

## Autumn Return to Full-Time School

The following table outlines the measures we will be taking at school to minimise risk of infection within the school community once all pupils return to full-time education in September 2020. This is based on our own Risk Assessment which takes into account government guidance released on 2/7/20 which in turn, builds on the measures we have successfully implemented throughout lockdown.

It will be vital that all members of the school community adhere to these procedures to ensure everybody's ongoing safety. There is a basic expectation that all members of the school community take personal responsibility for how they interact with others and use the school facilities to ensure that risk of infection is minimised.

We have identified a number of key areas of risk and have outlined what measures will be in place to counter these risks. It is hoped that these will be temporary measures and that, as lockdown continues to ease, measures will be reviewed and adapted over time as the school is able to return to its usual way of working. The measures will therefore be reviewed weekly. Equally, further measures will be implemented if infection rates rise locally or nationally and we are directed to do so.

The model we have used is based on our school's context as a small, rural school with a generous site with over 90% of pupils travelling to school on transport. We are aiming to maintain the government's advised 'year group bubble' approach for secondary schools so that individual year groups are kept separate as much as possible and there is a staggered approach at various points throughout the day to avoid congestion and minimise mixing of year groups.

Risk	Measures	Notes
<b>ARRIVAL</b>	<ul style="list-style-type: none"> <li>▪ Each year group to be allocated a large, designated outdoor 'zone' or area to wait in before school.</li> <li>▪ Pupils to go directly to their outdoor area on arrival and remain there until asked to enter classrooms, one year group at a time.</li> <li>▪ Pupils will need to wash/sanitise hands on arrival.</li> <li>▪ <b>Pupils will need to ensure that they bring waterproof coats</b> (as per school uniform guide) in case of inclement weather.</li> </ul>	Pupils tend to arrive and filter in over a period of around 30 minutes and so congestion on arrival is minimised.
<b>CHANGEOVERS</b>	<ul style="list-style-type: none"> <li>▪ Key Stage 3 lessons to be reduced by 5 minutes (Year 7 to be reduced by 8-10 minutes at least initially).</li> <li>▪ Key Stage 3 pupils to go directly to their outdoor areas on each changeover and will be collected in year groups once Key Stage 4 pupils have moved to their lessons.</li> <li>▪ Within Key Stages, pupils must wait in rooms for a few moments if another class is passing as they are leaving rooms.</li> <li>▪ Key Stage 4 pupils to move classes at the usual times but will be required to go swiftly and directly to their next lesson.</li> <li>▪ All pupils to be aware and avoid contact with pupils from other year groups whilst moving around the site.</li> <li>▪ No access to toilets during changeovers unless absolutely necessary.</li> <li>▪ If pupils are using the main entrances/exits in the Blue Corridor, they should maintain safe distances and use the 'less busy' points even if it involves taking a less-direct route.</li> <li>▪ Pupils and staff to walk on the left on corridors / stairs / pathways etc</li> </ul>	There is a strong probability of congestion in corridors and on staircases although passing each other in these spaces is considered very low risk. Staggered or structured changeovers will significantly reduce the number of pupils moving around the school at these points.
<b>BREAK</b>	<ul style="list-style-type: none"> <li>▪ Pupils will spend break in their designated outdoor area.</li> <li>▪ Snacks to be consumed in designated areas only.</li> <li>▪ Pupils to ensure their areas are kept tidy and litter-free. Bins will be placed in each area.</li> </ul>	Key Stage 3 pupils will be going to break 5 minutes earlier due to the slightly shortened lessons. Canteen facilities will not be

	<ul style="list-style-type: none"> <li>▪ Pupils will be called in one year group at a time at the end of break.</li> <li>▪ There will be no access to the canteen during first break initially.</li> <li>▪ Wet breaks will be avoided as much as possible due to limited space and congestion therefore wet break will only be called if rain is very heavy. Once again, pupils must ensure they wear their waterproof coats if necessary.</li> </ul>	<p>accessible during first break initially and so <b>pupils will need to bring their own snacks for first break if needed.</b> We will be working with the catering company to look at safe ways to sell snacks at first break across the site.</p>
<b>LUNCH</b>	<ul style="list-style-type: none"> <li>▪ Access to the canteen will be staggered, starting with Year 7 (from 12.20) and moving through to Year 11. Year groups will be called in one at a time.</li> <li>▪ Lunches will continue to be served in a 'take away' style and pupils can return to their designated areas to eat or, if they choose, there will be allocated seating in the main hall for each year group which will have to be cleaned down after each use. Antibacterial wipes will be provided.</li> <li>▪ There will be a one-way entry and exit system to the canteen.</li> <li>▪ Pupils must remain in their designated areas however we will also allocate year groups a designated area of the field. They will be able to use either space but once again it will be their responsibility to maintain these areas.</li> <li>▪ Pupils will not be able to share equipment or play any contact games during break. Ball games will therefore not be possible initially.</li> <li>▪ The library and POD will have limited access. They will not be open to the general school population at lunch times however certain pupils will be offered limited access depending on need.</li> <li>▪ Pupils will be called in from lunch one year group at a time and will go straight to period 4 where they will be registered as present by their subject teacher. There will be no afternoon registration in form rooms.</li> </ul>	<p>The school canteen is particularly small and will not accommodate large numbers of pupils at any one time. This could pose a high risk and therefore staggered lunch and a one-way system will be implemented initially. The vast majority of pupils pre-order meals which are pre-prepared and collected swiftly.</p>
<b>LESSONS</b>	<ul style="list-style-type: none"> <li>▪ Seats will be arranged so that they face the front and group/pair work will be minimised initially. Staff will be required to maintain a safe distance from pupils. Teachers will remain at the front of the class as much as possible.</li> <li>▪ Pupils must follow the seating plan prescribed by teachers and stay in the same seat when in that class.</li> <li>▪ Practical work will be limited and where it does take place, it will be carefully managed.</li> <li>▪ <b>Pupils will need to ensure that they bring their own equipment</b> and will not be able to share or borrow equipment. Text books will not be shared between year groups unless they have been cleaned or there is 72 hours between use.</li> <li>▪ Year 7 will be taught in mixed-ability form groups in most subjects initially.</li> <li>▪ Pupils will be dismissed from lessons one desk at a time.</li> <li>▪ When the weather is fine, more lessons may take place outside.</li> </ul>	<p>Each subject area is assessing the risk in each of their subjects and ensuring that schemes of work are restructured to facilitate the most effective approach to learning whilst minimising any risk through practical activities or unnecessary pupil interaction. Specific guidance (such as changing in PE or instrumental use in music) will be advised by subject teachers in September.</p>
<b>PERSONAL HYGIENE</b>	<ul style="list-style-type: none"> <li>▪ Hand-hygiene is crucial and it will be the responsibility of each individual to keep their hands clean and to wash or sanitise hands at various points throughout the school day. Current advice is to clean hands on arrival, when changing rooms, after breaks and on departure.</li> <li>▪ All toilet and wash basins will be open for pupils to access throughout the day and they will be fully stocked with soap. Hand sanitiser stations have also been installed throughout the site. <b>Parents are therefore asked to ensure that their child has their own small bottle of hand sanitiser</b> if possible so they can sanitise whenever they need to and even whilst moving around the school.</li> </ul>	<p>Personal hygiene is ultimately the responsibility of each individual. It is simply not feasible for hundreds of pupils to wash their hands several times per day using just the school's facilities and so pupils will be asked to use their own hand-sanitisers as in other public facilities. This will alleviate congestion and therefore risk significantly.</p>

	<ul style="list-style-type: none"> <li>▪ Government guidance is that face masks are not required in school. The masks themselves can spread infection if not disposed of or stored correctly and therefore <b>pupils who wear masks when travelling to/from school will need to bring a sealable plastic bag</b> to store them in or dispose of them. If pupils feel strongly that they would prefer to wear masks in school initially then they would need to take full responsibility for the sensible disposal or storage of their masks away from other pupils.</li> <li>▪ There will be additional cleaning of the school site throughout the school day and at the end of the school day.</li> <li>▪ Pupils will have access to a supply of anti-bacterial surface wipes in every room so they can wipe down their work areas regularly. Pedal bins will also be supplied for each room.</li> <li>▪ Toilet areas will be cleaned throughout the day as well as each evening. All toilet areas will be opened including in the sports hall and the music block. No more than 2 pupils may access the toilet 'rooms' at a time and pupils will not be able to congregate. If there is a queue, pupils will need to make their way to another toilet or wait at a safe distance. Pupils must wash hands properly after using the toilet facilities. Pupils may ask permission to go to the toilet individually during lessons if necessary.</li> </ul>	
<b>DEPARTURE</b>	<ul style="list-style-type: none"> <li>▪ Key Stage 3 pupils will leave 5 minutes before Key Stage 4 pupils. Year 7 pupils will leave at 3.20 initially.</li> <li>▪ Pupils will go straight to their buses if they are there and larger bus rooms will be transferred to larger spaces such as the school hall.</li> <li>▪ Pupils should exit the site via the school gate on the top yard although the normal exit will also be open for those who are in classes nearby.</li> <li>▪ Pupils will be supervised onto buses and organised in year groups. The seat they are allocated should remain their seat on every journey.</li> </ul>	There is high risk of congestion at the end of the school day and therefore staggered departure and exits will be necessary.
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>▪ We are awaiting specific guidance on school transport from the Local Authority. We will issue this separately once we receive it.</li> <li>▪ <b>Pupils should only bring essential equipment to school for that particular day. They should not bring mobile phones and there will be no facility to store mobile phones at the front office during this period.</b></li> <li>▪ Doors will be kept open throughout the site as much as possible. Windows will also be opened, particularly in classrooms, to improve ventilation.</li> <li>▪ Government guidance on the identification of symptoms and self-isolation will still apply. <b>Any pupil or staff member showing any of the designated symptoms should not attend school and should get a test immediately.</b> This also applies to anybody who is self-isolating due to symptoms in their household or via receiving an alert from NHS Track and Trace.</li> <li>▪ There will be no mixed year group gatherings, including assemblies.</li> <li>▪ Pupils should wear school uniform as usual. It does not require washing any more than usual.</li> <li>▪ If a parent/carer needs to come to school for any reason, only one parent/carer may access the site at a time.</li> </ul>	