

Information for parents on COVID-19 measures from September 2020

COVID-19 Symptoms

The school continues to operate the following system

- No member of staff, student or visitor should come into school if they have COVID-19, have tested positive in the last 7 days, or are displaying symptoms.
- Anyone who becomes unwell at school with a new, continuous cough or a high temperature or has a loss or change in, their normal sense of taste or smell, will be sent home and told to self-isolate for at least 7 days and arrange to have a test. They will not be allowed to return to school during this period.
- At this point, any siblings in school will also be sent home, even if they do not have symptoms, as this is in line with NHS guidance. They will have to self-isolate for 14 days from when the symptomatic person first has symptoms. They will not be allowed to return to school during this period.
- We would advise all parents/carers to outline this guidance very clearly to their child so they understand the consequences of presenting at student services with any actual or perceived symptoms.

Entrance onto school site

- The school site will only be accessible from 8.30am.
- Year 7-11 must use the main entrance at the bus bay.
- Year 12 and 13 will access the school site through the sixth form entrance only.
- All students when entering the school site will have to clean their hands with hand sanitiser (students may bring their own).

Hygiene and cleaning

- Every classroom will have a hand sanitiser station. It is an expectation that students use the hand sanitiser on entrance to, and on exiting, the classroom. Dining areas will also have hand sanitiser which must be used before eating lunch and on exit.
- Additional cleaning of high use public areas will take place during the school day.
- Additional cleaning staff will be employed to regularly clean door handles, desks and public areas to reduce the risk of transmission.
- Good respiratory hygiene will be promoted using the 'catch it, bin it, kill it' approach. We advise all students to bring a supply of tissues to school in their school bag, however, tissues will be available in each classroom.

Year Group Bubbles

We have put a number of measures in place to keep year groups separate as outlined in the DfE guidance. Year groups need to be seen as a bubble and not mix with students from other bubbles, where possible. Please note Year 12 and 13 are being treated at one bubble as they share facilities and are co-taught in some lessons. These measures include:

- Staggered breaks. Year 7,8 and 10 will have break from 10.15-10.30. Year 9, 11 and Year 12/13 will have break at 11.15-11.30. All three dining areas will be used to limit interaction between different 'bubbles'.
- Staggered lunches. Year 7, 8 and 10 will have lunch at 12.30-1.00pm. Year 9, 11 and Year 12/13 will have lunch from 1.30-2.00pm. This allows the dining areas to be cleaned between each sitting.
- There will be no mixed year group assemblies.
- Year 7 and 8 classes will have limited movement between rooms (please see detail below).
- The school site will be zoned in some areas to limit interaction between year groups, where possible.
- Staggered exit from school site. Year 7, 8 and 9 will exit school between 3.00pm and 3.05pm. Year 10 and 11 at 3.10pm. Sixth form will exit at 3.10pm from the sixth form entrance.

	8.55-9.15	9.15-10.15	10.15-11.30		11.30-12.30	12.30-2.00		2.00-3.10
Year 7	Registration	Lesson 1 60 minutes	Break 15 mins	Lesson 2 60 minutes	Lesson 3 60 minutes	Lunch 30 minutes	Lesson 4 60 minutes	Lesson 5 60 minutes (exit from 3.00pm)
Year 8	Registration	Lesson 1 60 minutes	Break 15 mins	Lesson 2 60 minutes	Lesson 3 60 minutes	Lunch 30 minutes	Lesson 4 60 minutes	Lesson 5 60 minutes (exit from 3.00pm)
Year 9	Registration	Lesson 1 60 minutes	Lesson 2 60 minutes	Break 15 mins	Lesson 3 60 minutes	Lesson 4 60 minutes	Lunch 30 mins	Lesson 5 65 minutes (exit from 3.05pm)
Year 10	Registration	Lesson 1 60 minutes	Break 15 mins	Lesson 2 60 minutes	Lesson 3 60 minutes	Lunch 30 minutes	Lesson 4 60 minutes	Lesson 5 70 minutes (exit at 3.10pm)
Year 11	Registration	Lesson 1 60 minutes	Lesson 2 60 minutes	Break 15 mins	Lesson 3 60 minutes	Lesson 4 60 minutes	Lunch 30 mins	Lesson 5 70 minutes (exit at 3.10pm)
Year 12/13	Registration	Lesson 1 60 minutes	Lesson 2 60 minutes	Break 15 mins	Lesson 3 60 minutes	Lesson 4 60 minutes	Lunch 30 mins	Lesson 5 70 minutes (exit at 3.10pm)

Pastoral structure

- As we must keep students in year group bubbles we cannot operate our traditional House system in KS3. Typically, Year 7, 8 and 9 students are mixed in each House.
- Therefore, from September we will be moving to a year group system.
- Year 7 will be Aldrin with Mr Devey as Head of Year.
- Year 8 will be Armstrong with Mrs Anderson as Head of Year.
- Year 9 will be Gagarin with Miss Fleetham as Head of Year.
- Current Year 8 tutor groups will be re-arranged into their teaching groups as students can stay with the same group of students for registration and then most of their lessons in one room. This will be explained to all students on their first day of term.
- Year 8 may have a different tutor to what they had last year.
- Year 7 will be placed in a group which will be both their tutor group and their teaching group. These may be different to what has previously been communicated via transition calls. They will remain in an allocated teaching room for most of their lessons.
- These are **significant changes for the school** and they have not been taken lightly. However, they are necessary for us to operate year group bubbles and restrict the movement of students around the school as well as limit interactions. This is an essential part of the school's risk assessment.

Movement around the school

- One-way systems are in place in all blocks to reduce the risk of transmission in corridors.
- Year 7 and 8 classes will be taught in one room for some of their subjects that do not require a specialist teaching room. For example, Year 7 will be in the same room for registration, PSHE, English, Maths, Geography, History, RE, French/German. Subject teachers will move to the classroom so all students will still be taught by a specialist subject teacher. This will mean we reduce the amount of movement around the school site and therefore minimise the opportunities for year groups to mix.
- Year 9 will move around the school site to their lessons. They will be reminded to socially distance, where possible.
- KS4 classes due to options, cannot be roomed in one classroom for some of their lessons. As they will move around the school to their lessons, they will be reminded to socially distance, where possible.
- Where possible sixth form lessons will be taught in the sixth form block. This will reduce the need for sixth formers to move around the school and limit interactions with others. However, specialist lessons will still be taught in specialist rooms such as IT, photography, science etc.

Due to capacity in the sixth form, some sixth form non-specialist lessons will need to be taught outside the block.

- A typical timetable for one day may look like this for Year 7/8. This highlights how these classes will have restricted movement around the school site.

Time	Subject	Location
8.55-9.15	Registration	MA01
9.15-10.15	Maths	MA01
10.15-10.30	Break	Lower school dining area
10.30-11.30	PSHE	MA01
11.30-12.30	History	MA01
12.30-1.00	Lunch	Lower school dining area
1.00-2.00	English	MA01
2.00-3.10 (staggered exit)	Science	SC03

Social distancing

- Each classroom has a teacher zone at the front of the room. Teachers are advised to remain at the front of the room to try and maintain a 2m distance from students. Teachers are also advised to socially distance from other adults in school.
- Students will be advised to keep their distance from other people on school site, if possible. However, we recognise that this will not be practical at all times. Students must not touch staff or their peers.

Classroom layout

- Students must be sat side by side and facing forwards. This means all classrooms will be laid out in rows. Where this is not possible, such as in IT rooms, Perspex screens will be installed.
- Students will be advised to avoid face to face contact, within 1 metre, with their peers or adults.

Student mental health and wellbeing

- Additional support will be given to those students who have been identified as requiring support on their return.
- On return all students will have a 1:1 wellbeing discussion with an allocated member of staff to discuss their time away from school and consider what additional support may be required, if necessary.

Behaviour Policy

- The school Behaviour Policy has been updated to include the new rules/policies with regards to COVID-19 measures.
- These will be communicated to all students in the first week of the new academic year.
- The new policy will be shared with parents/carers via Parentmail, once approved by the Governing Body.

Uniform

- The school will return to a full school uniform policy (please see expectations letter which will be issued next week for details). Sanctions will be used for students who do not follow the school uniform policy.
- Uniform does not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal.
- The only amendment we will have to the school uniform policy is on days where students have PE they are to come to school in their PE kit. They will wear this all day. This eliminates the need for large numbers of students to be using the changing rooms.
- Students will be asked to bring a spare pair of shoes on PE days should their PE trainers get muddy.

Transport

- More detail on the operation of school transport will be issued in due course when it is released by Stockton Borough Council transport department.
- However, we are aware that all students will be required to use a face covering on the bus at all times. No student will be permitted to travel without a mask.
- For students who use public transport, the guidance encourages parents and students to consider alternatives such as walking or cycling. This is because there will be limited space on public transport due to social distancing measures on public transport.

Face Masks

- Face masks are not advised to be worn in the school environment, however, they are compulsory on school and public transport.
- When students arrive at school they should remove their masks carefully, avoiding touching their face covering when removing them.
- Students will then put a temporary face covering in a covered bin or place a reusable face covering in a plastic bag that they can take home with them.

- They must use hand sanitiser immediately after this process.

Equipment

- Students should bring their own equipment to school as detailed in the expectations letter.
- Students will not be able to share equipment that is used by staff, although teaching staff are able to collect in students' work/books for marking.
- Any equipment that is used between 'bubbles' such as sports equipment will be cleaned frequently, or where possible, rotated to minimise the risk of transmission.

Support for SEND/Vulnerable students

- We recognise that some vulnerable students and students with SEND may need specific help and preparation for the changes to routine that this will involve. Mrs Williams, Dr Lear and her SEND team have started to plan to meet these needs.

Physical Activity in schools

- Sports equipment will be cleaned between each use by different year group 'bubbles'
- Contact sports will not be part of the curriculum.
- Outdoor sports will be prioritised.

School Events

- All key school events in the first half term will be held virtually.
- More details on each event will be issued in due course.

PPE

- The majority of staff in school will not be required to wear PPE.
- PPE will be worn by any staff member who is dealing with a student who becomes ill with COVID-19 symptoms while at school, if a 2m distance cannot be maintained.
- PPE will be worn when supporting a student who has routine intimate care needs.

Visitors on site

- The school has a visitor risk assessment in place.
- All visitors will be reminded about social distancing and hygiene when they arrive on site.

- Ideally visits will happen outside of school hours, where possible.

Extracurricular provision

- Each extracurricular activity will be risk assessed to consider COVID secure measures. Details on the activities which will be permitted will follow in due course.

Risk Assessment

- The school COVID-19 risk assessment will be published in September on the school website
- This will detail all measures in place to minimise the risk of transmission.

Staggered start to Autumn term

To re-introduce students into the school environment safely, and 'walk' them through the changes on site, we will need to stagger the start of term across three days. This will also support the new Year 7 and new Year 12 students who did not have a transition on school site in the summer term.

Students will be able to access the school site from 8.30am onwards. The staggered start is as follows:

- **Tuesday 1st September:** PD Day- staff will receive training on new procedures and measures.
- **Wednesday 2nd September** 8.55am new Year 7 and 12 ONLY
- **Thursday 3rd September** 8.55am new Year 9, Year 10 and Year 13 (as well as Year 7 and 12)
- **Friday 4th September** 8.55am All years on site (first day for Year 8 and Y11)

We understand that the school will be operating in a very different way to usual but please rest assured that we are putting the safety of our students and the staff first.

These plans may be subject to change if Government advice changes over the summer break. Parents/carers will be informed of any changes through Parentmail.

Thank you for your continued support.