



Keeping Everybody Safe Return to School - September 2020



Welcome Back!

We are delighted to welcome all our students back to school this September. We are really looking forward to getting back to learning and working with you all again.

The past six months have seen significant changes to how we live and work. After a nationwide lockdown, we are now returning to education and school life. Our priority is to get back to normal as far as possible, whilst ensuring the safety and wellbeing of everyone in our school.

To keep everyone safe, there will be some changes to the school day and lesson arrangements. This booklet will tell you about these changes and what to expect at school from September.



What should I expect? The School Day

Students will remain in a year group ‘bubble’ for their learning and social time.

Each year group will have a designated entrance, social spaces and classrooms to avoid unnecessary contact between students. You must not mix between the zones allocated for different year groups.

Year Group	Entrance	Social space external/ball games BREAK 1	Social Space external/ball games BREAK 2	Social Space Internal	Toilets
Y11	Main entrance	The Look Out 1/3 of the Astro	The Look Out. Field or sports hall if the ground is wet	Top atrium and F07, F08, F09	Music toilets
Y10	Doors by PE	Undercover area and triangle. 1/3 of the Astro.	Undercover area and triangle. 1/3 of the Astro.	G12, G13, G14, G15 and G16	Drama toilets
Y9	Small atrium	Outside the sportshall. 1/3 of the Astro.	Outside the sportshall. 1/3 of the Astro.	F28, F30, F31, F47 and F48	Upstairs Science toilets
Y8	Door by Science	Amphitheatre. 1/3 of the Astro.	Amphitheatre. 1/3 of the Astro.	G87 and G86	Downstairs Science toilets
Y7	Through Year 7 playground to Library	Year 7 play area. 1/3 of the Astro	Year 7 play area. Tennis courts	G29, G30, G32, G45 and G46	Downstairs Science toilets



Travel to School and Starting the Day

It is important to adhere to government guidance whilst travelling to and from school. Remember:

- We would advise students to walk or cycle to school where at all possible
- If travelling by public transport, you must wear a face covering
- If walking to school, you should avoid walking in large groups
- Please dispose of face coverings in the lidded bins in the classrooms, or store reusable masks in a sealed box or bag in your bag

When you arrive at school:

- Please arrive at school from 8:30
- Avoid waiting in groups at the gate / main entrance
- Go straight to your Period 1 classroom via your year group entry point. The teacher will be in the classroom.
- When in the room waiting for the lesson to start, you may study from your KO or talk quietly with friends. We remain a mobile-free school.
- At 8:45, the bell will go and the teacher will begin the lesson.

What should I bring to school every day?

- Bring a named water bottle as water fountains as these will be turned off.
- Bring your KO and school issued stationary pack as well as any personal stationary as you should not borrow stationary from other students.

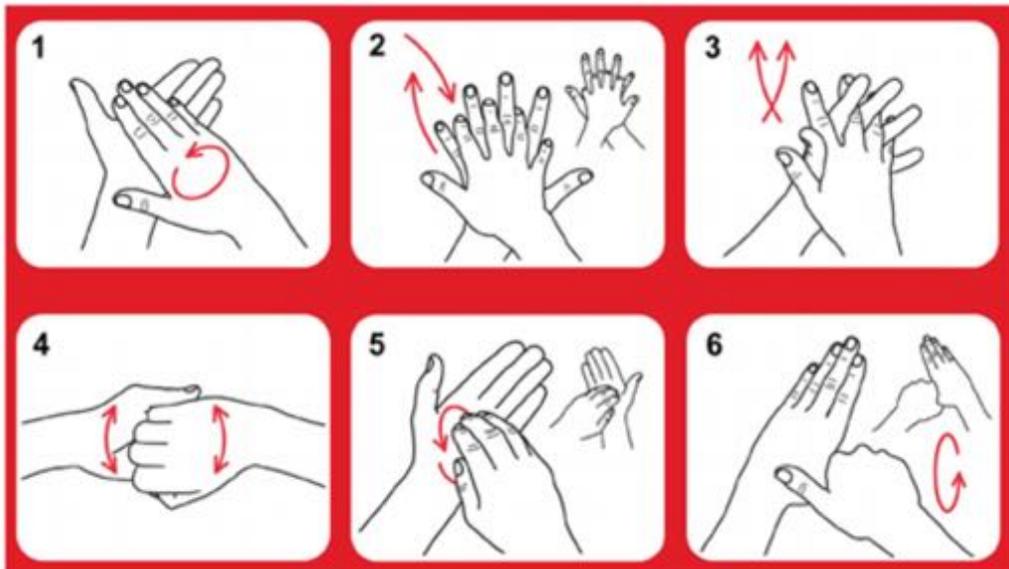
Lockers will not be available to students. We will review this over the Autumn term.

Hand Hygiene

As per government guidance, we will have hand sanitiser stations at each year group entrance and in each classroom, ensuring students sanitise their hands when entering/leaving classrooms, before/after social times and whenever they cough/sneeze.

All students must wash or sanitise their hands after going to the toilet and also before eating.

We encourage students to also bring hand sanitiser as part of their daily equipment wherever possible.



Times of the Day

Some changes have been made to our timetable to reduce large groups of people gathering.

Break 1 is now staggered, with Years 7 and 8 taking Break 1 first. Tutorial now takes place during the morning. Our usual tutor activities will continue to take place.

Years 7 and 8 will finish the school day at 15:10, to reduce the number of people exiting the school site at one time.

Students should not wait or gather at the main entrance or around the bike sheds at the end of the school day.

	Yr 7 and 8				Yr 9, 10 and 11		
Period	From	To	length	Period	From	To	length
1	08:45	09:45	60	1	08:45	09:45	60
2	09:45	10:45	60	2	09:45	10:45	60
Break 1	10:45	11:15	30	Tutorial	10:45	11:15	30
Tutorial	11:15	11:45	30	Break 1	11:15	11:45	30
3	11:45	12:45	60	3	11:45	12:45	60
4	12:45	13:45	60	4	12:45	13:45	60
Break 2	13:45	14:15	30	Break 2	13:45	14:15	30
5	14:15	15:10	55	5	14:15	15:15	60



Eating Arrangements and Social Time

There are some changes to social times to enable everyone to keep safe and maintain social distancing.

- You must stay in your social time zone: the allocated rooms and spaces for your year group
- You must use the designated toilets for your year group
- Remember to maintain social distancing during social times: no handshakes or hugs.
- The timing of morning break is staggered
- If you are entitled to free school meals you will be asked to make your food choices weekly in advance.
- If you are not entitled to free school meals you are encouraged to bring a packed lunch, if this is not possible you will need to pay for your food by cheque, which you will place in a box at the zone entrance at the start of the day.
- Please do not bring nuts to school as some students and staff have severe allergies to nuts.
- Food will be delivered to your zone.
- Year 11 students ONLY are permitted to leave the school site at lunchtimes, with parent permission and a second break pass
- We remain a mobile-free school: your mobile phone or earphones should not be seen anywhere on the school site.

At the end of social times, Years 7 and 8 will be asked to line up in tutor groups.

- Year 7 students will line up in the Year 7 playground
- Year 8 students will line up in the Amphitheatre facing the canteen

Uniform and Daily Equipment

We will continue to expect our usual high standards of uniform from all our students.

After a long period away from school routines and expectations, we are keen to re-establish our standards of presentation and uniform.

- Hair must be of a natural colour.
- Nails must be no longer than the end of your fingers and false nails are not permitted.
- Jewellery: a stud in each ear; a small discreet nose stud and a wrist watch is the only jewellery permitted.
- Makeup can be worn but must be discreet.



KS3 students wear:

Grey school jumper with school logo and house colours
Charcoal grey trousers or Tartan Skirt (skirt to be worn with black opaque tights or plain black/white socks – No leggings permitted)
House tie



KS4 students wear:

Charcoal Jacket with school logo
Charcoal grey trousers or Tartan Skirt (skirt to be worn with black opaque tights or plain black/white socks – No leggings permitted)
House tie

In addition, all students require:

Completely black shoes. No other shoes are permitted.
A white shirt with a top button suitable to be worn with a clip-on tie.

Because of guidance around changing for physical activity, students will not be able to change clothes for PE lessons. **This will mean that you should attend school in school PE kit, on the days when you have PE lessons only.**

Face Coverings

You will need to bring a face covering with you to school and a suitable container, i.e. box with a lid or bag that can be sealed to store the face covering in when you are not using it.

Over the first week we will help you to understand how and when you will use your face covering safely.

From 14th September you will need to wear your face covering when you move out of your zone area i.e. to go to a specialist teaching space or to go to your outside social space, and to come back into the building. You may also wear your face covering in lessons if you wish to but this will not be compulsory. You will not need to wear your face covering outside.

If you are exempt from wearing a face covering you will need to ask your parents to email us and we will issue you a pass showing your exemption.

Face coverings **MUST** be plain in colour and design. Face coverings must be worn to ensure it covers your nose, mouth and chin.



Lessons and learning

Your year group will have a designated zone in the school. Most of your lessons will take place in these classrooms. For some option subjects, lessons will take place in specialist classrooms.

How will lessons and learning be different in September?

- You will remain in the same group of classrooms for most lessons
- At the start of each lesson, you will work in silence from your Knowledge Organiser. This is because your teacher may be moving from another zone in the school.
- The teacher will welcome you to the lesson and will introduce the Do Now task
- Lesson end: the teacher will dismiss you to your next lesson. You should stand in silence with your Knowledge Organiser ready. When dismissed, go to your next room. The teacher will welcome you and ensure the class is working silently from Knowledge Organisers. The teacher will then leave to go to their next lesson.

Contact between teachers and students

We define direct close contact as being within 1 metre of another person for 1 minute or longer. We will seek to minimise or avoid close contact between our students and teachers. If a teacher is in close contact with a student, we will log this on CPOMS.

Tutor bases

Your tutor base is within your year group zone. This is where you will go on the first day of term and every time you have tutor time.

YEAR 7 – HOY Mr Goldson					
AR	G45	Miss Roberts	CHU	G29	Mr Hutchings
NR	G26	Mr Rogers	IH	G30	Mrs Hewitt
ED	G41A	Mr Donaldson	KL	G32	Miss Lewis
JV	G41B	Ms Vallance	TB	G46	Mr Broadbridge
YEAR 8 – HOY Mr Fahy					
ME	G24	Miss Etheridge	MD	G19	Mrs Dobson
MC	F18	Mr Cole	AP	G20	Miss Pinhey
PD	F27	Miss Day	BL	F15	Mr Louis
ADY	F20	Ms Deyn	IS	F14	Ms Sastre
YEAR 9– HOY Miss Marment					
AG	F30	Mr Goldman	JF	F31	Mrs Foster
KM	F32	Ms Motti/Ms Knights	SJC	F33	Mrs Charles
ELO	F47	Miss Lolin	MHY	F42	Mr Hayden
EH	F48	Miss Humphries	KR(LS)	F28	Ms Richards
YEAR 10– HOY Mr Davey					
TW	F69	Mr Watts	AH	G70	Mrs Hughes
MB	G55	Mrs Burrows	JM(HPH)	G16	Mr Miller
DS	G15	Miss Sherwin	CT	G14	Mrs Toomey/Mrs Caspar
KW	G13	Mrs Ward	SCA	G12	Mr Carter
YEAR 11 – HOY Mrs Adams					
JEM	F08	Mrs Emeleus	TP	F11	Mr Page
RP	F09	Mr Preece	MF	F07	Mrs Freestone
RA	F10	Mr Adams	SC	F62	Mr Callow
MM/SB	F05/F76	Mr Murphy/Mrs Baker	TH	F64	Mr Holland

The End of the Day

- Leave through your year group exit only
- Leave the site and avoid gathering with friends
- If you need to wait to be collected, please wait in the main atrium at the designated table for your year group
- The extra-curricular programme will be confirmed as soon as we can and if you are staying for an activity then please report to the designated room and ensure that you use hand sanitiser on entry to the new room





Attendance

What should I do if I feel unwell?

We expect all of our students to return to school in September, in line with Government guidance.

We will be following our usual attendance policies and protocol when we return.

If you develop symptoms of COVID-19 whilst at school:

- Tell your teacher. The teacher will call Reception and a First Aider (wearing PPE) will take you to the COVID Isolation room by the front entrance.
- You will be asked to wear a face covering and have your temperature taken.
- Reception will contact a family member for you to be collected.
- Your parents will be asked book a test. One of our Attendance team will contact your family to learn of the outcome of the test.

If you develop symptoms of COVID-19 out of school:

You, with your family, should self-isolate and get a test. Please Inform our Attendance Office as soon as possible.

If a member of your household develops symptoms of COVID-19:

The whole household should self-isolate and the member of the household should get a test. Please inform our Attendance Office as soon as possible.