



Wellfield High School

September Plans

To all our new intake Year 7 parents,

We are delighted to be welcoming our new Year 7 students in September and despite the challenges, to be able to be offering them a full secondary curriculum. We know only too well how disruptive the last few months have been and how deflated our new Year 7 students will feel about having missed so much time away from their primary schools.

We also know how anxious as parents you may be feeling about your sons/daughters starting their secondary school journeys under such challenging circumstances but want to reassure you that we have undertaken detailed planning to ensure all our new Year 7 students have a calm and purposeful start at the school.

At the end of last term, we informed all our parents that we didn't want to commit to a final plan before updated guidance in August had been received. We were hoping that by now we would be moving into a situation where the risks had reduced and the restrictions in school would not be as severe.

Unfortunately, having closely monitored the local statistics, it is clear we are at risk of potential spikes in transmission of the virus. It is in this context that we have finalised our planning for the first half term (September/October). Our **OVERIDING** motivation in the plans we are proposing is to keep our students and staff safe.

Risk of transmission

Placing large groups into enclosed environments (e.g. classrooms) for sustained periods is clearly risky, and we want to get it right. Studies show that transmission rates in older children and young adults are in line with adults. Whilst there may be less risk of death in these age groups, they can spread this virus to their families. In addition, our staff include a range of individuals with underlying health issues, some whom have only recently come out of shielding. I don't want to risk the health of any of our students, or staff, or you, their families, who may still be at risk. This is not a time to relax. We are not out of the woods yet. We desperately want everyone back in and staying back in, but we want them back in safely. It is this spirit that I hope you will read the proposals we are now making.

Right to reply - These plans are still at the consultation stage.

They have been pulled together by our senior teams from across our three secondary schools, supported by our Executive Team. They were discussed at length with our Trustees last night and were robustly challenged in every aspect. They are being sent out today to our families and our staff.

On 1st September we will discuss these proposals with all of our staff and we will consider representations from parents. Depending on this feedback, we may change or tweak the plans and we will clarify this further on 2nd September.

Delayed opening

To give us time to do this, and to considered a wide range of other safety measures and careful preparation (detailed further in this document) we have now decided that we will need two staff training days on Tuesday 1st September and Wednesday 2nd September.

To ensure we can return our children safely and to make sure our new Year 7 are not overwhelmed, we have also decided to stagger the return of our students, with three year groups on 3rd September and the remainder on 4th September.

As with everything we do, it is for the best of intentions and as I have already stated, the overriding concern is Health & Safety. The more we get this right now, the lower the chance that we will need to move to small group, year group or whole school home isolation, which none of us wants.

Main points - The next few pages go into much more detail about our plans, but we wanted to summarise for you the main areas:

- Year groups will be allocated designated areas of the school for teaching, recreation and lunch.
- Year groups won't mix in school.
- Teachers will escort their classes in single file at the end of each lesson to the 'fire alarm' external areas.
- This will enable a break from the static classroom and will ensure students are not left unattended waiting for their teacher.
- Teachers will pick their classes up from this central point and will maintain 2 metre distance at all times.
- We want to trial the use of masks for students (in lessons only) and visors for staff.
- Masks on buses mandatory.
- Students with medical or special needs will be exempt from mask wearing – parents should email enquiries@whs.lancs.sch.uk to let us know why this is the case.
- Parents will be asked to specify where buses are used to get to school for track and trace purposes (see survey in later document).
- Lunch should either be a packed lunch or a grab bag (which students can order online during a morning tutor period).
- Lunches and breaks will be staggered to keep year groups separate.
- Lessons will be slightly shorter to enable staggered and safe movement around school.
- Only year 10 and 11 will be able to access specialist areas for practical subjects (e.g. Art, Music, Technology), which will be subject to careful cleaning after use.
- Students will be asked to sanitise hands every time they enter a room.
- Students/staff with covid symptoms will not be allowed in school.
- Where cases are confirmed, all students who have been in close contact will need to self-isolate and be tested for the specified period.
- Lesson resources will be available remotely (online) for students who need to self-isolate.
- The PE curriculum will be adapted so that lessons do not require students to get changed, except into trainers.

If you have any points to make about these proposals that you want to be considered on 1st September, please email enquiries@whs.lancs.sch.uk. We cannot guarantee that all points will be responded to individually, put all points made will be raised and considered.

Yours sincerely,

Mrs L A Gwinnett

Trust Leader and Executive Head

The following is additional detail to explain the main points outlined above

Return to School Staff Training

- To ensure the robust implementation of the following procedures and protocols, there will be two staff INSET Days on Tuesday 1st September and Wednesday 2nd September.
- To ensure a measured and calm return to school for all students across the Trust, the two-day INSET programme will provide detailed training and support for staff across the following areas:
 - Implementation of the COVID-19 **Return to School** model
 - Staff and Student Health and Safety, including mental health training
 - Revisiting the Behaviour Policy and Lesson Charter in the context of our return to school
 - Staff Handbook
 - SEND/Medical Updates (so we are fully aware of individual student needs)
 - Staff and Students Risk Assessments
 - Curriculum Planning and readiness for remote learning where needed
 - New Year 7 intake information
 - Vulnerable Student support
 - Student Induction procedures / Welcoming back procedures

Students will be returning to Wellfield High School on the following days:

School	Thursday	Friday
Wellfield High School	Year 7 Year 9 Year 11	All students

School Organisation

1. Staff and Student Health and Safety

Face Masks and Visors

- ***In the absence of clear medical evidence detailing the risks of transmission from student to student or student to staff within schools in the UK, coupled with recent local rises in transmission rates and local areas that have been subjected to lockdown protocols, the Trust is prioritising the protection of everyone within our school communities as far as possible from contracting the virus.***
- To mitigate against the risk of viral transmission, all staff will wear full face visors when working with students in classrooms or other indoor spaces. Staff can choose to wear a full visor or face mask at other times whilst on the school site if they wish to do so.
- Students will wear a plain face mask for the duration of their timetabled lessons in a classroom. Masks will be provided for all students on their first day in school but they can bring in their own face mask if they wish to do so on the proviso that it is a plain colour.
- Students who are not able to wear a mask for medical or other reasons, will need to send in a written request for permission from parents for their son/daughter not to have to wear a mask during lesson time with details of why they are seeking an exemption via enquiries@whs.lancs.sch.uk
- The wearing of masks will be reviewed throughout September. At the end of September parents will receive an update in preparation for the week beginning Monday 5th October as to whether this will continue.

School Uniform

- In line with DfE Guidance, all schools will be adopting their usual uniform policies from the start of the Autumn Term.
- All students will be returning to school in their full uniform. Please check our full [uniform policy](#) on the school's website.
- Government guidelines state that uniforms do not need to be cleaned any more often or any differently than would normally be the case due to COVID-19.
- Given the amount of time out of school, it is also important that all students meet our high standards with regards jewellery, make-up, false nails and haircuts etc. Full details can also be found on the uniform link above.

Handwashing & Hygiene

- In addition to the washing facilities in the toilets, the school will also have sanitizer stations at the entrance to all classrooms and all communal areas where students will be congregating at break and lunchtimes.
- All classrooms will have paper towels and cleaning spray on the teacher's desk for incoming teachers to clean their workspace if needed.
- Cleaning staff will be cleaning toilets and shared areas throughout the day.
- Staff PPE grab bags will be available from the PPE Reception Station should they be needed for closer contact with students for First Aid or other medical reasons.

Social Distancing

- All staff will be maintaining a **two-metre** distance from one another at all times.
- Break-out areas/classrooms for staff in addition to the staff room will be circulated to staff for quiet working purposes.

2. COVID-19 Control Outbreak Plan

All schools within the Trust will be adopting Lancashire County Councils' **Schools & Education Settings Strategic Outbreak Control Plan** in the event of a student or member of staff exhibiting symptoms of COVID-19. The plan adopts a **Prevent, Protect and Respond** 3-stage model:

STAGE 1 – Prevent

- All schools have robust communication strategies to staff, students and families
- Risk Assessments are in place for vulnerable staff and students
- Whole School Risk Assessments in place and daily risk reviews will be undertaken
- Staff and Students advised not to attend school if symptomatic

STAGE 2 – Protect

- All staff and students required to use appropriate PPE as required.
- Social Distancing protocols in place across all schools with adherence to the two-metre rule for staff in place and the creation of Year Group bubbles to reduce the risk of transmission between student year groups.
- Students will be receiving a detailed Health and Safety induction programme on their first day back in school.
- All staff and families are aware of **testing and tracing** protocols.
- Protocols in place to report any outbreaks to Public Health England (**PHE**)

STAGE 3 – Respond

- Any positive cases reported to PHE.
- PHE will notify follow-up response with schools on contacts/ trace and test arrangements
- All school absences for both staff and students logged and recorded.

Should a student become ill

- All schools will identify an isolation area/room that any student who becomes unwell or shows symptoms of Covid-19 will be isolated. Key symptoms are:
 - (i) Changes to/loss of sense of taste or smell (ii) Persistent cough (iii) Raised temperature
- Any student or member of staff who becomes unwell with a new continuous cough, high temperature or a loss or change in their normal sense of taste or smell, will be sent home as soon as possible.
- All schools will ensure the following protocols are adhered to in the event of suspected illness:

Staff	Student
Sent home immediately if they can drive	Isolated in a ventilated room while waiting to be collected
Staff to use a ventilated room if waiting to be collected	Disposable PPE to be worn for supervising staff
Staff absence to be logged	Record of which staff have looked after the student or had contact with a symptomatic student
Schools will record and keep details of any incident in case it is needed for future case or outbreak management	

- If a student or member of staff tests positive for COVID-19, the school will be contacted by a contact tracer to identify direct and close contacts of the case during the 48 hours prior to the student or member of staff falling ill.
- All direct and close contacts will be excluded from school and advised to self-isolate for 14 days.
- The school will provide a standard letter containing advice for contacts and their families.

3. Movement Around School

General Guidance

- Students will be assigned to a **Year Group Bubble** and whilst in school will remain separated from other Year Group bubbles. Each bubble has been allocated a suite of dedicated classrooms for use by that Year group bubble only. Class groups have been allocated within each Year Group Bubble.
- Break and lunch will be taken in a designated area in school and within the Year Group Bubble.
- Each class has been allocated a general base. For Year 7-9, all of their lessons and learning will take place in this one classroom, with the exception of physical education sessions.
- Year 10 and 11 students will continue to study their options. To accommodate this, Year 10 and 11 students will move from their classroom base to a different classroom.
- All classrooms are laid out in rows and students will be front facing.
- Students will move out of their classrooms between lessons. This will be supervised, orderly and following a set route around school.
- Students will be expected to line up as directed by staff and move around the school site in single file, observing the two-metre social distancing guidelines.
- Students will be inducted in these routines during their first day in school.
- Staff briefings will take place in the school theatre, 8.25am - 8.35am.
- Staff are asked to keep valuables on them in person or in an allocated central locker.
- Classrooms have been allocated to Key Stage bubbles which will therefore require staff to move around the school so classrooms may not be available to be used for PPA.
- Free rooms should be used as work bases as alternatives to classrooms.

Arrival

- KS3 (Year 7, 8 and 9) students will enter school via the **main entrance gate** (nearest the health centre) and go to the Sports Hall via the cycle path.

- KS4 (Year 10 and 11) students will enter the school via the **side entrance gate** (next to the children's centre) and go to the old gym.
- All students are asked not to arrive for school until **8.35am** unless they are accessing breakfast club (see below).
- Bike sheds will be allocated to KS3 and KS4 students and all students must maintain social distancing when locking up/unlocking bikes.

The School Day

- Staff briefings will take place on time at 8.25am - 8.35am to ensure all tutors are in place when students arrive at any given tutor base.
- Tutor time will take place from 8.45am to 9.00am in place of the usual 1.45pm -2pm session.
- The first movement bell will ring at 8.40am and students are expected to make their way straight to their designated tutor/class room for their tutor session, during which registration will take place along with ordering lunch and any other tutor activities that are directed to take place.
- Tutor time and lessons will end with teachers escorting students to their designated area in a calm manner where they will be collected by their next class teacher. This will be done to ensure movement around the school is both orderly and controlled whilst also ensuring students are not left in an unsupervised classroom until their next teacher arrives.
- **Designated Areas:**
 - (ii) KS3 students (Year 7, 8 and 9) are expected to line up outside of the Sports Hall and the Business and Enterprise block.
 - (iii) KS4 students (Year 10 and 11) are expected to line up outside of A-Block.
 - (iv) Markers will be placed onto the floor to show where each group should line up, in silence, until they are collected for their next lesson by a member of staff.
- Due to increased movement time, it is expected that teaching time will be slightly reduced.
- Following the movement bell, staff will lead their teaching group to the designated Key Stage area. If necessary, staff will hold their teaching group until the corridor is free for them to move.

Period	Timings	Movement Bell Information	Potential teaching time following drop off and collection
Tutor	8.45am - 9.00am	8.55am	8.45am-8.55am (10 minutes)
Period 1	9.00am - 10.00am	9.55am	9.10am - 9.55am (45 minutes)
Period 2	10.00am - 11.00am	N/A	10.10am -11.00am (50 minutes)
Break	11.00am - 11.20am	11.20am (end of break and movement to designated meeting area)	N/A
Period 3	11.20am - 12.20pm	Collection from designated areas at 11.20am Bell at 12.10pm	11.25am - 12.10pm (45 minutes)
Period 4	12.20pm - 1.20pm	1.20pm (start of lunch)	12.30pm - 1.20pm (50 minutes)
Lunch	1.20pm – 2.00pm	1.55pm- movement to designated meeting areas	N/A
Period 5	2.00pm – 3.00pm	2.55pm – 3.00pm	2.10pm - 2.55pm (45 minutes) *2.55pm- KS3 classes are escorted to the main gate for dismissal *3.00pm- KS4 classes are escorted to the gate for dismissal

- The KS3 area is based in B block, which allows areas for some carousel subjects such as music and drama:

Group	Number of Classes	Teaching Room (Class Code)		
Year 7	3	B3 (7A)	B4 (7B)	B5 (7C)
Year 8	3	B6 (8A)	B7 (8B)	B8 (8C)
Year 9	2	B9 (9A)	BE1 (9B)	

- The KS4 area is based around A-Block, which allows areas for some options subjects to take place such as Computing and Art & Photography in C-Block, as well as the science labs:

Group	Number of Classes	Teaching Room (Class Code)			
Year 10	4	A11 (10WA)	A12 (10WB)	A15 (10HA)	A9 (10HB)
Year 11	3	A1 (11A)	A4 (11B)	A5 (11C)	

- Sports Hall to be used for removals and detentions with separate designated areas for KS3 and KS4

Tutor Groups

- With the suspension of vertical tutoring, students will undertake tutor time within their teaching groups and tutors have been allocated to groups as follows:

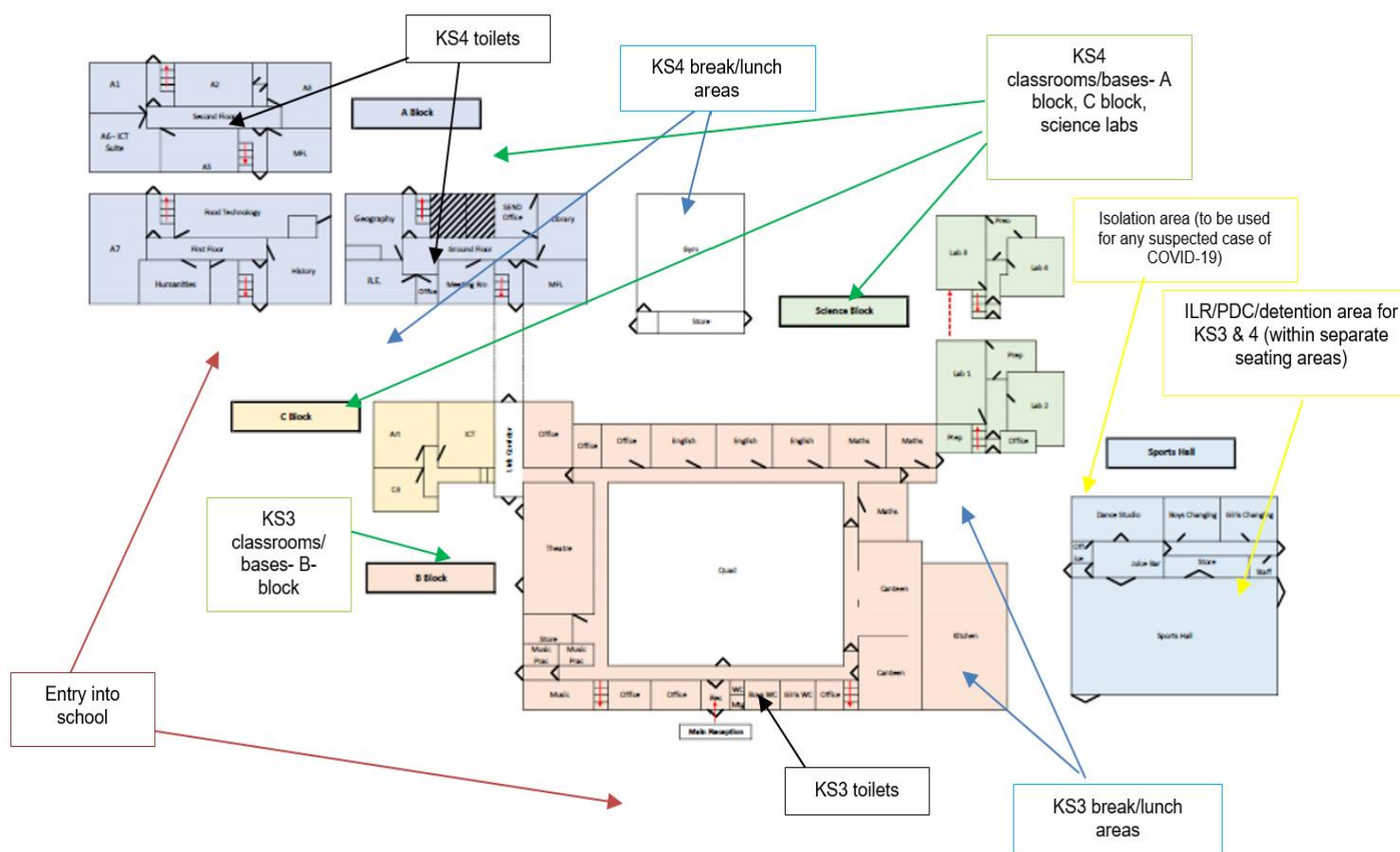
Cohort Bubble	Tutor Class	Teacher	Room
Year 7	7A	Joey O'Mara	B3
	7B	Helen McDade/Tina Walker	B4
	7C	Matthew Corrick	B5
Year 8	8A	Lauren Cattanach	B6
	8B	Becky Clare	B7
	8C	Chris Hardy	B8
Year 9	9A	Lauren Bellemey	B9
	9B	Alex Carroll	BE1
Year 10*	10WA	Emma Dunbavand	A11
	10WB	Therese Scott	A12
	10HA	Belinda Baybutt	A15
	10HB	Karen Whiteside	A9
Year 11*	11A	Catherine Wiggins	A1
	11B	Natalie Snowden	A4
	11C	Danny Murray	A5

**Year 10 and Year 11 classes will be linked to English teaching groups*

Departure

- Students to be escorted to the school gates at the end of period 5 where they will be dismissed via the same gates used for entry into school.
- Key Stage 3 students will be escorted to the gate for dismissal from 2.55pm followed by Key Stage 4 from 3pm
- Any student who is collecting their bike from the bike shed must ensure they continue to follow the school guidelines and protocols in place until they have left the school site.

Year Group Bubble Map



Use of Toilets

- KS3 students will have access to the toilets in B-Block
- KS4 students will have access to the toilets in A-Block, situated in the old library and top of A-Block.
- Students and staff will follow all guidelines and protocols when using the toilets.

Break and Lunchtimes

- There will be no catering service available at break time although some cereal bars will be made available for students to purchase.
- All food for staff and students will be ordered during tutor time (8.45am - 9am).
- KS3 students will have access to the school canteen as a seating area as well the Theatre during break and lunch, along with the outside area by the sports hall.
- KS4 students will have access to the old gym as a seating area and outside space around A-Block.

Breakfast Clubs

- There will be no extra-curricular activities taking place throughout the first half term, including homework club.
- Breakfast club will be available from 8.00am - 8.30am with separate designated areas for KS3 and KS4 students.

4. Delivering the Curriculum

General Principles

- All of our students will receive the full breadth of subjects with their timetabled teacher
- We will endeavour to provide a rich and engaging curriculum, despite the restrictions
- We will be mindful that our students will be coming to us with a wide variety of experiences during lockdown
- We will work with our children whatever their starting point to support them to get 'up to speed'
- We will be mindful that lockdown has had varying degrees of difficulty and we will support our children with compassion and understanding, whilst also instilling in them a renewed sense of routine and high challenge
- We believe our students, in the vast majority of cases, are eager to return to school and we will tap into this enthusiasm and desire for routine and stimulus

First half term

It is our hope that school will gradually return to its usual way of operating as we move through the academic year. It is inevitable, however, that the first half term will be the one in which our ways of working will be under closest scrutiny and review. From the outset, we are eager to offer our full curriculum, without compromising on the breadth of study for students. In order for us to do this, whilst exercising due caution in the face of the full re-opening of the school, we have made the following compromises, to be reviewed after the first half term:

- Students in Year 7 and Year 8 will be taught in one fixed teaching group and one teaching room.
- Students in Year 9 will be in a single group for most subjects but will be mixed differently according to their Creative Choices Groups. These classes will not have access to specialist teaching spaces such as art rooms and the drama studio but will continue their study of such subjects in a classroom environment.
- Students in both Years 10 and 11 will be considered to be in their respective 'Year Group Bubbles' and will change groupings between their different lessons. Whilst they will be based in their allocated classrooms for the majority of the time, they will have access to spaces such as the drama studio, art rooms and food tech room.
- Because teachers will be moving between classrooms, there will be less reliance on text books and exercise books. Should classes use books, students will be required to carry these and whilst staff will be providing regular feedback on work completed during lessons, books will not be marked during this first half term.
- Students will be regularly assessed in much the same way as usual using a range of in class assessment practices.
- In order to ensure curriculum continuity in the face of potential intermittent staff and student absences, there will be renewed focus on student-led activity with the challenge and support of their usual teachers, driving the learning journey in the classroom.
- All extra-curricular activity will be suspended during the first half term.

Student Equipment List

There will be limited opportunities for staff to provide equipment in a safe manner to students so it is important that all students arrive each day to school with the following compulsory equipment that they must not share with any other student.

Compulsory Equipment List		
General	Subject Specific Equipment	
Blue, Black, Green and Red Biro	Creative Subjects	2B Pencil
Coloured Pencils		Coloured Pencils
Eraser	Mathematics	Protractor & Compass
HB Pencil		Scientific Calculator*
Ruler 30cm	Spanish	Small Pocket Dictionary
Sharpener		
Whiteboard Marker	PE	Trainers only required for the first half-term
Earphones (Year 7 Chrome Books)		

* Recommended CASIO FXG83GTX available to purchase at £10.74 from school in September

Subject Specific Information for Practical Subjects

Physical Education

- Examination lessons for PE in Year 10 and 11 for the first half term will focus on the theory content and coursework. There will be no practical lessons.
- PE lessons for non-examination groups or core lessons in all years, students will be required to bring trainers and change into them for the lessons. Students will not be required to bring full PE kit due to restrictions on changing. Lessons will be focused on well-being and health with students not participating in high intensity exercise or contact sports. Any sports equipment used will be thoroughly cleaned between each use by different individual groups.
- This will be reviewed on a regular basis in line with up to date guidance.

5. Behaviour

Our policies for behaviour remain in place, but are overlaid with temporary amendments to accommodate learning in a COVID-19 safe environment.

- Staff will reward the behaviour they want to see and use positives in Class Charts to seek to build confidence and engagement.
- It is possible that lack of engagement with regular routines will make returning to school more challenging for some students. All our staff recognise the importance of working closely with students and using behaviour management skills to encourage full participation. Our skilled pastoral support services will support students who may struggle with the return to routines essential for the smooth transition back into school.
- If a student's behaviour is causing risk to others in terms of health and hygiene practice or disrupting learning to the extent that the progress of others is being suspended, a classroom removal will be required in line with the school's [Behaviour Policy](#) which is available to view on the school website.

Detentions

- There will be no lunchtime detentions. Any student who is removed from their lesson during the day will serve a 30-minute detention at the end of the next school day. If that detention is not met, there will be an hour detention the following day.

Fire Alarms

- The procedure for evacuation across the schools will be the same as with any normal evacuation conducted in a calm and orderly fashion with students remaining silent and moving in single file following social distancing guidelines as directed by supervising staff.
- Staff will be socially distanced at 2-metres and a minimum of 1-metre will be kept between each tutor line.

6. Pastoral Support and Wellbeing

- After such an extensive amount of time out of school, successful student reintegration will depend on strong, supportive relationships and effective routines. Although we have had to change our school day, all years will continue to have a daily registration period to ensure all students receive the pastoral care and support needed for a successful return to school.
- Many of our students will be anxious about returning to school and we understand that some students are worried about the amount of remote learning work they might have missed. We also know the challenges and sadness that some of our students will have had to endure during the period away from school. In order to ensure that we can provide the support our students need, our pastoral support teams will have staff attached to each Year Group Bubble to provide assistance and to arrange additional help where needed.
- All students will also have a teacher allocated as their Tutor to ensure that every student has daily contact with a member of staff who is there to support their wellbeing.
- Please could parents contact the school directly with any concerns that they might have regarding any anxiety their son/daughter might have related to returning to school and a member of the pastoral support team will discuss any additional support that might be need to be put in place. Email using enquiries@whs.lancs.sch.uk or telephone the school on 01772 421303

7. Transport Information and Survey

- The Trust is conducting a **survey** across all our schools relating to transport and how our students are likely to be travelling to school in September. We would greatly appreciate it if all parents can complete the 1-minute online survey using [this link](#).
- Please complete and return the survey back to us by **midday on Tuesday 1st September**.
- The survey will support our school planning and the effective implementation of the Year Group Bubbles at the start of each day.
- Helping to control coronavirus can be achieved by walking and cycling, if you can. Where this is not possible, use public transport or drive.

Lancashire County Council has issued the following guidance with respect to bus transport:

- **Dedicated school transport**- services that are used only to carry students to school.
- **Wider public transport services**- services which are used by students as well as by the general public.

The advice for these two types of transport is different. This guidance is primarily aimed at dedicated school transport usage.

- Parents have been advised that students must not board home to school transport if they or a member of their household has symptoms of coronavirus (COVID-19).
- If a student develops symptoms whilst at school or their place of education, they will be sent home but must not travel on home to school transport to do so. The school will contact the parent or carer best placed to make arrangements for the student's journey home.
- On dedicated school transport social distancing will not apply from the autumn term.
- It is now the law that children and young people aged 11 years and over must wear a face covering on public transport. This law does not apply to dedicated school transport. However, national government guidance states that local authorities recommend people aged 11 years and over to wear a face covering when travelling on dedicated school transport to secondary school or college from the start of the autumn term, understanding various exemptions.

8. Attendance and Punctuality

- The government expects every student (with the exception of those having to self-isolate) to return to school in September.
- A copy of our [Attendance Policy](#) can be found on the school's website.
- The school understands that many normal routines may not yet be back in place. In order to ensure a safe and productive start in September, please ensure that your daughter/son starts to adapt to their normal school routine in the days leading up to their return to school.
- In order to effectively maintain the Year Group Bubbles which have been created to keep students safe, it is vital that all students arrive on time to school, thereby avoiding contact with other year groups and classes.

9. Other Considerations

Lockers

- Students will not be able to use their lockers for the first few weeks back in school. Therefore, students will need to ensure that they only bring to school the equipment they need for that particular day. This will require them to be extremely well organised and will require your support.