow Test

How will the asymptomatic testing of students work?

The school has the benefit of extensive experience in this area. The test site will be overseen by Paul Tozer and will be staffed by a range of trained support staff.

The rooms in use will be H1 (for registration and waiting) and H2 (for testing and processing). We would expect students to enter by the external doors near H1 for their test, but exit the building through the doors in Humanities.

Details on how the tests are administered will be shared with all students and parents.

All students will assume their tests are negative unless informed otherwise, where the school will isolate the case, inform the family and then follow tracing procedures.

<https://dfemedia.blog.gov.uk/2020/12/15/mass-testing-in-schools-your-questions-answered/>

Face Coverings

Following the government guidance on the return to school, we will be amending the expectations on face coverings. Below is the government guidance:

Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Face coverings do not need to be worn by pupils when outdoors on the premises.

*In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). **These measures will be in place until Easter.***

In practice, the school will take a sensible, balanced and empathetical stance on face coverings. The school will expect children to wear them on corridors, queuing for lunch and times that are outside of “bubbles”. We recognise that wearing masks in the classroom will be difficult. The school will issue reminders to students, but we recognise that as “no students can be refused education for not wearing a facemask” any reported concerns will be passed to the Head of Year/SLT who will follow up.

In order to help us reduce incidents throughout the day we are asking ALL students to arrive on to site wearing a face covering. As a key part of the school uniform over the next few weeks, this will allow us to ensure all students have a face covering with them.

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

We will continue 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. All lessons must have a consistent seating plan shared via ClassCharts.

Plans will be in place to keep year groups separate at lunch and break. It is important that all children follow the guidelines for available toilets at break and lunch.

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. Similar to the use of face masks, the school will continue to issue reminders about expectations, but will act with empathy, understanding and patience. However, we recognise that there will be challenges for parents in providing uniform during a period of national lockdown and we will wait until the summer term for a return to full and complete uniform. We would ask that any temporary alternative to uniform is sensible and appropriate for school.

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 allow 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.

We recognise that over lockdown, the emphasis on remote learning has increased the student use of mobile devices, but this will be managed by teachers in classrooms. **We will only see mobile phones in classrooms, under the explicit instruction of a teacher.**

What will food and catering look like in March?

We are still encouraging students to bring their own food, snacks and drinks in to school during this term. There will be NO service before school, but lunch service will continue as before Christmas. Designated areas are essential to managing the contact tracing, therefore need to be recognised.

The school will look to provide snacks at break from the two outside catering points. The menu will be limited until Easter. These units will only be available to the designated year groups in each area.

We would also recommend that parents check the status of their ParentPay accounts as there will not be any facility for cash payments on site.

How will students get to and from school?

Students and families should continue to 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:

- 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 March?

The school will continue with the amended day until further notice. This includes:

- 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.



Temporary School Day (March 2021)

	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

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

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, a range of teacher led consequences 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.

There will be a whole school focus on communication and social skills. This will include expectations around manners and conversations between staff and students, in order to create a kind and friendly environment for all.

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

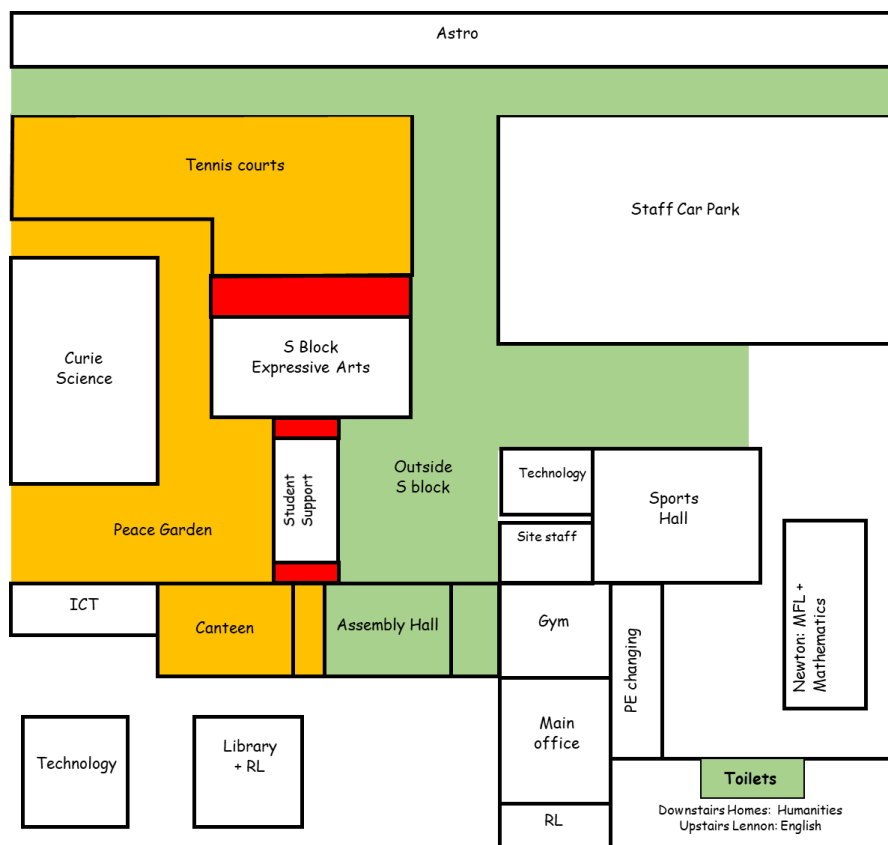
We will manage the contacts at break and lunch by allocating areas to each year group. We will also keep the contact time as low as possible, reducing the risk of transmission.

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 green.

During break and lunch:

- Year 7 will have access to both Orange and Green areas
- Year 8 will have access to: Green
- Year 9 will have access to: Green
- Year 10 will have access to: Orange
- Year 11 will have access to: Orange



TOILETS AT BREAK AND LUNCH: Year 7 will use the Technology toilets. Year 8 and 9 will use the Holmes Toilets. Year 10 and 11 will use the Technology Toilets.

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.

There will be a large focus on getting everyone back into good learning habits, with an emphasis on constantly assessing how secure we are with topics and skills covered since the start of the year. *The school will follow a consistent approach, delivered through training before the return of all students.*

Practical lessons, such as PE and Drama will continue to be delivered in line with government guidance. 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. Teachers will issue reminders to students about face coverings where appropriate throughout the day.

The school will publish our approach to teaching in the period following national lockdown on the school website, which will highlight how we will ensure students are able to best learn through excellent teaching.

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.

Confidence in what we have been doing

Over the period of the second lockdown, parents were surveyed about how the school operated before the school closed as well as during the period referred to as Remote School. We are confident in the approaches that we have taken and will replicate these in the coming weeks:

- 97% of parents believed communication to regular, fair and effective
- 99% agreed they had been informed clearly about school safety measures
- 85% were happy with the quality and quantity of work set during lockdown
- 65% felt concerned about the impact of time away from the classroom over lockdown, hence some detail of our plans on return
- 94% felt reassured that their child's safety was the school priority, with 98% trusting the school to act in the best interests of their child
- Of those offering an opinion on how safe their child felt at school between September and December, 93% were happy

We also received a number of important thoughts from parents which have helped to form some of our school guidance. The key area of concern was about student progress and this is addressed later in this guidance.

Catch Up Work

There will be much written about the return to school after a period of lockdown and the impact of a disrupted year. The school will continue to follow some simple principles:

POST COVID19 PRINCIPLES

- **Keep perspective (avoid catastrophising, positive language, avoid “recovery”)**
- **Teach brilliantly (use time in the lesson well)**
- **Commitment to learning (embrace the challenge)**
- **Care and consideration for others**

The school will also develop a range of strategies based on the EEF research into the most effective strategies.

Teaching and Whole School Strategies			Targeted Approaches			Wider Strategies		
Supporting great teaching	Pupil Assessment and feedback	Transition Support	One:One and small group tuition	Intervention progs	Extended school time where needed	Supporting parents/ carers	Access to technology	Summer support
<ul style="list-style-type: none"> • CPD • Appraisal • Line Management • Curriculum changes 	<ul style="list-style-type: none"> • Mocks • Low stakes testing • New reporting • Targeted reporting 	<ul style="list-style-type: none"> • Online transition • Early contact with parents • Relationships with primary schools 	<ul style="list-style-type: none"> • Pastoral mentors • Academic mentors • Increase in school SEND provision • National Tutoring Prog 	<ul style="list-style-type: none"> • Subject based catch up • Yr10/11 core catch up • Reading intervention 	<ul style="list-style-type: none"> • Use of AHT to coordinate • Use of MSTeams t blend learning 	<ul style="list-style-type: none"> • Parental engagement through communic'n • Website update • Signposting via SM 	<ul style="list-style-type: none"> • Laptops for isolated students • Increase in MSTeams 	<ul style="list-style-type: none"> • Online packages • Daily tutoring online <p><i>This will be assessed on a case by case basis (ie NOT compulsory)</i></p>

The best way of ensuring that fluency of learning is regained is to ensure high standards of teaching in all lessons. A realisation that any gaps may not surface until specific information is required will ensure that staff continue to assess and look for “gaps.” Once found, gaps can be filled and context can be added to further learning. The school will work with all staff for a uniform approach to Teaching and Learning in the period after lockdown.

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?

The government are encouraging schools to establish extra curricular provision immediately on return. However, this will be difficult in light of the need to manage mass LFD testing and will be communicated through registration/tutor periods each week.

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.

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

Over the first lockdown, the school delivered remote learning through Satchel One. This evolved to a more blended model that allowed excellent use of MS Teams during the second lockdown.

The school provided an excellent mix of live and pre-recorded lessons. The model was refined constantly and student engagement was exceptional. Work will continue that then allows the school to offer blended learning as a key part of our work.

Reporting Student Progress

In a recent survey, one area of parental concern (17%) was “knowing where their child is, in terms of academic achievement.” This is a vast and complex situation, complicated by the following:

- Social distancing rules, limiting parental meetings in school

- The late changes to GCSE criteria
- Parental experience/expectations over previous years

The school has developed an assessment system over time that can show parents where their children are currently performing, against a range of criteria worked back from the GCSEs. However, we did not want to fall into the trap of reporting false information, nor give cause for concern. Communication with students has been ongoing about what they can and can't do in lessons, which is critical.

We are also having a remote parent evening for year 11 on 5th march, which having received the criteria from the government, can be far more targeted and effective.

Other year groups will have their parent meetings scheduled over the coming weeks and this will be shared with parents. However, we have taken the approach throughout that where there are issues or concerns, we have spoken directly to parents. Where there are smaller areas to develop we have spoken directly with the students. Whilst this may be different to previous years, the quality of work we are seeing indicates high levels of success.

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
1/3/21	RBA	V3 Revised and amended for return to school for March 8 th . Specific areas added include face coverings and LFD testing
2/3/21	RBA	Updated guidance re masks on public transport Updated vulnerable attendance information