

# Hutton CE Grammar School and Sixth Form



**Protocols and Procedures (in Support  
of Outbreak Management Plan)**

## Introduction

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement some, or all, of these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

This publication outlines our plans as a school. As the situation is 'fluid' and adjustments will need to be made on occasions updated versions of this Plan will be uploaded to the School Website, and parents/carers notified, as appropriate. Updates will be highlighted in YELLOW for ease of reference.

The systems of control we have put in place ensure that when we open, we have sensible and proportionate control measures which not only follow the Government's directives and the health and safety hierarchy of control, but also reduce the risk to the lowest reasonably practicable level for all those in our school community based on the following directives:

- 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 include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

## System of control

### Plan Summary

- Students will be assigned Designated Areas for all 'non-lesson' time; this is before school, at breaks and lunchtimes
- Students will enter and exit school via specified routes

- A clearly signposted 'one-way system', for both internal and external areas of the school site will be clearly signposted and must be adhered to at all times
- Students will have designated toilet facilities, which they must use
- Additional internal and external hand sanitiser stations will be in operation
- All internal keypads will be disabled; external keypads will continue to be used to ensure site security
- All teaching rooms will be subject to additional sanitisation routines at the end of each lesson, after student departure
- Each year group will have access to an indoor and outdoor Designated Area for use at break and lunchtime; to support infection control students will be expected to stay outside unless weather dictates otherwise
- Senior leaders will go to each of the year group 'Designated Areas' at breaks and lunchtimes
- Classrooms will be organised, so tables and chairs are facing the front of the room.
- Teachers will be asked to stay two metres away from pupils as much as possible; to support this 2 metre 'zones', marked out by tape, will be visible in each classroom. Students should not enter these 'zones' unless specifically requested to do so
- Teachers will be asked to position themselves at the front of the class.

## Parents and Carers Access to Site

- No parents or carers will be allowed on site without prior appointment
- Any and all queries must be made, in the first instance, via School Synergy and then via telephone
- All parents and carers must be accompanied at all times whilst on school premises
- When permission is granted to parents and carers to attend a meeting in school only one parent must attend, unless specific permission is granted
- Wherever possible meetings will take place either via telephone or video platform
- All visitors to the school premises will abide by appropriate health and safety protocols and procedures
- All visitors to school will agree to their contact details being collected and retained for NHS Track and Trace purposes
- Parents and carers should not wait at the entrance to school for students
- Parents and carers who are displaying symptoms of Covid-19 must not enter school premises

## Arrival to school

- Separate entrances to the school site and to the school building will be used for each year group to minimise congestion at the start and end of the day. These will be clearly marked on the first day back in September. These are to be found in the **Year Group Information** below
- Students will no longer have Form Tutor Period in the morning; this has been moved.
- Instead, students will be able to arrive to school in the morning between 8.30am and 8.45am to help ease congestion.
- Please be aware that the entrances to school will be congested; we ask parents, carers and students to take extra care
- On arrival, students must go directly to their year group Designated Area where they will be supervised ; this will help spread pupils out and save us having staggered start times for different year groups. Students will be released from their Designated Areas at short intervals in order to maximise year group social distancing
- Staff who are teaching Period 1 will be in their Period 1 classroom from 8.45

- At 8.50 staff will take the Period 1 register and begin teaching period 1.

## In Lessons

- Students will be expected to line up outside each lesson and be admitted by the teacher, following the clear one-way system; students walking by any other students who are already lining up will be expected to do so on the left hand side of the corridor
- Students will be assigned a specific seat, which they must use each time they enter the classroom; this is to support appropriate Test and Trace protocols
- Students will not be allowed to share, or borrow equipment; a list of what should be brought to school has been provided below
  - **No Requirement for Students to Wear Face Coverings in Lessons (as per regional/national/PHE advice)**
    - On arrival in lesson, and having sat down in their designated seat, students should remove face coverings, place them in a sealed bag and pack them away
    - During Food Technology practical lessons students must continue to wear face coverings
    - Prior to leaving lesson students should put on their face covering
  - **Requirement for Students to Wear Face Coverings in Lessons (as per regional/national/PHE advice)**
    - Face Coverings must be worn in classrooms unless there is a specific exemption

## Between Lessons

- At the end of each lesson teachers will ask students to leave by the designated one-way route in order to go to their next lesson. Upon departure all desks will be sanitised appropriately
- Students must immediately go to their next lesson; if they wish to use the toilet they must only use those designated to them and follow all appropriate sanitisation expectations. Toilets will be cleaned regularly
- All students, unless there is a specific exemption, will be required to wear a face covering between lessons. Face coverings must be worn until students enter their classroom and sit in their designated seat. Signage is visible in all appropriate areas to remind students of the need to do so.

## Breaks and Lunchtimes

- At breaks and lunchtimes students must go immediately to their Designated Areas, where they will be supervised
- When escorted to the Dining Hall students should leave their bags adjacent to C59
- At lunchtime student visits to the Dining Hall will be staggered to support appropriate social distancing between year groups
- When escorted to the Dining Hall students must queue within the designated 'Blue Zone' which supports social distancing and separation from students in other year 'bubbles'
- Prior to entry to the Dining Hall students must wear a face covering which they should remove, placing in a sealed bag, once sitting down to eat

- Upon entering the Dining Hall students are to purchase their food, which will be available in 'take away' containers, and return to their Designated Areas or eat within the area specified in the Dining Hall
- Students will be dismissed from their Designated Areas at short intervals to maximise social distancing
- When leaving the Dining Hall students must adhere to the one way system, exiting the building via the doors adjacent to H42/3

## Form Period

Unless specifically advised via regional/national/PHE the school will maintain its current pattern of placing Form worship at the beginning of the school day. Should the advice be given to further enhance the Year Group 'Bubble' system the following procedures will be put in place:

- To support year group 'Bubbles' Form Period will take place either directly before or after lunch, which has been extended by 15 minutes to accommodate this.
- Each year group will have a Designated Internal Area and specific classrooms where students will register and undertake activities such as would usually take place during Form time. Designated Internal Areas for year groups can be found in the **Year Group Information** below
- Key Stages 4 & 5 will have Form tutor period from 12:05 – 12:20
- Key Stage 3 will have Form Tutor period from 12:50 – 1:05

## Year Group Worship

- Year Group Worship, whilst permissible, will be kept to a minimum with students receiving appropriate information, support and guidance remotely via Form Tutors
- Year Group Worship which does take place will take place in the Main Hall
- All students will be given a **designated seat** prior to Worship; they must sit at this seat each time they are in the Main Hall
- All seats will face forward and be distanced
- All students must enter the Main Hall, under supervision, via the rear entrance, and face forward once seated
  - **No Requirement for Students to Wear Face Coverings in Lessons (as per regional/national/PHE advice)**
    - All students must wear a face covering prior to, and on entering the Main Hall and remove it once seated
    - Students must put on their Face covering prior to departure
  - **Requirement for Students to Wear Face Coverings in Lessons (as per regional/national/PHE advice)**
    - Face Coverings must be worn there is a specific exemption

## Departure from school

- Students will be dismissed from their classrooms at the end of the day at short intervals to maximise social distancing
- Students must exit school via their designated exit only

- At the end of school we are unable to enforce or 'police' student adherence to year group Bubbles or appropriate social distancing however we expect all students to continue to follow the guidance on their journey into the wider community and home

### Specific Information for Year 7

- Designated Entrance and Exit:
  - Memorial Gates
- Designated Toilets:
  - Adjacent to Food Technology (C59)
- Designated Break and Lunchtime Areas:
  - External: Inner Quad
  - Internal: History/Maths Downstairs Corridor

Unless specifically advised via regional/national/PHE the school will maintain its current pattern of placing Form worship at the beginning of the school day. Should the advice be given to further enhance the Year Group 'Bubble' system the following procedures will be put in place:

- Designated Form Area (12:50 – 1:05)
  - Performing Arts/Art/Geography
    - 7F: A20
    - 7H: P75
    - 7P: P71
    - 7R: A21
    - 7W: G56
- Year 7 bicycles must be stored outside Technology/English Classrooms

### Specific Information for Year 8

- Designated Entrance and Exit:
  - Moor Lane Entrance (Gate adjacent to Cricket Nets)
- Designated Toilets:
  - Dining Hall
- Designated Break and Lunchtime Areas:
  - External: MUGA
  - Internal: Maths/Business Upstairs Corridor

Unless specifically advised via regional/national/PHE the school will maintain its current pattern of placing Form worship at the beginning of the school day. Should the advice be given to further enhance the Year Group 'Bubble' system the following procedures will be put in place:

- Designated Form Area (12:50 – 1:05)
  - MFL Corridor
    - 8F:L31
    - 8H:L27
    - 8P:L29
    - 8R:L30
    - 8W:L26

- Year 8 bicycles must be stored outside Technology/English Classrooms

### Specific Information for Year 9

- Designated Entrance and Exit:
  - Moor Lane entrance (Gate adjacent to Sports Hall)
- Designated Toilets: Dining Hall
- Designated Break and Lunchtime Areas:
  - External: MUGA
  - Internal: Languages Corridor

Unless specifically advised via regional/national/PHE the school will maintain its current pattern of placing Form worship at the beginning of the school day. Should the advice be given to further enhance the Year Group 'Bubble' system the following procedures will be put in place:

- Designated Form Area (12:50 – 1:05)
  - RS/Maths Corridors
    - 9F: R23
    - 9H: R24
    - 9P: M41
    - 9R: R25
    - 9W: M40
- Year 9 bicycles must be stored outside Technology/English Classrooms

### Specific Information for Year 10

- Designated Entrance and Exit:
  - Main Gate
- Designated Toilets:
  - External Sports Hall Toilets
- Designated Break and Lunchtime Areas:
  - External: Adjacent to Sports Hall A
  - Internal: RS Corridor

Unless specifically advised via regional/national/PHE the school will maintain its current pattern of placing Form worship at the beginning of the school day. Should the advice be given to further enhance the Year Group 'Bubble' system the following procedures will be put in place:

- Designated Form Area (12:05 – 12:20)
  - History/Maths Corridor (downstairs)
    - 10F: M46
    - 10H: H43
    - 10P: M44
    - 10R: M47
    - 10W: M48
- Year 10 bicycles must be stored in racks adjacent to picnic tables

## Specific Information for Year 11

- Designated Entrance and Exit:
  - Main Gate
- Designated Toilets:
  - External Sports Hall Toilets
- Designated Break and Lunchtime Areas:
  - External: Adjacent to Sports Hall B
  - Internal: English Corridor

Unless specifically advised via regional/national/PHE the school will maintain its current pattern of placing Form worship at the beginning of the school day. Should the advice be given to further enhance the Year Group 'Bubble' system the following procedures will be put in place:

- Designated Form Area (12:05 – 12:20)
  - English Corridor
    - 11F: E17
    - 11H: E13
    - 11P: E14
    - 11R: E15
    - 11W: E16
- Year 11 bicycles must be stored in racks adjacent to picnic tables

## Specific Information for Sixth Form

- Designated Entrance and Exit:
  - Staff Car Park Gate (adjacent to Performing Arts Block)
- Designated Toilets:
  - Sixth Form Toilets
- Designated Break and Lunchtime Areas:
  - External: Picnic Benches and grassed area outside Sixth Form
  - Internal: Sixth Form Centre

Unless specifically advised via regional/national/PHE the school will maintain its current pattern of placing Form worship at the beginning of the school day. Should the advice be given to further enhance the Year Group 'Bubble' system the following procedures will be put in place:

- Designated Form Area (12:05 – 12:20)
  - L6F: Z80
  - L6H: Z81
  - L6P: B38
  - L6R: C34
  - L6W: C51
  
  - U6F: B37
  - U6H: Z83
  - U6P: Z84
  - U6R: G54
  - U6W: C58



- Sixth Form bicycles must be stored in adjacent to the rear entrance of Performing Arts

## School Operations

### School Catering - General

- The school kitchen will continue to operate to prepare food for staff and pupils, but to comply with the requirements, the school dining room will be closed with year groups being unable to mix
- All students will be given a supervised time at which to purchase food from the Dining Hall; entry and exit will be via a strict one-way system
- Students are to take their food to their Designated Areas or eat in the Dining Hall Annexe
- No plated hot food will be available, although the usual selection of other hot food will be.
- A cashless system will be in force from September for all students and staff.
- All accounts must be topped up online
- Student names will be taken to ascertain payment; no biometric thumb scanning will be used
- All students must bring or purchase drinks; use of water fountains will not be allowed

## School Operations

### Behaviour and Rewards

- All pupils and parents will be expected to work with us to ensure our new arrangements are always followed so we collectively safeguard the health, safety and wellbeing of all in our school community.
- Our normal behaviour, sanctions and rewards policies will remain in place.

### Wellbeing

- Our Learning Support Department will continue to provide appropriate support within current guidelines
- Although pupils will not be able to freely access these areas, they will still be allowed admission to them under the instruction of the pastoral staff

### School Operations - Attendance

- School attendance will continue to be mandatory unless otherwise advised. This means from that point, the usual rules on school attendance will apply, including:
  - Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age;
  - Schools' responsibilities to record attendance and follow up absence
  - The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Unless specifically advised via regional/national/PHE the school will maintain its current pattern of expecting and enforcing mandatory attendance. Should the advice be given that all students, barring those classed as 'vulnerable' or as children of essential workers, must remain at home the school will reintroduce remote learning policies, protocols and procedures which will be communicated to all appropriate stakeholders.

### School Operations – Public Transport

- Please be mindful that the Government want to encourage children to walk or cycle to school rather than take public transport when the new term begins in September.
- Any pupils having to use public transport must comply with wearing a face mask.
- They will not be allowed to travel without one.
- Only plain facemasks can be worn.

### **School Operations – School Transport**

- Our school buses and minibus are planning to operate in September as normal.
- Any pupils using our school buses, or our minibus must also comply with wearing a face mask.
- They will not be allowed to travel without one.
- Only plain facemasks can be worn.
- Pupils should sit on their designated seat, within their year group ‘Bubble’ to avoid pupils from different year group bubbles sitting together.
- All pupils must remain seated and face the front.
- Face masks must be removed when getting off the bus or minibus at school in the morning and placed in a pupils’ own plastic bag for storage by each pupil throughout the day.
- Face masks must then be put back on before getting back onto the bus or minibus at the end of school for the journey home.

### **School Operations - Uniform**

- All students must attend in full school uniform, following our uniform and appearance regulations.
- 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.

### **School Operations – Individual Equipment**

- All pupils must ensure they have their own equipment for lessons.
- These items cannot be shared.
- As a minimum, each pupil must have:
  - Whiteboard Pen.
  - Highlighter Pen.
  - Pencils.
  - Rubber.
  - Pens
  - Sharpener (preferably one that collects its own sharpenings).
  - Ruler.
  - Glue stick.
  - Scissors.
  - Calculator.
  - Coloured pencils.
  - A basic maths ‘set’.
  - Headphones

- Whilst there will be plenty of sanitation resources available throughout school and in each classroom, we ask that all parents and guardians equip pupils with their own hand sanitisers, wipes and tissues as necessary.

### **School Operations – Physical activity and PE**

- PE lessons will still take place.
- However, whilst we have the flexibility to decide how physical education, sport and physical activity will be provided, we still need to follow the measures in our system of controls.
- That is, students should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.
- Therefore, outdoor sports will be prioritised where possible.
- When indoor spaces are used, we will maximise the distance between students and pay scrupulous attention to cleaning and hygiene. All students will be given a specific changing area and number which they must adhere to at all times
- This is particularly important in a sport setting because of the way in which people breathe during exercise.
- We will continue to work with external coaches, clubs and organisations for curricular and extra-curricular activities but only where we are satisfied that it is safe to do so.
- We will always ensure how such arrangements can operate within our wider protective measures.
- Alternative activities may be introduced in PE lessons to enable students to be physically active while still encouraging physical distancing
- Students whose first lesson of the day is PE/Games are allowed to travel to school in the appropriate kit and change into School Uniform at the end of Lesson One
- Students whose last lesson is PE/Games will be allowed to travel home in the appropriate kit

### **School Operations - Lockers**

- Students will not be allowed access to their locker

### **School Operations – response to any infection**

- In the event of any suspected or confirmed infection, we will follow Lancashire County Council's '*Schools & Education Settings Strategic Outbreak Control Plan.*'
- This plan outlines the protocols for us to follow if:
  - someone falls ill while at school
  - a child or staff member is unable to attend school because they have COVID-19 symptoms
  - there is an outbreak in school

### **School Operations - Other considerations**

- Gathering on the school premises, particularly at drop off and pick up times, is not allowed
- No external visitors will be allowed access to the school buildings without a pre-arranged appointment.
- All correspondence with school should be done via email or phone call in the first instance.
- Whilst there will be plenty of sanitation resources available throughout school and in each classroom, we ask that all parents and guardians equip pupils with their own hand sanitisers, wipes and tissues as necessary; this will allow individual pupils to take responsibility for their own hygiene.

- We will be asked to engage with the NHS test-and-trace system.
- No face coverings for pupils or teachers will be required, except for those pupils using public transport or school buses.
- Entire year groups could be sent home if one tests positive for the virus.
- We all need to be prepared for the possibility of a local lockdown and therefore a return to our remote learning. If this is the case we will endeavour to inform parents, carers and students as soon as possible

## **Covid-19 Restrictions**

- Any student who has Covid-19 symptoms must remain at home and follow Government guidelines
- Students who are living in a house with anyone who has tested positive for Covid-19 must not attend school and follow Government guidelines
- Parents and carers are required to inform school of any student who is either symptomatic or who has been tested as positive for Covid-19
- Any student who is symptomatic must be tested, and found to be negative, before they will be allowed to return to school