

# Warlingham School & Sixth Form College September reopening plan 2020

PARENT & STUDENT GUIDANCE DOCUMENT

## Our Key principles

From September 2020, secondary schools have been asked to re-open in accordance with DfE guidelines. In welcoming all children back this autumn, schools have been asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls to reduce the risk of transmission. Schools following the DfE guidance can be confident they are managing risk effectively.

This document focuses on systems and structures aimed at transmission control and minimising contact on the basis that it is not an all or nothing option but rather to implement measures that create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

This is based upon our following three key principles:

### Our key principles

1. What we do must be safe and minimise risks to staff, students and families
2. What we provide to students in school must be valuable and worthwhile
3. The systems and procedures we introduce must be as simple and straightforward as possible

Furthermore we commit to

- Ensure staff and students feel safe, protected and able to work in school.
- Ensure we are compliant with our risk assessment and the DfE guidance.
- Maintain the planned curriculum
- Ensure measures taken are straightforward and clearly communicated.
- Maintain social distancing as far as possible and reduce mixing between groups.
- Ensure good hygiene routines to minimise risk of transmission.
- Maintaining our normal health and safety procedures where possible

### DfE guidance published on the 2nd July:

***Education settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Settings should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:***

- ***a requirement that people who are ill should 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 or college and wherever possible minimise potential for contamination so far as is reasonably practicable***
- ***How contacts are reduced will depend on the setting's circumstances and will (as much as possible) include:***
  - ***grouping children and young people together***
  - ***avoiding contact between groups***
  - ***arranging classrooms with forward facing desks***
  - ***staff maintaining distance from pupils and other staff as much as possible***

## Plans for Reopening – Summary

- a) There will be a phased return to school meaning that managing the start of new measures is done incrementally with year groups, also allowing time for colleagues to plan and prepare (starting with Year 7 and 12 as those newest to the school)

<b>Thursday 3<sup>rd</sup> September</b> – Non timetable day (Induction Day)	<b>Year 7</b> from 8.35am with tutors for induction and tour followed by induction days activities
<b>Friday 4<sup>th</sup> September</b> – Timetable day from period 3	<b>Year 7</b> from 8.35am (Tutor Time period 1+2) <b>Year 11</b> from 9am (Tutor Time period 1+2) <b>Year 12</b> from 8.35am (with Sixth Form Team period 1 + Tutors period 2) <b>Year 13</b> from 10am (with Tutors then Sixth Form Team period 2)
<b>Monday 7<sup>th</sup> September</b> - Timetable day from period 2	<b>Year 7</b> from 8.35am (Tutor Time period 1) <b>Year 8</b> from 8.35am (Tutor Time period 1) <b>Year 9</b> from 9.00am (Tutor Time period 1) <b>Year 10</b> from 9.00am (Tutor Time period 1) <b>Year 11</b> from 9.00am (Tutor Time period 1) <b>Year 12 and 13</b> from 8.35am (Tutor Time period 1)

- b) Dividing the school into Year Group Zones where students from the same year group will have the vast majority of their teaching (predominantly involving teacher rather than student movement between lessons)

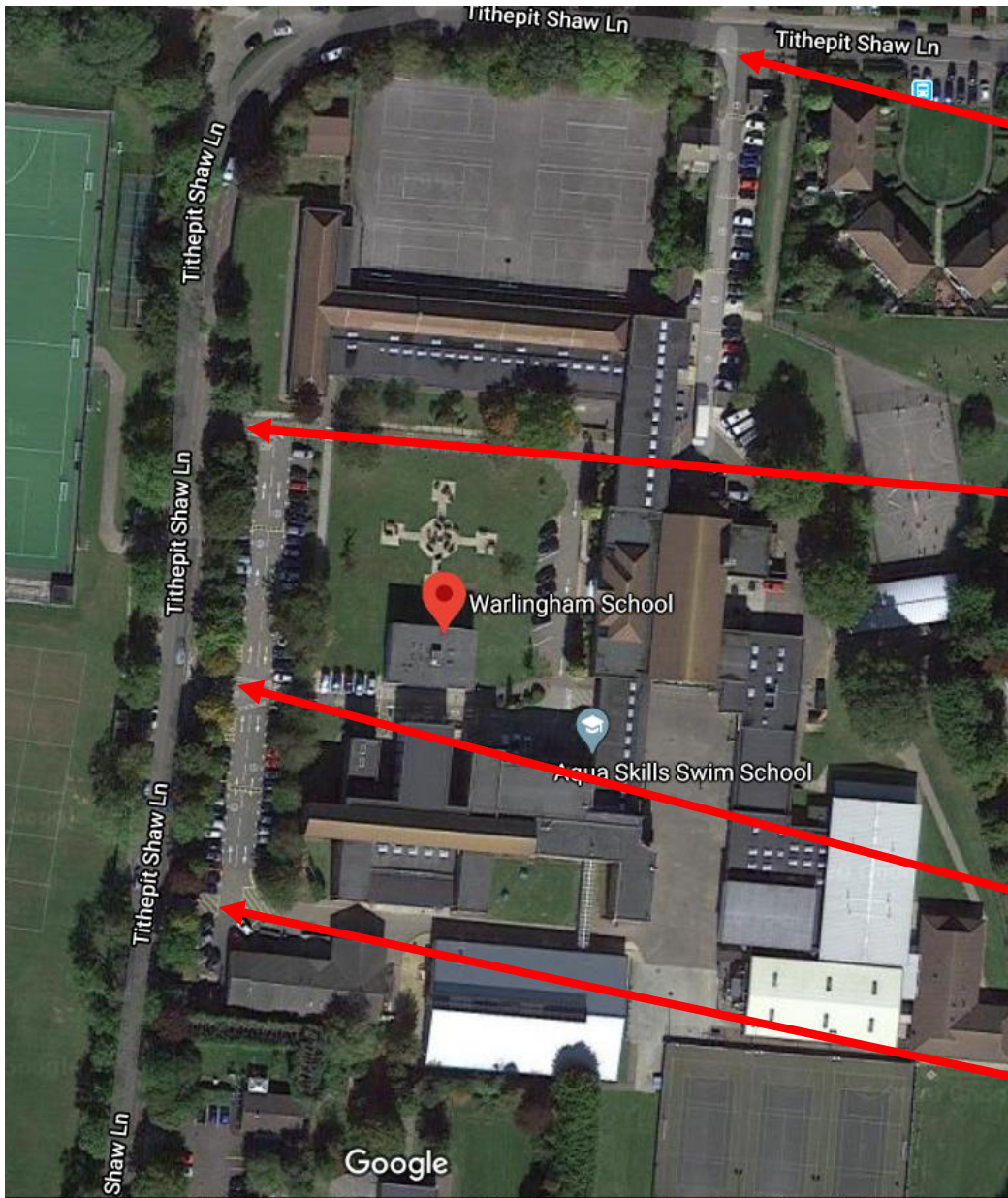
Year Group Bubble	Zone
7	B Block
8	C Block top floor
9	A and H Block
10	C Block Ground floor
11	C Block Middle floor
12&13	Sixth Form Block & Specialist rooms

- c) Teaching the students as much as possible based on the normal timetable for September in all elements except rooming/locations.
- d) Staggering the start and end of School for year groups by having Tutor Time at the start of end of the school day for different year groups and having set entrances/exits to school for different year groups

Arrival	Year	Entrance Gate	Entrance/Exit to Building	School Block
8.35am start – Tutor time	7	Main Car Park Entrance Gate	Art Entrance	B Block
	8	Main Car Park Exit Gate	SEN/Science stairwell	C Block top floor
	12&13	6th Form entrance	Dependent on tutor room	Specialist rooms throughout

Arrival	Year	Entrance Gate	Entrance/Exit to Building	School Block
9am start straight to lesson 1	9	Rear Gate	MFL stairwell	A and H Block
	10	Main Car Park Exit Gate	Business/DT	C Block Ground floor
	11	Main Car Park Entrance Gate	E Block stairwell	C Block Middle floor

**Entrance map**



**Year 9**  
**8.55 am**

**Year 7**  
**8.35am**  
**Year 11**  
**8.55 am**

**Year 8**  
**8.35am**  
**Year 10**  
**8.55 am**

**6<sup>th</sup> Form**  
**8.35am**

Departure	Year Group Bubble	Exit Gate	Exit from Building	School Block
3.10pm from lesson 5	7	Main Car Park Entrance Gate	Art Entrance	B Block
	8	Main Car Park Exit Gate	SEN/Science stairwell	C Block top floor
	12&13	6th Form entrance	Dependent on tutor room	Specialist rooms throughout

3.30pm from tutor time	9	Rear Gate	MFL stairwell	A and H Block
	10	Main Car Park Exit Gate	Business/DT	C Block Ground floor
	11	Main Car Park Entrance Gate	E Block stairwell	C Block Middle floor

- e) Break times in allocated zones for each year group
- f) A staggered lunch break and allocated zones for each year group. Students are encouraged to bring packed lunches. Pre-ordered food will be available to be collected by students from allocated collection points.

## Government System of controls

### REQUIRED:

#### The following must be in place in all settings, all the time

- 1) 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 the setting.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

***MUST BE CONSIDERED: This must be properly considered and settings must put in place measures that suit their particular circumstances***

- 5) *Minimise contact between individuals and maintain social distancing wherever possible.*

### APPLIES IN SPECIFIC CIRCUMSTANCES:

- 6) *Where necessary, wear appropriate PPE.*

### MUST BE FOLLOWED IN EVERY CASE WHERE THEY ARE RELEVANT:

*Response to any infection:*

- 7) *Engage with the NHS Test and Trace process.*

8) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.

9) Contain any outbreak by following local health protection team advice.

## **Further Information**

### **Student arrival and dismissal**

To keep groups apart as much as possible as they arrive and leave school, we will be introducing staggered arrival and dismissal times. The school day will therefore start between 8.30am and 8.55am (depending on year group) and finish between 3.10pm and 3.30pm (depending on year group) Students should not arrive on site more than 5-10 minutes before the start of their session to ease congestion. The timings of lessons (periods 1-5) will be in common with the exception of a staggered period 4 across the school to facilitate the normal school timetable and students being taught by their normal allocated specialist teachers in each subject. All students will therefore receive the same amount of teaching time.

### **Early arrivals**

All students should turn up as close to the start of their registration (Yr 7,8 and KS5) or lesson 1 (yr 9,10 and 11) as possible. Students will not be allowed on site more than 20 minutes before the start of their school day.

- For Yr 7,8 and KS5 students this means no earlier than 8.15 am
- For Yr 9,10 and 11 students this means no earlier than 8.35 am

Those students arriving at school should make their way to their newly allocated **lunch** time areas. In the event that it is raining/inclement weather, students will be directed to their newly allocated Wet lunch area.

### **Travel to and from school**

We continue to encourage students to walk or cycle to school as far as possible. We would certainly not expect students to be using public transport for short distances to school, especially where there are restrictions on the number of passengers in place on buses and it is an essential means of transport for many critical workers. If students are being driven to school by a parent/carer, we request that consideration is given to our neighbours, other road users and pedestrians to avoid congestion and any potential accident. Students who cycle to school must do so with the knowledge of their parent/carer and will be expected by the school to wear appropriate clothing, including a cycle helmet. Students will be asked not to congregate in large groups in school, at bus stops or at shops in the local community. We ask parents/carers to reinforce with their child the importance of safe social distancing when outside school and being respectful to other pedestrians when sharing pavements and other public areas. We have requested that the bus companies run a second school bus to cater for students in Yr 9,10,11 due to staggered start and arrival times. Spaces in school will be provided for students waiting on a Thursday for the school bus.

### **Assemblies**

We must avoid large gatherings such as assemblies or collective worship with more than one group. As a result, full school assemblies and House assemblies will be run as an in-class event that is either pre-recorded or delivered via interactive white board.

### **Breaktimes**

These will occur at the same time but in allocated areas for each year group bubble.

### **Lunch**

These are staggered across an elongated 100 minute period 4 to allow thirty minute space in between to allow cleaning.

## Catering

Regrettably, it will not be possible to provide a breakfast service or a self-service offer within the canteen during the autumn term. It is intended that our catering company Twelve15 publish menus and provide a pre-order system for students and staff. It is envisaged that pre-ordering can be done by paper-based form and also via an online system a week in advance. Students will be able to order a lunch bag for collection at lunch time. Students can select a meal deal (sandwich, salad or cold pasta dish) together with a traybake or cold dessert. Students can additionally select items such as snacks (popcorn, nachos) and cold drinks, including water.

Below are the arrangements for the collection of food from lunch zones by students and options for staff to order and collect pre-ordered food from the staff room.

Lunches for students can be collected from designated collection areas (shown below) but children are encouraged to bring their own packed lunches. Students should bring in their own snacks for break time.

### Collection points

Year group	Collection point
7	Front hall via reception
8	A3
9	The crunch
10	Front hall via reception
11	A3
KS5	Sixth form office

## Lockers

Student lockers are already allocated in a range of areas across the school. Lockers will be moved in the summer term to the new year group bubble areas. They will be located and accessed in the following areas

- Year 7 - B Block main corridor
- Year 8- C and E Block are currently allocated the SEN corridor BUT may shift to the top floor C block
- Year 9 - A Block + H Rooms – corridor in between science and MFL for lockers
- Year 10 - C Block and E Block Ground Floor – opposite 13a for lockers – Year 10
- Year 11 - C Block and E Block 1<sup>st</sup> Floor – outside C9a for lockers
- KS5 - Majority D Block, LRC and Sixth form centre + other designated classrooms

## Attendance and punctuality

More than ever, regular attendance at school is extremely important. Nonetheless children should not attend school if they or a household member have symptoms or have tested positive with Coronavirus. In order to support our system of controls punctuality to school is equally important and the usual sanctions will apply for lateness to school.

## School Uniform & Sixth Form Dress Code

All students need to wear full school uniform from the start of the Autumn Term in Years 7-11. The Sixth Form Dress Code must also be adhered to at all times. Our uniform and dress code expectations play an important role in contributing to the ethos of our school and setting an appropriate tone.

The DfE advise that 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.

\*There will be further communication to follow about the arrangements for PE and changing facilities. However, with the exception of swimming kit, students will be required to have all items of PE kit required for lessons.

The School also has a wide range of preloved school uniform available via Student Services. All monies from this go to The Bridge fund.

If you have any uniform that you would like to donate please bring this to Student Services.

## **Medical and First Aid Guidance**

### First Aid protocol – general non COVID-19 related symptoms:

- Students who need first aid/who are unwell should make their way to student services in line with normal approaches.
- For general first aid, (cuts, bruises, nosebleed etc.) students will be treated by a first aider in the medical room. Entrance via Student Services.
- Should it be necessary for a first aider to arrive at the scene, they should be contacted via the normal channels
- First Aid staff should social distance as much as possible and wear the required PPE comprising a face mask, disposable apron, gloves and eye wear, as required.
- Records of student sickness, accidents and first aid administered will be completed in line with normal expectations by first aiders and Student Reception staff.

### First Aid protocol – COVID 19 related symptoms:

- Should any student report a symptom that could be COVID-19 related, please see the government guidelines below:

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 must 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.

## **Hygiene and cleaning measures**

The school will, wherever possible, maintain an open door policy to reduce the touching of door handles.

A special cleaning team will constantly tour the site and clean washrooms, door handles in rotation and desks/surfaces where possible and particularly where specialist areas are being used by students from different year groups during the day.

There will be anti-bacterial wipes in all classrooms for use between cleaning visits. Please contact site for replacements. Tissues have been provided to all classrooms and lidded bins for their disposal.

## **Handwashing**

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. All staff and students will be expected to wash their hands when they arrive on the school site or use one of the hand sanitiser stations and repeat regularly throughout the school day, especially before and after eating, when they change rooms and before and after carrying out physical activity. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Sanitisers will be available at the entrances to all blocks and hand sanitiser will be located either outside or inside every classroom.



## **Social Distancing**

Social distancing measures remain in place and should be observed by staff and students, as far as possible. We have introduced signage around areas of the school open to students and staff to help support social distancing wherever appropriate.

## **Trips, Visits and Enrichment**

The government have advised against domestic (UK) overnight and overseas educational visits at this stage see (for more information) coronavirus: travel guidance for educational settings. We will constantly review our position, but in addition to the advice given above, we are also suspending all UK day trips during the autumn term.

## **Communication**

The school will continue to communicate with parents regularly via: the school website, letters, newsletter and EDULINK/SIMS InTouch messages.

There will be further communication with parents following the government announcement for school opening on 11<sup>th</sup> August.

## **Student drop off and collection**

In order to minimise transmission risks, parents are asked to adhere to the following guidelines

- if your child needs to be accompanied to the education setting then only one parent can attend;
- to follow your allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use and staying in their vehicles)
- that parents cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)