

# Penwortham Priory Academy Plan for Reopening in September 2020

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Learn to Succeed



JULY 10 2020

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In response to Government Guidance July 2020

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## Introduction

The Government's published guidance for the full reopening of schools has asked us to prepare to welcome all our pupils back this autumn. This, of course, is good news.

However, with coronavirus (COVID-19) remaining in the community, the guidance states that in doing so, whilst ensuring all pupils receive a high-quality education that enables them to thrive and progress, we must also put in place proportionate protective measures for children and staff, by minimising the number of contacts that a pupil has during the school day as well as implementing a series of controls in order to reduce the risk of transmission.

As a result, we have thought very carefully about the logistics and practicalities of how we take these government directives and make them work in our school, in Priory, so we can be confident we are managing the risk effectively.

This publication outlines our plans as a school to reopen Priory to all our pupils, in all year groups from September 2<sup>nd</sup>, 2020. It is intended to support staff, pupils and parents to prepare for this.

The systems of control we have put in place ensure that when we open, we have sensible and proportionate control measures which not only follow the Government's directives and the health and safety hierarchy of control, but also reduce the risk to the lowest reasonably practicable level for all those in our school community based on the following directives:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal 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

How contacts are reduced will include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

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## System of control

### Plan Summary

- Pupils will be kept in “COVID-secure” year groups to limit transmission of the virus.
- The school will therefore be split into 5-year group zones.
- Each year group will stay together, as a year group ‘bubble’ within their zone.
- Individual class bubbles will stay in the same classroom with the same group of pupils as much as possible (only moving in the main for KS4 Options, ICT, PE and possibly some Drama and Music).
- No year group will move out of their zone, either in class time or at break or lunch.
- Each year group will have access to an indoor and outdoor space as part of their zone for use at break and lunchtime.
- All staff will return to their department areas at break and lunch to help supervise each of the year group zones.
- Heads of year will go to their year group zone at breaks and lunchtimes.
- Senior leaders will go to each of the year group zone dining areas.
- Each year group will have access to IT facilities as part of their zone.
- Classrooms will be organised, so tables and chairs are facing the front of the room.
- Teachers will be asked to stay two metres away from pupils as much as possible.
- Teachers will be asked to position themselves at the front of the class.
- Teachers will move to each lesson, with pupils staying in the same classroom as much as possible.

### First Day Back

- All pupils will return to school as planned on Wednesday 2<sup>nd</sup> September 2020.
- Parents will receive a text in the days leading up to our return, informing you of what room your daughter or son will need to go to on their first day back.
- We will also produce a short video specific to each year group for all pupils to watch prior to the first day back.
- This will explain where they will need to go, show them around their zone and explain how the school day will operate for them in particular.
- More information on this will follow over the summer break.

### Arrival to school

- Separate entrances to the school site (as seen on the accompanying map), and to the school building will be used for each year group to minimise congestion at the start and end of the day. These will be clearly marked on the first day back in September.
- Pupils will no longer have an AM Prep.
- Instead, pupils will be able to arrive to school in the morning between 8.30am and 8.50am, our ‘arrival window’, to help ease congestion.
- On arrival, pupils must go directly to their year group zone.
- This will help spread pupils out and save us having staggered start times for different year groups.
- Staff who are teaching Period 1 will be in their Period 1 classroom from 8.30.
- They will listen to any briefing notes whilst pupils arrive from 8.30 to 8.50 and share any relevant information with pupils.
- At 8.50 staff will take the Period 1 register and begin teaching period 1.

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## Between Lessons

- At the end of each lesson, the teacher will ask the class to line up outside their room and wait for the next teacher to arrive.
- This avoids pupils being left alone in classrooms and ensures good hand hygiene routines can be carried out at the start of each new lesson.

## Departure from school

- There will be staggered finish times at the end of the day too.
- This will allow us to have a 'leaving window', between 3.00pm and 3.10pm, again to ease congestion on exit and to allow time for pupils and staff to organise safely pupils' journeys home.
- Pupils finishing before 3.10pm can remain in their classroom until 3.10pm if absolutely necessary (meeting siblings etc).

## Specific plan for Year 7

- There will be 5 classes (6 in English and Maths to accommodate additional literacy and numeracy needs for some pupils and 6 in PE and Creative Arts)
- Year 7 will enter school from the path that runs through the leisure centre car park.
- They will walk into and across the MUGA and into the Hex zone.
- Bikes must be stored securely along the fence of the MUGA.
- Year 7 will be taught in Hex 1, Hex 2, Hex 3, Music 1 and MFL 1 (for additional literacy and numeracy lessons, MFL 2 will be used).
- Year 7 will have a dining area in Hex 4.
- At breaks and lunches, Year 7 will access the MUGA and area outside the Hex.
- Additional outdoor seating will be provided.
- Year 7 will use the pupil toilets in the Hex.
- Year 7 will finish school at 3.00pm.

## Specific plan for Year 8

- There will be 5 Classes (6 in PE and Creative Arts).
- Year 8 will enter school from the path that runs through the leisure centre car park.
- They will then use the Leisure Centre path and access school through the small gate at the side of the MUGA.
- They will then walk past the bus drop off and pick up area and enter school using the door opposite the school hall, before walking past the IELC and into the Auditorio zone.
- Bikes must be stored securely at the front of school next to the blue fencing near the disabled car parking spaces.
- Year 8 will be taught in Humanities 5, Humanities 6, Drama Room, Gallery and IELC.
- Year 8 will have a dining area in the Auditorio.
- At breaks and lunches, Year 8 will access half of the school yard, walking past the IELC, turning right past the school reception and exiting the building via the doors next to the pupils signing in and out desk on reception.
- Year 8 will access the yard through the pedestrian gate next to the staff entrance to school.
- Year 8 will use the toilets adjacent to the sports hall.

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- Access to these toilets will be via the double doors leading off the Auditorio, through the sports hall and through the double doors at the far side of the sports hall.
  - Year 8 will finish school at 3.05pm.

## Specific plan for Year 9

- There will be 6 classes.
- Year 9 will enter school using the small gate next to the Astro at the very top of the yard.
- They will use the path to walk past the bike sheds and enter the quad next to the caretakers office, to enter the humanities zone.
- Bikes must be stored securely in the school bike shed nearest to the Astroturf door.
- This will be clearly marked on the first day back in September.
- Year 9 will be taught in Humanities 1, Humanities 2, Humanities 3, Humanities 4, Science 5 and Science 6.
- Year 9 will have a dining area in the Humanities library/immersive learning area.
- At breaks and lunches, Year 9 will access the Priory Garden and, weather permitting, the school field via the blue gates next to the caretaker's office.
- Additional outdoor seating will be provided in the Priory Garden area.
- Year 9 will use the pupil toilets opposite the IELC.
- Year 9 will finish school at 3.00pm.

## Specific plan for Year 10

- There will be 6 classes plus option group classes.
- Year 10 will enter school using the main school entrance gate, turning right onto the yard and entering school using the outside door next to the Learning Support department.
- Bikes must be stored securely on the fencing opposite the staff entrance.
- Year 10 will be taught in English 5, 6, 7, Maths 3, Maths 4, IT2 and Maths 6 (this will only be accessed through IT2 as the corridor outside Maths 6 will be for Year 11 only).
- Year 10 will have a dining area in the old art/isolation room adjacent to the pastoral office and corridor.
- At breaks and lunches, Year 10 will access the other half of the yard that Year 8 are not on.
- Year 10 will use the pupil toilets at the end of the pastoral corridor.
- Year 10 will finish school at 3.05pm.

## Specific plan for Year 11

- There will be 6 Classes plus option classes.
- Year 11 will enter school using the gate between the main entrance and the Astroturf entrance.
- Bikes must be stored securely in the bike shed furthest away from the Astroturf entrance.
- This will be clearly marked on the first day back in September.
- Year 11 will be taught in Maths 1, Maths 2, Maths 5, English 1, English 2, English 3 and English 4.
- Year 11 will have a dining area in the old Art room opposite to Mrs Elliot's classroom/the library.
- At breaks and lunches, Year 11 will access the Astroturf.
- Year 11 will use the pupil toilets in Science and in Technology.
- Year 11 will finish school at 3.10pm.

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## Other information - Science and Technology

- Most of Science and all of Technology will not have classes permanently based in these areas as part of any year group zone.
- This allows us to deliver KS4 Technology in Technology and allows Science to take groups to perform experiments if required.
- In addition, this allows use of these areas as 'overspill', to allow KS4 option subjects to continue to be delivered with minimal disruption.
- Year 10 will use Science classrooms in the main for their option subject lessons.
- Year 11 will use Technology classrooms in the main for their option subject lessons.

## Other information - IT Access

- Year 7 will have access to the computers in Hex 1 and 2.
- Year 8 will have access to the computers in the IELC.
- Year 9 will have access to the computers in Science 6. 20 PC's will be put into Science 6 to allow for this.
- Year 10 will have access to the computers in ICT 2.
- Year 11 will have access to the computers in Technology – the Graphics room and the central area of the Technology department.

## School Operations

### School Catering - General

- The school kitchen will continue to operate to prepare food for staff and pupils, but to comply with the requirements, the school dining room will be closed with year groups being unable to mix.
- Instead, dining areas have been designated in each year group zone, for pupils and staff to collect their food from and sit in if they so wish.
- Catering staff will deliver and distribute food to each year group zone at break and lunchtime.
- No plated hot food will be available, although the usual selection of other hot food will be.
- Vending machines cannot be used.
- A cashless system will be in force from September for all pupils and staff.
- The cashbox on the dining room corridor will be removed and all accounts must be topped up online.

### School Catering – The first 3 days of school

- **All pupils and staff will need to bring their own packed lunch for the first 3 days back to school (2<sup>nd</sup> – 4<sup>th</sup> September),** except for FSM pupils where the Catering Team will provide a grab bag.
- We appreciate your cooperation with this, as it allows us to coordinate and finalise:
  - A new online food pre-ordering system for all our pupils and staff.
  - Pupils and staff being provided with a log on account for Vericool to allow them to pre-order food for break and lunchtime, accessible on a computer, tablet or phone.
  - Log on details to be distributed to all pupils and staff in the first 3 days of the new term, ready for use from Monday 7th September.
- From Monday 7<sup>th</sup> September, the pre-order system will be implemented at break and lunch with food being delivered to each Year group zone.
- Pupils and staff will no longer need to bring their own packed lunch from this date.

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- All orders will be placed with the pupils' name, year group and the food required at break and lunch, ready for them to simply go to their dining area and collect.
  - Labels with pupil's names on can also be printed to stick on grab bags for distributing.
  - The cost of the food will be deducted immediately upon ordering.
  - Pupils will only be able to order if they have credit on their account.
  - FSM pupils will have their allowance each day and can order against this.
  - More information on this will follow in due course.

## School Operations

### Behaviour

- All pupils and parents will be expected to work with us to ensure our new arrangements are always followed so we collectively safeguard the health, safety and wellbeing of all in our school community.
- All pupils will be expected to continue to uphold our 'Priory Standard' – *'to have the highest expectations of all, from all, so that all pupils leave Priory, equipped to contribute positively to society and go on to further education, employment or training.'*
- Our 'Attitude to Learning in Lessons Charter' will continue to be applied in each lesson.
- Our normal behaviour, sanctions and rewards policies will remain in place.

### Rewards

- Rewards points will still be awarded as normal for each lesson.
- 2 points as a minimum per lesson, awarded automatically to each pupil as per our 'Attitude to Learning in Lessons Charter'.
- An extra positive reward point awarded per lesson for further positive behaviour as per our 'Attitude to Learning in Lessons Charter'.

### Sanctions

- From September, we will move to a system of 'same day sanction'.
- Any pupil removed from a lesson during the day, will undertake an after-school detention, immediately after school, that same night, until 4pm.
- Parents will be informed of this via our usual communication channels.
- With after school detentions normally being made up of non-consistent year groups, this allows us to continue with our behaviour policies, whilst ensuring pupils are kept within their own year group bubble for any after school detentions.

### Wellbeing

- Our Pastoral Support Corridor and Learning Support Department is unaffected by these new arrangements and will continue to function as normal.
- Although pupils will not be able to freely access these areas, they will still be allowed admission to them under the instruction of the pastoral staff.

### School Operations - Attendance

- School attendance will be mandatory again from September. This means from that point, the usual rules on school attendance will apply, including:
  - 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;

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- Schools' responsibilities to record attendance and follow up absence
  - The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct
  - If parents of pupils with significant risk factors are concerned about returning to school, nearer the time, please get in touch with us to discuss your concerns.
  - We will hopefully be able to provide reassurance of the measures we are putting in place to reduce the risk in school.

### **School Operations – Public Transport**

- Please be mindful that the Government want to encourage children to walk or cycle to school rather than take public transport when the new term begins in September.
- Any pupils having to use public transport must comply with wearing a face mask.
- They will not be allowed to travel without one.
- Only plain facemasks can be worn.

### **School Operations – School Transport**

- Our school buses and minibus are planning to operate in September as normal.
- Any pupils using our school buses, or our minibus must also comply with wearing a face mask.
- They will not be allowed to travel without one.
- Only plain facemasks can be worn.
- There will be hand sanitiser on the buses.
- There will be seating plans for the buses and pupils must sit on their designated seat to avoid pupils from different year group bubbles sitting together.
- All pupils must remain seated and face the front.
- Face masks must be removed when getting off the bus or minibus at school in the morning and placed in a pupils' own plastic bag for storage by each pupil throughout the day.
- Face masks must then be put back on before getting back onto the bus or minibus at the end of school for the journey home.

### **School Operations - Uniform**

- From September, all pupils must attend in full school uniform, following our uniform and appearance regulations.
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

### **School Operations – Individual Equipment**

- From September, all pupils must ensure they have their own equipment for lessons.
- These items cannot be shared.
- As a minimum, each pupil must have:
  - Whiteboard Pen.
  - Highlighter Pen.
  - Pencils.

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- Rubber.
  - Pens – including a green pen.
  - Sharpener (preferably one that collects its own sharpenings).
  - Ruler.
  - Glue stick.
  - Scissors.
  - Calculator.
  - Coloured pencils.
  - A basic maths ‘set’.
- Whilst there will be plenty of sanitation resources available throughout school and in each classroom, we ask that all parents and guardians equip pupils with their own hand sanitisers, wipes and tissues as necessary.

### School Operations – Physical activity and PE

- PE lessons will still take place.
- However, whilst we have the flexibility to decide how physical education, sport and physical activity will be provided, we still need to follow the measures in our system of controls.
- That is, pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.
- Therefore, outdoor sports will be prioritised where possible.
- When indoor spaces are used, we will maximise the distance between pupils and pay scrupulous attention to cleaning and hygiene.
- This is particularly important in a sport setting because of the way in which people breathe during exercise.
- We will continue to work with external coaches, clubs and organisations for curricular and extra-curricular activities but only where we are satisfied that it is safe to do so.
- We will always ensure how such arrangements can operate within our wider protective measures.
- Alternative activities such as active miles and walking may be introduced in PE lessons to enable pupils to be physically active while still encouraging physical distancing.

### School Operations - Lockers

- Should a pupil have their locker located in their year group zone, they may continue to use it.
- Otherwise, pupils will not be allowed access to their locker if it is in another year group zone.
- Instead, pupils will be able to leave equipment in their teaching classroom.

### School Operations - Fire Alarm during lesson time

- Teaching staff will escort their class to the following zones and line them up:
  - **Yr 7** – will line up on the MUGA.
  - **Yr 8** – will line up on the car park at the front of school, adjacent to the dining room.
  - No parking of cars will be allowed in this area to accommodate this eventuality but also to create space for the safe organisation of pupils arriving and departing on school buses.
  - **Yr 9** - will line up on the yard.
  - **Yr 10** - will line up on the yard.
  - **Yr 11** – will line up on the yard.

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- New signage will be installed to assist with fire alarm arrangements, showing clearly where pupils have to go.
  - A paper register will be taken to check attendance.

### **School Operations - Fire Alarm during break or lunch**

- Pupils will make their way to the same zones above.
- Teaching staff will escort pupils out of the building, then make their way to their Learning for Life teaching class to register them.
- A paper register will be taken to check attendance.

### **School Operations – response to any infection**

- In the event of any suspected or confirmed infection, we will follow Lancashire County Council's '*Schools & Education Settings Strategic Outbreak Control Plan.*'
- This plan outlines the protocols for us to follow if:
  - someone falls ill while at school
  - a child or staff member is unable to attend school because they have COVID-19 symptoms
  - there is an outbreak in school
- These *control plan* flowcharts can viewed via our school website.

### **School Operations - Other considerations**

- Gathering on the school premises, particularly at drop off and pick up times, is not allowed.
- No external visitors will be allowed access to the school buildings beyond the main reception foyer without a pre-arranged appointment.
- All correspondence with school should be done via email or phone call in the first instance.
- Whilst there will be plenty of sanitation resources available throughout school and in each classroom, we ask that all parents and guardians equip pupils with their own hand sanitisers, wipes and tissues as necessary.
- This will allow individual pupils to take responsibility for their own hygiene.
- We will be asked to engage with the NHS test-and-trace system.
- No face coverings for pupils or teachers will be required, except for those pupils using public transport or school buses.
- Entire year groups could be sent home if one tests positive for the virus.
- We all need to be prepared for the possibility of a local lockdown and therefore a return to our remote learning.

