



# FAMILY GUIDANCE

Plans for wider opening when it is safe

Rye College  
*“Creating Bright Futures”*

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## Welcome

As you will know, English schools closed for the majority of their students from Friday, 20<sup>th</sup> March 2020. Since then we have supported our community by safely delivering childcare for essential workers and those children that may be more vulnerable during this time.

As a result of the huge national effort to adhere to social distancing measures, the transmission rate of coronavirus has decreased. Accordingly, UK Government has asked that we plan for the potential re-opening of schools.

Primary schools were asked to welcome back all children currently in nursery, reception, year 1 and year 6. Secondary schools were also asked to provide some face-to-face support for students in Year 10 and Year 12 facing exams next year to supplement their remote education from Monday, 15<sup>th</sup> June.

The Government provided for increased flexibility in their updated guidance for secondary schools. From Monday, 15<sup>th</sup> June, secondary schools could extend provision to those students, schools identified as requiring increased support. This provision is to sit alongside key worker and vulnerable student provision.

This guide is designed to help families understand how school will change when we return.

Our planning is based wholly on UK Government guidance. This was accurate at the time of publication. We will update this document as necessary.

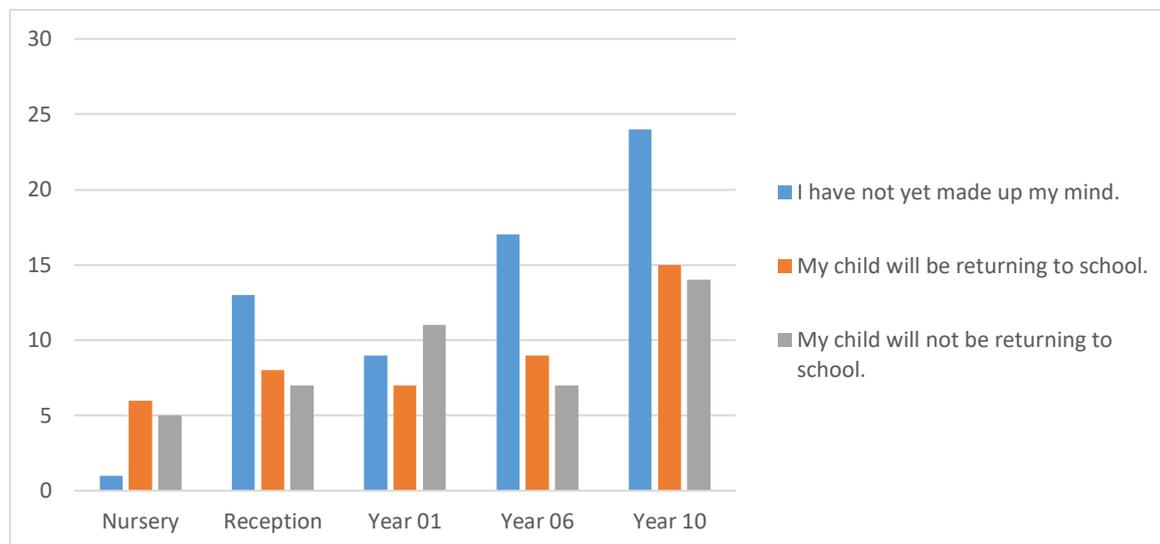
Further details can be found online.

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

## Bringing children back

### Parent survey

In preparation for potential reopening, we surveyed families in Nursery, Reception, Year 1, Year 6 and Year 10 asking for their views. We had 153 returns with the following opinions.



Of those that said “I have not made up my mind”, there was a fairly equal division between those who wanted to see the outcome of the government review on 28<sup>th</sup> May, those who wanted to send their child back in September and those who thought they might send their child back later.

From Thursday, 14<sup>th</sup> May to Friday, 29<sup>th</sup> May, we conducted a telephone survey with Year 10 families. We found that 61% of families intended to send their children in from Monday, 15<sup>th</sup> June. Just under a third remain undecided.

Two thirds of our students took advantage of the extended provision from Monday, 15<sup>th</sup> June to 19<sup>th</sup> June. We hope that increasing numbers of our Y10s will use this provision.

### Student health

When it is safe to do so, we will invite families to send their children back to school. We are very conscious some families will be anxious about making this decision.

Throughout our planning, your child’s health and safety has been the most important thing to us.

Before returning, families should be clear about the suitability of their child for school:

- Children classed as **extremely clinically vulnerable**, due to pre-existing medical conditions, should stay at home and shield;
- Children classed as **clinically vulnerable** (those considered to be at a higher risk of severe illness from coronavirus) should follow medical advice;
- Children living in a household with someone who is **extremely clinically vulnerable** should only attend school if the school and family have agreed stringent social distancing can be implemented, otherwise they should stay at home;

- Children living with someone who is **clinically vulnerable**, including those who are pregnant, have the option to attend school.

Families **must** inform the school, if their child has any specific medical needs.

**You should only send your child to school, if they are healthy enough to attend.**

Families **must** notify us if:

- They, their child or any family member in the same household displays any symptoms of coronavirus.

If this is the case, your family should self-isolate and your child cannot return to school for 14 days.

Only healthy children and colleagues, without symptoms and not self-isolating, may attend school.

### Bereavement

We are very much aware some families may have suffered recent bereavement. If this is the case and you feel your child would benefit from additional support, please get in touch with us.

## Organisation

### Arrival

#### Re-joining the school

If they have not already done so, families must notify the school **in advance** if they wish their child to attend key worker and vulnerable student provision, a Year 10 extended provision slot, **or the all year additional provision**.

- **Families should notify us by the Thursday of the week previous, if they wish their child to attend;**
- Families should provide the school with 're-joining information';
- Any changes in contact details, including telephone number and email;
- Their preference for day and time they wish their child to restart school\*.

(\*Please note that we may not be able to provide the preferred day or time for Y10 extended provision).

At present, families do not face any sanctions for low or non-attendance to school.

### Transport to school

Transport arrangements have been reviewed for school reopening.

- The trains from **Hastings** and **Ashford** will run as normal;
- Some bus services have revised timetables with reduced services.

The bus company will be implementing social distancing measures.

Local buses are mostly running limited services – please check with your operator.

Please refer to the [Government's advice](#) relating to the use of public transport. **Face masks are required on all public transport.**

We encourage all families to walk or cycle to school.

## Drop-off

### *Y10 Extended Provision*

To maximise social distancing, families will have a staggered arrival by designated slot. **Only one adult from each household should bring their child to school.**

- Slot 1: 8.35 to 8:45am;
- Slot 2: 8:45 to 9:00am;
- Slot 3: 9:45 to 10:00am;
- Slot 4: 12:45 to 13:00pm.

### *Key Worker and vulnerable provision and All Year Additional Provision*

To maximise social distancing, families will have a staggered arrival by designated slot. **Only one adult from each household should bring their child to school. Provision is available from 9:00 am to 3:20 pm.**

### *All students entering the school buildings*

There is a one-way system in place on the school site.

Families arriving by car:

- Enter via the main carpark gates;
- Follow one-way route in carpark;
- Await instruction to 'drop-off' from the Duty Head;
- See their child safely into:
  - Y10s - the Dalo gate entrance (situated in fence facing carpark);
  - Others – main reception.
- Leave via the main carpark gates.

Families and/or students arriving on foot/bike:

- Enter via the pedestrian gate on The Grove;
- Follow route into carpark area – **observe minimum two metre gap**;
- Await instruction to enter from the Duty Head;
- Adult leave via the pedestrian gate -- **observe minimum two metre gap**.

## Departure

### *Y10 Extended Provision*

To maximise social distancing, families will have a staggered departure by slots. **Only one adult from each household should collect their child from school.**

- Slot 1: 10:50am;
- Slot 2: 11:35am;

- Slot 3: 12:30pm;
- Slot 4: 15:35pm.

### *All students exiting the building*

Families departing by car:

- Enter via the main carpark gates;
- Follow one-way route in carpark;
- Await instruction to 'pick up' from the Duty Head;
- Leave via the main carpark gates.

Families/students departing on foot/bike:

- Y10 students exit via the Dalo gate entrance (situated in fence facing carpark);
- All other students exit via main reception;
- Follow route to pedestrian gate on The Grove – **observe minimum two metre gap**;
- Leave site immediately;
- Leave via the pedestrian gate -- **observe minimum two metre gap**.

### **Communication with families**

Maintaining our high levels of communication during this time will be a challenge.

**During drop-off and pick-up, all messages should be passed on through the office.**

Follow-up telephone calls can be arranged with our 'first-response' team:

- Vanessa Gall, Family Liaison Officer;
- Jest Carpenter, Deputy Headteacher;
- Anita Mills, Assistant SENCo.

Initially, there will be no face-to-face contact between teachers and families. All communication should take place via telephone or email. Families should contact the office to arrange a conversation with the teacher via [office@ryecollege.co.uk](mailto:office@ryecollege.co.uk) or telephone 01797 222545.

Whilst families are welcome on school site, only employees can enter the school building.

### **Food and water**

The school will **NOT** be offering a food service during our extended provision.

Students may bring snacks and water with them. Food and drinks **MUST** only be consumed in designated rooms when on the school site.

### **Clubs**

There will be no clubs after-school, in the morning or at lunch time. School will start and end promptly.

### **Grouping**

#### *Y10 Extended Provision*

Year 10 students will be grouped into Pods. Pods will contain:

- No more than 15 children;
- No more than one adult (unless risk-assessed otherwise).

Students will be assigned a pod. There can be no movement between pod within.

Unless it is part of their normal role, teaching assistants will not be expected to lead classes. The school will not be using supply teachers. Senior leaders will be available to cover classes, if needed.

Pods may start below fifteen children and fill-up over time. To control social mixing, once a child enters a pod, they cannot move into a different pod. To reduce the likelihood of social mixing: **Pods are not designed to support friendship groups.**

Pods will be homed in the same classroom and allocated slot each week. Classes will be cleaned between each slot.

It is important to reduce contact between people as much as possible. Children and adults will only mix in their pod. We will encourage children to socially distance within their pod where it is achievable. Colleagues should be conscious of the distance which they place between themselves and others in their pod.

### *Key Worker Childcare*

Children, who have been accessing Key Worker and Vulnerable student provision previously in Year 10, will remain within the Key worker provision. Key worker provision is assigned to Room 105. Year 10 students, who access the key worker provision, will have weekly extended provision sessions within the Key worker provision.

### *All Year Additional Provision*

Students accessing the all year additional provision will be assigned to pods of no more than 15. Students will have access to a computer throughout the day. Families can access the provision up to five days a week and from 9:00am to 3:20pm. Places are limited to ensure hygiene and safety measures can be met. Places will be allocated on the following basis:

- Students with EHCP;
- Students with a social worker;
- Students designated LAC (in-care);
- Students designated vulnerable;
- Disadvantaged students;
- Students with inadequate IT equipment to complete remote study.

### *Teachers and other adults in the building*

We aim to keep the number of employees on site to a minimum for the effective and safe running of the school. As well as there being one adult in every class, there will always be a nominated Duty Head, designated safeguarding lead, first-aider, nominated SENCO and premises officer on site. Additional capacity has been added to the cleaning team.

## Special Educational Needs and Disabilities

Children with special or additional educational needs, medical needs or existing reasonable adjustments will have their access to the setting risk assessed with their families prior to returning to school. Risk assessments will be shared and discussed with teachers.

The SENCO is Mr. M. Townsend. Matters can also be referred to the Duty Head.

All teachers are very much aware there may be students, including those with special educational needs and disabilities, who display symptoms of stress or anxiety and may need additional support.

## Uniform

To facilitate good personal hygiene, children can attend school in their own clothes. **Fresh clothes should be worn for school every day.** We recommend families to wash children's clothes every day.

Children should not wear face masks in school. They must wear face masks if using public transport.

## Timetable

### Staggered approaches

In order to maximise social distancing and minimise social mixing, we will be running four slots throughout the day. Each pod will have a similar structure each session, although there may be some variation. These include:

- Arrival and drop-off;
- Pick-up and departure.

### Routine approaches

In order to maximise good health and hygiene, we will be observing some systemic approaches throughout the day. Whilst each pod will have a staggered timetable, all groups must adhere to systemic approaches. These include:

- Everyone handwashing on arrival, on departure;
- Registration, using online system, at the start of the slot;
- Everyone handwashing before leaving.

On Monday, the rooms used for Year 10 provision are closed to facilitate enhanced cleaning.

**Teachers and assistants should use a greeting routine every morning to welcome children into the pod and sanitise their hands immediately on arrival.**

## Student toilet facilities

**Y10 and key worker provision students will access designated toilets in the English Studio. All year additional provision students will access designated toilets in the main block.** Students should only use toilets allotted to their pod and only when available. Toilets should be flushed. They should wash their hands afterwards and only use hand-dryer to dry their hands on.

We will be using:

- Allotted cubicles;

- Paper towels;
- Wet wipes (for seats);
- Liquid soap.

## Classroom management

Furniture will be reorganised in the classroom to maximise distancing. Unnecessary items will be removed from the classroom.

Soft furnishings and resources that are hard to clean will be removed from the classroom.

## Drinking water

As part of their personal equipment, **all children should bring a named water bottle to school.**

Children should only drink water from their water bottle.

## Ventilation

Windows and external doors will remain open where possible.

Air-conditioning will be turned off.

## Sun cream

All children should arrive at school with an application of sun cream for the day -- if required.

## Shared resources

There will be no taking home of school resources. This includes reading books.

Reading at home will take place through the online reading schemes already in use for remote study.

There will be no marking of books at present. Students will be provided with one exercise books that they will keep with them at all times.

Children will not touch the classroom's interactive display screen.

## Stationery

Children will bring their own stationery. There should be no sharing of equipment.

## Behaviour management

We will continue to use our current behaviour management system. However, practices will need to change to reflect new arrangements in the school.

Staff will clearly communicate new expectations with children and use positive re-enforcement over sanction, but sanction where necessary:

- Following new routines for:
  - Arrival or departure;
  - Hygiene, such as handwashing and sanitising;
  - Respiratory hygiene, e.g. catch it, bin it, kill it;
  - Use of toilets;
- Following expectations about:
  - Coughing or spitting at or towards any other person;
  - Not sharing equipment or items such as drinking bottles;

- Staying in pods;
- Moving around the school as per specific instructions (e.g. out of bounds areas, queuing);
- Telling an adult, if they are experiencing symptoms of coronavirus.

We understand a change in expectations will be difficult for some children, so will manage this with kindness, care and compassion. We will be patient as children adjust.

## Outside the classroom

### Movement around the building

In corridors, there will be “keep left, observe a distance” approach with floor signage to support this. Queues will be dispersed. Posters around the school will support this.

Whilst children and colleagues in different pods will be kept apart, brief transitory contact, such as passing in a corridor, is low risk.

### Shared spaces

The main hall will not be used for any reason. Assemblies are cancelled for the time being.

The library, music, science and art rooms will not be used.

## Education

### Y10 Extended Provision Priorities

The extended provision is supplementary and designed to provide students with an opportunity for:

- Training in routines and procedures to maximise hygiene and minimise risk;
- Face-to-face contact with a colleague;
- Mental/physical health and well-being check-up (followed by referral, if required);
- Diagnosis and removal of barriers to completion of Remote Study (if they exist);
- Planning for completion of Remote Study over coming week.

These sessions will help us plan for further, more extensive provision over the coming term – stage 2.

### All Provision Priorities

#### Settling

All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Colleagues should plan to provide opportunities for:

- Children to talk about their experiences of the past few weeks;
- Supportive one-to-one conversations with trusted adults.

We will balance between reintegrating students into a reassuring and familiar work ethic on the one hand and identifying and taking the time to address individual concerns or problems on the other.

## Health education

An important part of the extended provision will be teaching children about their health during a pandemic in an age-appropriate way. This will include:

- Posters in each room;
- Reinforcement of key messages through dialogue.

We will need to explicitly teach health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.

We will reinforce the avoidance of touching the mouth, nose and eyes.

## Outdoor resources

There will be no use of specialist outdoor equipment and shared resources.

## Offsite trips and visits

All off-site trips and visits are postponed.

Normandy residential has been cancelled and families are being refunded.

## Remote study

Remote learning remains the main mode of education and the work we undertake in school will be supplementary. This will ensure children at home or attending school will have access to similar opportunities.

## Health and Safety

The health, safety and well-being of your children is very important to us.

### Key measures

There are four principles in the management of coronavirus. These are:

1. Avoid contact with anyone displaying symptoms;
2. Ensure frequent handwashing and good respiratory hygiene practices;
3. Ensure regular cleaning of settings;
4. Minimise contact and mixing.

### Policies and procedures

All appropriate health and safety checks will be undertaken before the building reopens.

Key policies and procedures will be updated to reflect guidance during the pandemic.

Updated policies will be available on our website.

### Handwashing

Children will have access to handwashing facilities throughout the day in their pods.

We will provide:

- Handwashing facilities;

- Paper towels;
- Liquid soap.

Adults will ensure children wash their hands for at least 20 seconds providing additional support to any child that might need it. Everybody should wash their hands regularly, and certainly no less than those times stated in the timetable.

### **Sanitiser**

Sanitiser will be provided in each classroom primarily for the use of adults.

Children will be directed to wash their hands. The washing of hands is preferable for everyone.

Sanitiser will also be available at stations located at entrance and exit points.

### **Respiratory practices (blowing your nose)**

Everyone should have good respiratory practices. This means “catch it, bin it, kill it”.

Children will be directed to use a disposable tissue, place it in the bin then wash their hands.

Adults will support any child that might need it.

- Disposable tissues will be available in every classroom;
- ‘Lidded bins’ will be available in dedicated locations for medical and intimate care.

### **Personal Protective Equipment (PPE)**

In addition to washing facilities and sanitiser, adults have access to third tier personal protective equipment:

- Disposable gloves;
- Disposable plastic aprons;
- Sanitising wipes.

Cleaners have access to second tier personal protective equipment:

- Surgical masks;
- Disposable gloves;
- Disposable plastic aprons.

Adults who provide additional medical or intimate care have access to first tier personal protective equipment in ‘dedicated locations’:

- Surgical masks;
- Eye protection;
- Disposable gloves;
- Disposable plastic aprons.

Dedicated locations are:

- Medical room;
- Additional medical suite.

Adults will only use personal protective equipment when it is appropriate so as not to divert important resources away from health and social care settings.

### **Procedure for managing symptoms**

Any child displaying symptoms will be immediately referred to the first-aider and moved to the designated medical room. If symptoms are present, the child's family will be asked to collect.

Adults supervising the designated medical room must wear appropriate personal protective equipment (first tier) and observe a minimum two metre distance. Windows will be open but the door closed.

If needed, children in the designated medical room will use the ensuite toilet. This toilet is reserved for medical room use only.

Areas accessed by a potentially infected child will be thoroughly cleaned once vacated. Used equipment including all PPE will be disposed immediately.

If children are sent home with symptoms, the family should self-isolate. The child cannot return to school for 14 days unless they subsequently test negative for coronavirus.

The child's pod, including adults, will be sent home to self-isolate. Members of the pod cannot return to school for 14 days unless the child who displayed symptoms subsequently tests negative for coronavirus.

We will inform families if a child in their pod has shown symptoms and the outcome of any test.

### **We will be open and honest.**

Only healthy children and adults, without symptoms and not self-isolating, may attend school.

The decision to send a child to school lies with the family.

The decision to send a child home lies with the Duty Head.

Specific coronavirus health advice for children is available online.

[www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children](http://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children)

If a child is over 5 years, families should use the NHS 111 online coronavirus service.

[www.111.nhs.uk/covid-19](http://www.111.nhs.uk/covid-19)

If a child is under 5 years, families should call NHS 111.

## **Cleaning**

### **Materials**

Ample cleaning materials are in stock for the school.

### **Cleaning schedule**

Most cleaning takes place at the end of the school day.

Additional cleaning takes place on a Wednesday afternoon when the school will be closed.

A deep clean will be taking place over half-term.

Enhanced hygiene will focus on:

- Surfaces (especially those that children are touching)
- Desks and chairs;
- Doors and handles;
- Toilets, sinks and taps;
- Bannisters and light switches.

Adults working in class bubbles will support good hygiene practices throughout the day:

- Maintenance of good hygiene practices in the pod;
- Maintenance of personal resources e.g. wiping down the keyboard;
- Wiping down surfaces after some activities;
- Understanding what resources have been used.

Cleaners will undertake ongoing activities over the course of the day. These include:

- Emptying bins and 'double-bagging';
- Cleaning dedicated and specialist spaces after use;
- Cleaning specific resources;
- Safely disposing of waste (in line with guidance).

### **Kitchen**

Chartwells has undertaken a deep clean of the kitchen and food preparation area. However, the canteen and kitchen will remain closed for the foreseeable future.

### **Site management**

#### **Visitors to site**

All non-essential visits to site have been postponed. Face-to-face meetings are being cancelled or replaced with telephone calls and online meetings.

Other visitors to site will be managed in our reception area. All visitors should report to reception and state their business. Requests for meetings will be taken and subsequent telephone calls arranged at a later date. Packages will be left in the reception area for collection when cleared.

- The reception glass will remain closed at all times;
- No visitors to school are allowed inside the building without approval from the head.

#### **Contractors**

Some contractors will be visiting the site however they will not meet children or teachers and assistants. Their employer has submitted appropriate paperwork to us to demonstrate they meet the requirements laid out for their sector by UK Government.

Contractors are given an induction on protocols by a premises officer before starting any work.

### **Fire drill**

We will update procedures for a fire drill during the pandemic. Fire takes precedence – we will exit the building as normal. Social distancing will be observed as best as practicably achievable at the muster point (tennis court).

### **Training**

There is a training programme for all employees to help them deliver these new expectations.

Policies and protocols are regularly updated to reflect current guidance from UK Government, local authority and education trust. Colleagues will be notified of such updates.

Training is provided on the safe use of the PPE used by the school.

### **Monitoring**

#### **Well-being**

We will regularly review our approaches to minimise any detrimental impact on children's well-being. This includes regular discussions with teachers and assistants.

#### **Black, Asian and Minority Ethnic (BAME)**

We will regularly review our arrangements to ensure those children who fall within this category do not face any disproportionate risk of catching coronavirus when attending school.

#### **Employee health**

Colleagues complete a regular health survey and update us of any changes.

Colleagues will inform us immediately if they have symptoms or need to self-isolate.

#### **Testing**

We support colleagues with testing to determine whether they are fit to return to work.

## Afterword

We hope you find the detail in this guide useful and reassuring.

This document has been written in compliance with guidance from UK Government and reviewed against guidance from Public Health England and other professional bodies.

We will regularly review this document as guidance is updated and our practices develop.

Feedback on practice is always welcome.

Training and support for colleagues in the application of this guidance will be ongoing.

We thank everyone for all they are doing to support our community at this challenging time.

We will only open when it is safe to do so.