



SIR THOMAS BOTELER
CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE



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TCAT PART OF THE CHALLENGE ACADEMY TRUST

SEPTEMBER 2020 RE-OPENING GUIDANCE

FOR SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL



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A CHURCH OF ENGLAND ACADEMY SERVING THE DIOCESES OF CHESTER AND LIVERPOOL • HIGH EXPECTATIONS | HIGH ASPIRATIONS | HIGH STANDARDS | YOU WILL SUCCEED

At Sir Thomas Boteler Church of England High School we always want to do our best for our young people and as you can appreciate reopening a school to operate at full capacity with the current restrictions in place has provided us with a challenge. However, it is one we feel we have overcome and we aim to offer as 'normal' a school provision as we can. I have a duty of care I take very seriously and that is around the health, safety and wellbeing of your child but also around providing the very best education for them. Throughout this guidance booklet, whilst I understand that it is long and comprehensive, I have tried to ensure I have covered everything with a clear rationale as possible. It will take time to digest and I know you will have questions – which is absolutely fine and you must ask them.

It is so important to me that you understand the guidance but also that I have your full support and backing. Every decision that has been made is in the best interests of the child. As a school the staff are being as flexible as possible to accommodate all my requests to do everything we can to ensure the young people catch up. They all also want the very best for your child and will be there every step of the way to support this transitional period back into school.

The first section is all around how Sir Thomas Boteler Church of England High School will meet the Government Guidance, so you can see we are doing everything properly. This will hopefully alleviate any worries or concerns you have. The second section will be around how this works in practice and will timings, zones etc. I am always available to answer any queries you might have and please do not hesitate to contact me bscott-herron@boteler.org.uk

SECTION 1 HOW SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL ADHERES TO GOVERNMENT GUIDANCE

Public health advice to minimise coronavirus (COVID-19) risks

As a school we must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. We thoroughly review our health and safety risk assessments and have drawn up plans for the autumn term that address the risks identified using the system of controls set out below. Essential measures include:

- 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 depend on:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from students and other staff as much as possible

Risk assessment

As an employer we must protect people from harm. This includes taking reasonable steps to protect staff, students and others from coronavirus (COVID-19) within the education setting. As a school we have ensured we have implemented sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

At Sir Thomas Boteler Church of England High School we have active arrangements in place to monitor that the controls are:

- Effective
- Working as planned
- Updated appropriately considering any issues identified and changes in public health advice

Prevention measures

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

You absolutely must not come into the school if you have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If your child is awaiting collection, they will be moved to our COVID-19 room which is in the outside mobiles. If they need to go to the bathroom while waiting to be collected, there is a specialist bathroom they can use. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the child with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that your child will clean their hands regularly where possible, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that they have enough tissues and bins available in the school to support students and staff to follow this routine.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. Face coverings are not required in schools as students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.

Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). As a school we are doing everything possible to minimise contacts and mixing while delivering a full broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help.

Grouping young people

Consistent groups reduce the risk of transmission by limiting the number of students and staff in contact with each other to only those within the group. We have been using this principle throughout the summer term. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, we have changed the emphasis on bubbles within their system of controls and increased the size of these groups where appropriate.

In secondary schools the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching.

Whatever the size of the group, they will be kept apart from other groups where possible and all the children will be encouraged to keep their distance within groups. We have taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.

Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This is particularly important for us as a secondary school. Where staff need to move between classes and year groups, they will try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.

Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, but if adults can do this when circumstances allow that will help. In particular, they should

avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many students who have complex needs or who need close contact care. These students' educational and care support should be provided as normal.

After each lesson where the student is leaving the classroom, they will with an antibacterial wipe, thoroughly wipe down where they have been sat in terms of both the desk and the chair and then put it in the bin.

Measures elsewhere

Groups will be kept apart, meaning that we will avoid large gatherings such as assemblies or collective worship with more than one group.

For timetabling, groups will be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or outside is low risk, we are trying to avoid creating busy corridors, entrances and exits. We will be having staggered break times and lunch times (and time will be built in for cleaning surfaces in the dining hall between groups).

Measures for arriving at and leaving school

We are also having staggered starts and have adjusted finish times to keep groups apart as they arrive and leave school. Our staggered start and finish times have not reduced the amount of overall teaching time.

It is really important that if you are dropping a child off you DO NOT come down the front drive at all. This entrance is only allowed for the Designated Provision Bus and those children with disabilities. If you are dropping off then this must be in the Ball Hall car park or on Knutsford road. Please do not get out of your car or wait. If you need to come into school for anything then you must telephone and make an appointment. All appointments where possible should be made from 3pm onwards.

Students arriving with face coverings must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Other considerations

Some students with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators have planned to meet these needs.

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but they will ensure they minimise contact and maintain as much distance as possible from other staff.

Specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual.

Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, all students are to have their own items that are not shared. Classroom based resources, such as books, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will also be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Outdoor equipment will be cleaned more frequently and this will also apply to resources used inside and outside by wraparound care providers. It is still recommended that students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery. Bags are allowed. Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Response to any infection

Engage with the NHS Test and Trace process

At Sir Thomas Boteler Church of England High School we understand the NHS Test and Trace process and how to contact our local [Public Health England health protection team](#).

All staff members and parents/carers will need to be ready and willing to:

- [Book a test](#) if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [Self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. By the autumn term, schools will hopefully be provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.

Schools should ask parents and staff to inform them immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

As a school we would take swift action if we became aware that someone who has attended has tested positive for coronavirus (COVID-19). We would contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we would send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person
- The health protection team would then provide definitive advice on who must be sent home.

To support them in doing so, we will keep a record of students and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

School uniform

School uniform expectations will be as normal. 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.

If a young person has PE on their timetable, then they will be expected to wear their full PE kit with a blazer all day and just bring a change of appropriate shoes depending on their PE activity. This is to negate the risk in the changing rooms. Hooded tops are absolutely not allowed on or over a blazer.

Extra-curricular provision

We are exploring breakfast and after-school provision, but unfortunately we are not able to offer this at present. We are reviewing our practices in line with Government guidance. However, we will respond flexibly and build this up over time. We will be providing a breakfast on entry for as many young people as possible so they are ready to focus on their lessons, and also support working parents. We appreciate how much our breakfast clubs before school but we are unable to accommodate children in school before their allotted start time. We apologise for any inconvenience and we will try to enable this provision just as soon as it is safe to do so.

Extra-curricular provision is logistically challenging, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off students. We are carefully considering how we can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. More information will follow regarding this.

Curriculum, Behaviour and Pastoral Support

Curriculum expectations

- Education is not optional: all our students will receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- Our curriculum remains broad and ambitious: all students will continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- Remote education, where needed, is high quality and aligns as closely as possible with in-school provision
- We will teach an ambitious and broad curriculum in all subjects from the start of the autumn term and make use of existing flexibilities to create time to cover the most important missed content: Up to and including key stage 3, prioritisation within subjects of the most important components for progression will be more effective than

removing subjects. We are not planning on removing any subject areas at all. In particular, we are considering how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading

- We will be continuing to develop remote education so that it is integrated into school curriculum planning

Relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, and because we have already completed a pilot and the consultation we are in a strong place to deliver this.

Music

There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. We are considering how to reduce the risk, particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. We will where possible de-fog the room after a practical lesson. The same principle will apply if the young people are using computers.

Physical activity in schools

As a school we have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in our system of controls. Students where possible will be kept in consistent groups; sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will be avoided.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

As a school we are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.

Student's wellbeing and support

Our students may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to

return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school. We have been in touch with all our children as much as possible and the face to face meetings have helped with really knowing and understanding how our children are feeling. Our full pastoral team will be on hand as always to help and support the young people at all times.

We are also going to provide more focused pastoral support where issues are identified that individual students may need help with, drawing on external support where necessary and possible. We are will also consider support needs of particular groups we are already aware need additional help.

We also work with the school nursing services to support the health and wellbeing of our students; school nursing services have continued to offer support as students return to school. School nurses as leaders of the [healthy child programme](#) can offer a range of support including:

- Support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues
- Support for students with additional and complex health needs
- supporting vulnerable children and keeping children safe

Behaviour expectations

At Sir Thomas Boteler Church of England High School we have adapted our behaviour policy and this, as always, will be consistently communicated to staff, students and parents, setting clear, reasonable and proportionate expectations of student behaviour.

There will consequences for poor behaviour and students who are deliberately breaking the rules. It is really important that the behaviour expectations are clearly understood, and consistently supported by parents/carers. Of course we will take into account individual needs and alongside this we will be building our new expectations into our rewards system.

It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school. We will work incredibly hard with those students who may struggle to reengage in school, providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.

We acknowledge that some of our students will return to school having being exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors. We will continue to work with local

services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for students.

The disciplinary powers that we currently have, including exclusion, remain in place. Any disciplinary exclusion of a student, even for short periods of time, will be consistent with the relevant legislation.

Health and Safety rules and expectations

All of us must take the Covid-19 pandemic seriously. The aim of the interim health and safety rules and expectations is to outline how we must change our behaviour to protect our school community and ensure a safe learning environment. These rules and expectations should be taken very seriously and work alongside the school behaviour policy.

As always, be considerate of each other; many of us have been directly affected by the virus.

To keep each other safe from the risk of infection we will ensure that:

- We do not have any physical contact with each other
- We stay at least 2 metres apart from other students where possible and from members of staff at all times
- We do not use any virus-related language, jokes, banter etc. Any such language will be treated extremely seriously
- We enter school at the allotted time at the allocated entrance only
- We do not wait for or congregate with other students
- We follow the uniform expectations
- We follow hygiene instructions:
 - Unhygienic behaviour will not be tolerated e.g. Spitting and deliberate coughing
 - We catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
 - We will wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds and use hand sanitiser.

- We move around school using markings and directions, ensuring we avoid other people
- We ONLY go to our allocated room and ONLY sit in our allocated seat
- We do not share our equipment or remove any specifically assigned equipment from classrooms
- We do not move around the classroom
- We ask for permission to go to the toilet
- We are aware that break and lunchtime will look different and will behave appropriately in our assigned area
- We inform a member of staff if we have any Covid-19 symptoms

It is the responsibility of students and parents/carers to ensure social distancing is observed on the journey to and from school and government guidance is adhered to. Please also see

the **Behaviour Policy Addendum September 2020** included in your pack of information.

Breaches of this guidance

Behaviour that wilfully undermines the safety measures highlighted above, and any others that are in place to protect our school community, will not be tolerated. If incidents occur, they will be treated as high level behavioural incidents and sanctioned accordingly. The school reserves the right to issue any sanction it feels appropriate.

Exams

For the summer 2021 exams, we recognise that students in Year 11 will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. It is vital that these students are able to catch up and access exams that lead to the qualifications they need to progress. We are, therefore, planning on the basis that GCSEs will take place in summer 2021 but with adaptations, including those which will free up teaching time. Ofqual is currently [consulting on proposed adaptations to exams](#).

Remote education support

Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, we will be in a position to offer immediate remote education. We are constantly reviewing our existing offer and will have a strong contingency plan in place for remote education provision by the end of September. This planning is particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.

In developing these contingency plans, we will:

- Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- Give access to high quality remote education resources
- Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use – Microsoft Teams
- Provide printed resources, such as textbooks and workbooks, for students who do not have suitable online access
- Recognise that some pupils with SEND may not be able to access remote education without adult support, and therefore we will work with families to deliver a broad and ambitious curriculum.

When teaching students remotely, we will:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- Gauge how well students are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

These expectations will all be considered in relation to the students' age, stage of development and/or special educational needs, for example where this would place significant demands on parents' help or support.

SECTION 2 GUIDANCE INTO PRACTICE

We will have the full curriculum offer in place for all year groups. There will be no loss of learning time and the timetable will operate as normal for every year group.

The School Day

The new school year starts on Monday 7th September 2020. Each young person will be sent a personalised letter in August telling them where their form room will be as they will be all in a special zone and bubble.

Day 1 – Monday 7th September – Year 7, DP, Vulnerable identified SEND students and Year 11 only

Year 7: Meet in the Ball Hall at 8.30am

Year 11: Will go to their zone and room (as outlined in a personalised letter sent in August) at 8.15am

Students will stay in Form for Period 1 and 2 and then at Period 3 Year 7 and Year 11 students go to lessons and follow their timetable

Day 2 – Tuesday 8th September – All Year groups are in school

Students will stay in Form for Period 1 and 2. From Period 3 all students go to lessons and follow their timetable

Day 3 – Wednesday 9th September – All Year groups in school

Normal timetable in operation.

School Day Timings (Start, Finish, Break and Lunchtimes all have to be staggered due to Government guidance)

Year 7: Start 08.30 Finish 14.50

Year 8: Start 08.40 Finish 14.55

Year 9: Start 08.50 Finish 15.00

Year 10: Start 09.00 Finish 15.05

Year 11: Start 08.15 Finish 15:10 (Monday) 16.00 (Tuesday-Friday)

08.15 – 09.50 Period 0 Year 11 only

09.05 – 10.05 Period 1

10.05 – 11.05 Period 2 and break time

Year 7, 8 and 9 Period 2 10.05-10.45, break 10.45 – 11.00 and then back to
period 2 11.00-11.20

Year 10 and 11 Period 2 10.05-11.05, break 11.05- 11.20

11.20 – 12.20 Period 3 for all students

12.20 – 13.50 Period 4 and lunchtime

Year 7, 8 and 9 Lunch 1 12.20-12.50 Period 4 12.50-13.50

Year 10 and 11 Period 4 12.20 – 13.20 Lunch 2 13.20 – 13.50

13.50 – 14.50 P5 for Year 7

13.50 – 14.55 P5 for Year 8

13.50 – 15.00 P5 for Year 9

13.50 – 15.05 P5 for Year 10

13.50 – 14.50 Year 11 and they stay in their rooms until the school has moved.

15.00 – 16.00 P6 for Year 11 (Tuesday to Friday)

All students at P5 will be escorted off site by their teacher at the closest exit to their teaching space. The Year 11 students who will be staying for period 6 (Tuesday to Friday) will be taken to the Old Gym where they will be collected by their period 6 teacher and taken an appropriate classroom in their zone. Or if a practical subject, that classroom.

All students will enter by the front entrance and must only attend school 5 minutes before their time slot (where possible). They will have to wait outside the front entrance where there will be appropriate zones for them to line up. They will then go straight to their Form Room when directed by staff. Students will be offered a free breakfast on entry which they can take with them.

Year 11 - extra offer

Year 11 will have a Period 0 and a Period 6 as their initial catch-up offer which will be delivered by their teachers, whom they have excellent relationships with and who know them best in terms of where their knowledge gaps are. The teachers are on board with this.

Year 11 will start school at 8.15am (Period 0) and they will be in 'catch-up' forms. They will all be given a free magic breakfast (grab bag). These forms will be taught by the Heads of English, Maths, and Science and RE. We are starting with these subjects because they are compulsory GCSE examinations for the full cohort. The students will do 4 weeks with each subject and then rotate. We did a similar model (not as comprehensive) this year and it worked brilliantly. **The Year 11 have a Parents' Evening on the 10th September 2020** where parents/carers will have individual slots to come and meet the 'catch up' teacher, so they can outline what they will be learning over the next term and how they will 'catch-up'. On a Wednesday the students will do activities in the P0 which are crucial for their future development around CEIAG etc.

On a Tuesday to Friday P6 will start at 15.00 until 16.00. There will be refreshments provided for all the students. P6 will be the Option Block A-D catch up. This will appear on the student's timetable so they will understand when and where they have to attend.

Year 11 Period 0 Schedule (4-week Cycle) 8:15am-9:05am

11 RH	11EH	11 MH	11LF
R20 DIQ	R21 FJO	R22 NVA	R23 KC

Year 11 2020 P6 Schedule 3:05pm-4:00pm

Monday	Tuesday	Wednesday	Thursday	Friday
Staff CPD no session	Option A	Option B	Option C	Option D
	History 1 – R20 (NH)	Enterprise – R20 (DSU)	Music – R4a (ACL)	Triple Science – R20 (DIQ)
	History 2 – R21 (JLI)	I-Media – R21 (JMI)	Sport – Perf Hub (CB)	Music – R4a (LBU)
	Geography 1 – R22 (MHE)	DT – R15/16 (ARO)	Computer Science – R20 (JMI)	Sport – Perf Hub (CBU)
	Geography 2 – R23 (CSC)	History – R22 (JLI)	Dance – Perf Hub/Hall (RHU)	Hospitality – R17 (SLL)
	DT – R15/16 (ARO)	French – R23 (OWA)	Acting – DS (AAR)	Travel and Tourism – R21 (MHE)

		Spanish – R24 (AMU)	Art – R25 (SJO)	Art – R25 (SJO)
			Geography – R21 (MHE)	

Bubbles and Zones

We have zoned the Year groups as best we can. Within each year group we have created class bubbles where appropriate. Students will still be set as normal and have the appropriate teachers for every lesson. However we are just restricting the movement out of their zones, so students will be based in one classroom for the majority of their subjects. However Drama, Music, Art, DT, Food and PE will be taught in the specialist rooms/areas. This is where the movement will be. All students will be expected to walk in single file quietly down the left hand side of the corridor. The corridors have clear signage to support with this.

Pythagoras	Year 7	Rooms 19, 1,2,3,5 and 6
Shackleton	Year 8	Rooms 7,8,9,10,11 and 16
Gates	Year 9	Rooms 12, 13, PH, Loft and Hall
Darwin	Year 10	Lab1, Lab 2, Lab 3, Lab 4, Lab 5
Carroll	Year 11	Rooms 20, 21, 22, CEIAG and Library

The Pastoral Bases are also grouped in bubbles. The main rooms that the Year groups will primarily be in for their lessons will be in those zones. Their toilets and washing facilities are also in those zones where possible.

All students will access the form programme /collective worship either in Form if there is time if not virtually as we have set up special online programmes, tutorials, workshops, activities to ensure that no one misses out.

No visitors will be permitted during the school day where possible and appointment must be made after 3.00pm. Exceptions will be made for safeguarding issues, annual reviews etc.

The front entrance is not allowed as an access point to drop young people off unless they have a disability or are part of the DP. Students must be dropped off in the Ball Hall car park or preferably on Knutsford Road.

Part of the front car park will be zoned off as this is where students will have to line up. Also staff will need access both to the Ball Hall to park and the front entrance and they will take priority in terms of the spaces. I apologise for any inconvenience.

Lunch and Break

There may be slightly different arrangements if a student has PE, but this is being investigated. We will be providing a break/lunch facility but we are still working on these arrangements and will communicate this in the August update.

Year 7, 8 and 9 Period 2 10.05-10.45, break 10.45 – 11.00 and then back to Period 2 11.00- 11.20

Year 7 Students will go to the Old Gym for break, then outside to the basketball court and the left edge of field. **They must use the KS3 toilets. P3 Teacher will pick them up from the Old Gym at the end of break.**

Year 8 Students will go to the Canteen then Quad and outside Ball Hall. **They must use the KS4 toilets. P3 Teacher will pick them up from the Canteen at the end of break**

Year 9 Students will go to the Hall and then outside through the fire doors at the back to the Rugby Pitch. **They must use the KS3 toilets. P3 Teacher will pick them up from the Hall at the end of break**

Year 10 and 11 Period 2 10.05-11.05, break 11.05- 11.20

Year 10 Students will go to the Old Gym for break, then outside to the basketball court and the left edge of field. **They must use the KS3 toilets. P3 Teacher will pick them up from the Old Gym at the end of break**

Year 11 Students will go to the Canteen then Quad and outside Ball Hall. **They must use the KS4 toilets. P3 Teacher will pick them up from the Canteen at the end of break**

11.20 – 12.20 Period 3 for all students

The toilets will have a designated member of staff (one for each set of toilets) who will monitor how many go in at one time. But, they will also clean them regularly.

Lunch

We are moving to a split lunch within P4. So P4 is 1.5 hours long and 30 minutes of which is lunch. Lunch is in the Year group bubbles and in zones. We are still discussing how and what type of lunch we can offer and I will confirm this in my August update.

- Lunch 1 12.20-12.50
- Deep clean 12.50-13.20
- Lunch 2 13.20-13.50

Lunch 1 Year 7, 8 and 9 Lunch 1 12.20-12.50 Period 4 12.50-13.50

Year 7 Old Gym for lunch, then outside to the basketball court and the left edge of field. ***P4 teacher will collect them from the Old Gym at the end of lunch. They must use the KS3 toilets.***

Year 8 Canteen then Quad and outside Ball Hall. ***The P4 teacher will collect them from the Canteen at the end of lunch. They must use the KS4 toilets.***

Year 9 They will go to the Hall and then outside through the fire doors at the back to the Rugby Pitch. ***The P4 teacher will collect them from the Hall at the end of lunch. They must use the KS3 toilets.***

Lunch 2 Year 10 and 11 Lunch 2 13.20 – 13.50 Period 4 12.20 – 13.20

Year 10 They will go to the Old Gym for break, then outside to the basketball court and the left edge of field. ***P5 teacher will collect them from the Old Gym at the end of lunch. Students must use the KS3 toilets.***

Year 11 They will go to the Canteen then Quad and outside Ball Hall. ***They must use the KS4 toilets. P5 teacher will collect them from the Canteen at the end of lunch. Students must use the KS4 toilets.***

A few key points

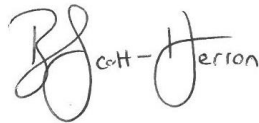
- There are hand sanitising facilities outside and inside every classroom
- Students will do the majority of lessons in the same room. Their timetables in September will tell them exactly which room they go to when. The specialist subjects will be taught in specialist areas: Drama, Music, DT, Food and Art
- If students are waiting for a new member of staff in the same room they stand quietly behind their chair
- Students, when moving rooms, will walk calmly and quietly in single file down the corridors, staying on the left and following the arrows.
- Students are to have the same desk and chair every day where possible
- TAs will be in Year group bubbles only
- Teachers **MUST** stay 2 metres away from the students at all times, especially as they are 'hot desking' and moving from room to room
- A generic log in will be given to staff to ensure they can log on quickly to any computer in the school

- The fire evacuation plans will remain the same as normal as they are already in Year group bubbles. We will have a fire drill when we return to school
- The students on the DP bus will need to wear a face mask to and from school

As you can appreciate there will be guidance which comes out over the summer that alters our approach. However, at the moment this is what we are working towards. I do understand there is a lot to take in and there may be questions. As I said please get in touch with me directly if you have any questions. I will not be available to answer any emails from the 25th July until the 16^h August. But please still send me an email and I will respond on my return. I will be back in school from the 17th August. The office will be staffed throughout the holidays if you need to speak to someone, or feel free to email staff directly and they would be only too happy to help. I will update everything and send you a text/email to say that it has been updated. A copy of this will be on the website under September 2020 Re-opening Guidance.

Many thanks as always for your support. Please have a wonderful summer, take care and stay safe and we hopefully look forward to seeing you all in September.

Kind regards

A handwritten signature in black ink that reads "Beverley Scott-Herron". The signature is written in a cursive style with a large initial 'B' and 'H'.

Beverley Scott-Herron
Headteacher