Hutton CE Grammar School and Sixth Form



September 2020 Reopening Protocols and Procedures

Introduction

The Government’s published guidance for the full reopening of schools has asked us to prepare to welcome all our pupils back this autumn. This, of course, is good news.

However, with coronavirus (COVID-19) remaining in the community, the guidance states that in doing so, whilst ensuring all pupils receive a high-quality education that enables them to thrive and progress, we must also put in place proportionate protective measures for children and staff, by minimising the number of contacts that a pupil has during the school day as well as implementing a series of controls in order to reduce the risk of transmission.

As a result, we have thought very carefully about the logistics and practicalities of how we take these government directives and make them work in our school so we can be confident we are managing the risk effectively. All schools, and their buildings, are different and so how we, at Hutton, manage the Government guidelines may well be different from other institutions. We are confident that what we have put in place works for our students on our site.

This publication outlines our plans as a school to reopen to all our pupils, in all year groups from September 2nd, 2020. It is intended to support staff, pupils and parents to prepare for this.

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

First Day Back

* All pupils will return to school as planned on Wednesday 2nd September 2020.
* Students are to attend at the following times and enter visa the entrances as specified in the Year Group Information below
* Year 7: 8:50 am
* Years 8 & 9: 11:00 am
* Years 10 & 11: 11:30 am
* Sixth Form: 1:05 pm
* During the day all Tutor groups will have specific assemblies regarding the new protocols and procedures, accompanied by a ‘walk through’

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

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

Breaks and Lunchtimes

* At breaks and lunchtimes students must go immediately to their Designated Areas, where they will be supervised
* At lunchtime student visits to the Dining Hall will be staggered to support appropriate social distancing between year groups
* 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

Form Period

* 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

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: Outside Performing Arts
	+ Internal: Performing Arts Block
* 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:
	+ Adjacent to Food Technology (C59)
* Designated Break and Lunchtime Areas:
	+ External: Inner Quad
	+ Internal: Sports Hall A (enter and exit through door at rear of Sports Hall/adjacent to Sixth Form Centre)
* 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:
	+ Sports Hall Toilets
* Designated Break and Lunchtime Areas:
	+ External: Outside Sports Hall
	+ Internal: Sports Hall B (enter and exit through door opposite Design Technology)
* 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:
	+ Dining Hall Toilets
* Designated Break and Lunchtime Areas:
	+ External: MUGA B (exit and entry through entrance at rear gate of MUGA)
	+ Internal: Upstairs Gym (enter and exit through Main Sports Hall doors)
* 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:
	+ Dining Hall Toilets
* Designated Break and Lunchtime Areas:
	+ External: MUGA A (entry and exit via front gate of MUGA)
	+ Internal: Main Hall (enter and exit through side doors)
* 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
* Designated Form Area (12:05 – 12:20)
	+ L6F: Z80
	+ L6H: Z81
	+ L6P: Atrium
	+ L6R: Refectory A
	+ L6W: Refectory B
	+ U6F: Study Zone Z82
	+ U6H: Study Zone: Z83
	+ U6P: Study Zone: 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 be mandatory again from September. 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
* If parents of pupils with significant risk factors are concerned about returning to school, nearer the time, please get in touch with us to discuss your concerns.
* We will hopefully be able to provide reassurance of the measures we are putting in place to reduce the risk in school.

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.
* There will be hand sanitiser on the buses.
* There will be seating plans for the buses and pupils must sit on their designated seat 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

* From September, all pupils 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

* From September, 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 in the first Term

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