

RLS Coronavirus School Management Plan **(September 2020)**



Year Group 'Bubbles':

Each year group will be in a 'bubble'. The aim of this plan is to ensure that year group bubbles are separated as much as possible so that social distancing between year groups is maintained throughout the school day.

Zonal Tutor Groups:

The vertical tutor group system will be disbanded through the time this plan is in operation. Therefore, tutor groups will be registered within year groups, not as a vertical system.

We will be removing AM 'tutor' registration and replacing this with a 10-minute registration period with P1 teachers. PM registration will remain as is currently, in zonal areas.

Teaching Groups – non zonal:

Teaching groups will be in non-zonal areas. This means teachers will teach from their regular classroom and staff will not have to move to different zones through the course of the day. This has the benefit of ensuring a higher quality learning experience for students and a more stable and consistent teaching environment for staff. However, a non-zonal system means it is imperative that we have effective social distancing at lesson changeover and that classroom desks are sanitised between use.

Entrance / Exit to school:

As students arrive to school, they can either wait outside or inside the building. Year group bubbles will congregate:

- Year 7: Lower courts or gym
- Year 8: Middle courts or sports hall
- Year 9: Astroturf or the main hall
- Year 10: Playground (canteen side) or ground floor/upper floor (MFL/DT/creative arts/maths end of school)
- Year 11: Playground (PE side) or ground floor/upper floor (English/Science/Humanities end of school)

Arriving by bus, Year 11 students will take the left staircase up to student reception, turn left on entry into the building and will be able to congregate on both floors on that side of the building. Year 10 will use the right-hand staircase up to student reception and will turn right on entry into the school building, using that side of the building. Both sets of year groups will be expected to drop off or collect anything they need from their lockers on entry to the school. This will enable a swift transition to P1 registration/lessons.

Year 9 students will access the main hall via the staff entrance next to the main hall if they arrive by bus and across the courtyard and into the building via the music /DT prep room courtyard doors if arriving by foot.

In the first instance, there will only be one bell in the morning, which will call Year 10 & 11 to classes. After a few days, we will have a sense of how long this should reasonably take and we will then consider putting in two further bells for: (a) Year 8 & 9, and (b) Year 7. Until then, morning duty staff will communicate via the school radio system with regard to these year groups being directed to registration/P1.

Morning Bell: (8.25am): Year 10-11 students should go straight to their P1 registration/lesson on the morning bell (8.25am). If either of these year groups have registration/P1 in PE, they should wait under the covered walkway outside the science / DT rooms until Year 7 & 8 have been exited from the gym and sports hall areas. It will be the responsibility of PE staff to monitor students under the covered walkway.

Once Year 10 & 11 are in classes: Morning duty staff will communicate via the school radio system and direct Year 8-9 to go to their lockers and then straight to their registration/P1 lesson. The same arrangements apply for Year 8-9 students who have PE, as per Year 10 & 11 above. (Year 8 students should be exited from the sports hall via the external fire doors and make their way across the courtyard, entering the building via the courtyard doors adjacent to the music rooms / DT prep room, to avoid any crossover with other year groups who might be queuing up for PE, who will be under the covered walkway area.)

Once Year 8-9 are in classes: Morning duty staff will communicate via the school radio system and direct Year 7 to go to their lockers and then straight to their registration/P1 lesson. (Again, they should be exited from the gym via the external fire doors and re-enter the building via the music room / DT prep room courtyard doors.)

The same arrangements will apply for students who are in the outside courtyard / PE courts areas– the school radio system will inform duty staff when different year groups should be sent to their registration/P1 lesson.

If the weather is particularly poor first thing in the morning, Years 7 & 8 will not be dismissed from the gym/sports hall via the external exit doors but instead, will be directed to their registration/P1 lesson internally, via the PE and English/science corridor.

At the end of the school day, students will exit the building in staggered year groups, signalled by 3 separate school bells:

2.55pm: Year 10 & 11

2.58pm: Year 8 & 9

3.01pm: Year 7

Student passage will be managed such that when 2 year groups exit at the same time, they will be separated at the exit of the school and will use separate sides of the stairwell outside Student Reception, to get to their buses. (The older year group to exit via the right-hand stairwell and the younger year group via the left-hand stairwell.)

The rationale for upper year groups leaving school first is that buses are segregated by year groups, with Year 11 at the back and Year 7 at the front, to maintain effective social distancing.

School Buses:

Students will be instructed to sit in year group order on the school bus service coaches (Year 11 at the back / Year 7 at the front). They will also be required to wear face masks.

Students who use the public bus service will also be required to wear face masks.

If students do not wear face masks, the duty member of staff will take their name, pass it on to the pastoral team and a SIMS In-Touch email will be sent home.

Classroom Layout:

Classrooms will be re-organised to ensure there is a 2-metre space from the student sitting on the front row to the teacher's desk and the wall at the front of the class. This will give teachers the space to teach and to maintain a 2-metre gap from students at all times should they wish.

The basic classroom layout for non-practical rooms will be 3 rows of desks, in the region of 10 desks per row. (Due to specific room designs and the storage of filing cabinets in rooms, it might be that some rooms are formatted slightly differently: e.g. 11, 10, 9 desks.)

Practical classroom layout will reflect the specific make-up of the furniture in those rooms. For example, DT classrooms will use regular tables plus work bench spaces for students to sit at.

Our advice to staff is that if they teach classes of less than 30 (as is almost always the case), they leave the desks immediately in front of the teacher's desk empty, so as to increase the distance from the nearest student to the teacher, to more than 2 metres.

There are classes where the classroom filing cabinets run down the side of the class, preventing us from re-organising the classroom with 10 desks which have a middle aisle (i.e. three long rows of desks). If this is the case, and class sizes are less than 30, the teacher may choose to remove the middle table of each row, thus creating an aisle. These tables should be stored safely in the classroom in case another teacher teaches in that room at some point and has a class of 30 students.

Practical Work:

We recommend that in some subjects, teachers do not undertake practical work in the first half term of the new academic year, within the parameters of Covid-safety and reason. Practical activities could be recorded and then shown to students by video via the interactive white boards.

That said, we recognise that some subjects will need to have an element of practical work and this should be planned in consultation with the Head of Department. Jenny Griffiths (DHT) can provide guidance on this aspect if staff would like to take further advice.

Some practical subjects will cope better with the removal of practical work than others. What is imperative at all times is that the safety of staff and students is maintained.

Heads of Department have a central role in agreeing the practical work which members of their department should undertake. They should follow the advice of their relevant external advice bodies in terms of conducting practical work (e.g. CLEAPSS guidance in DT, AFPE guidance in PE, etc). Should Heads of Department wish to take advice from the SLT about conducting individual practical tasks, they should liaise with Jenny Griffiths (DHT) in advance.

If staff do conduct individual or group practical work, and wish to circulate around the class, they should not come within a metre of any student or touch students. They should not circulate through the class for sustained periods of time.

Practical equipment should be sanitised by the students after use. If the equipment is to be used by a different class within 48 hours, then it should be meticulously cleaned. Jenny Griffiths (DHT) can provide guidance on this to specific departments should it be needed.

Sanitising equipment will be provided for each classroom.

Use of Classroom Resources

Departments are encouraged to plan lessons which only use the resources which students carry in their pencil cases. This may be impractical at times in subjects such as art, music, science etc. and those subjects should have contingency resources which they can issue.

Staff should not use resources such as card sorting activities unless the resources used are handled by only one student.

All resources which are used should be wiped clean by students after use, using the blue paper roll tissues and Milton spray solution which are provided. Teachers will need to build time into their end of lesson procedures to support this.

If resources are not wiped down, they should not be used by other students for 48 hours (unless it is a plastic resource, requiring 72 hours), in line with government guidance.

Textbooks:

Where possible, the use of textbooks should be avoided. If they are used, they should be wiped down with sanitising solution by students after use. Again, if another class in a different year group will be using the same textbooks within 48 hours, textbooks should be meticulously cleaned, in line with government guidance.

Most teachers will be able to use the interactive white boards to deliver the content which textbooks would normally provide. Additionally, each classroom will be supplied with a web cam which will enable the content of textbooks to be displayed on the interactive white boards.

The alternative is to use work sheets instead of textbooks and interactive white boards. Students should place work sheets in a specific box at the end of the lesson and these should not be used by other classes for 48 hours.

Marking:

Teachers may mark the books of students so long as they have not been handled for 48 hours. With regard to non-core subjects, this should not be an issue as there are so few lessons in the week, which will allow for this process to be followed.

For core subjects, with careful planning, our recommendation is that if books need to be marked, then for the previous two days, work is done on paper resources which can then be stuck into books after they have been handed back to students.

If any member of core staff has an issue with the process detailed above, they may instead require students to do all their work which will be marked, on separate sheets of paper, which should be stored safely for 48 hours before it is marked and then stuck into books. This needs to bear in mind the school policy for marking which states that marking should be *undertaken regularly* and additionally, there needs to be *a minimum of two pieces of work which are formally assessed each half term*.

It will not be a performance or disciplinary issue if staff choose not to mark exercise books, so long as the minimum standards of the school marking policy are being followed.

Corridor movement/communal areas:

Students and staff should wear a face mask in corridors at the point of communal corridor movement (e.g. change of lessons). The same applies to students standing in line in the dining queue where a 1 metre distance cannot be assured.

Whilst the government has not directed schools in England to ensure students/staff wear face masks at the point of communal activity, it allows discretion to schools to implement this, given the context of their particular school. At Richard Lander School, our context is such that we will be implementing this policy. Our reasons are as follows:

1. Our school is in the top quintile nationally for numbers of students on roll. It is therefore more difficult to maintain social distance at the point of communal year group activity than for other smaller schools.
2. Our building design has only 3 corridors for student and staff movement. Almost all communal movement is indoors with little availability for movement to be outside of the building (which is safer in terms of potential virus transmission). All corridors have a significant amount of student/staff traffic at the point of lesson changeover.
3. Our building design has several areas which are pinch points in terms of communal corridor movement, such as at the bottom and top of stairwells. Even with a staggered year group change of lesson procedure, numbers of students at these pinch points will be significant.
4. Our dining hall facility will be divided into two sections for different year groups, with limited space for an effective queuing system which promotes social distancing.

In line with government advice, students will be required to sanitise their hands before putting their face masks on and after taking them off.

Students should also ensure that they have a separate bag to place their face mask in, so that it keeps virus free during the course of the day. Face masks should not be placed on desks during the course of a lesson.

Entry to Lesson procedures:

Teachers should have their door open at the start of each lesson and ensure that hand sanitising solution is available on a desk by the door, so that students can sanitise upon entry, at the point of taking their face mask off. Teachers should ensure this process is undertaken swiftly, so there is not undue queuing and delay in the corridor space.

End of Lesson Procedures:

The sanitising aspect to lessons is likely to require up to 5 minutes of time, so lessons should end early to support this.

Prior to the end of every lesson, all equipment used should be sanitised by students and returned to their storage area.

Then, all desks will be sprayed with Milton solution and students will be issued large blue roll tissue to sanitise their desks. We recommend that one student wipes down their own desk and the person sitting next to them, to save on waste. (Students with specific allergic conditions may either be issued appropriate gloves for this purpose or their desk partner can be responsible for sanitising their desk.)

Either the member of staff can spray all desks, or a student can do this. We would not recommend students pass the bottle to each other down the row of desks – it has to be done in a controlled manner.

On exit from the class, students should sanitise their hands with sanitising solution and put on their face masks. The teacher (or a student) could go around the class issuing sanitising solution for hand cleansing, or, if this is an issue, the sanitising pot should again be placed on a table near to the classroom door and students can administer their own sanitising solution on exit from the classroom.

Students will bin their tissues on exit from the class. (All teaching bases will be issued with separate, large bins for this purpose.)

Students should leave the classroom in a prompt and orderly manner and walk on the right-hand side of the corridor.

All teaching bases will be issued with hand sanitising units, a Milton based spray bottle plus rolls of tissue. Should staff need further supplies, this can be supplied by Miriam Richardson (SBM), upon request.

Personal Protective Equipment (PPE) including face masks:

All students should wear face masks at times of communal activity outside of the classroom, such as corridor movement at lesson changeovers and dining hall queues. Students should also wear face masks on school transport and upon entry/exit to and from the school, in line with government advice.

Face masks are not compulsory if a student wishes to use the toilet in the middle of a lesson when corridors are relatively empty (as this is not at a point of communal activity).

Staff should also wear a face mask at the point of communal activity outside of the classroom, such as corridor movement at lesson changeovers and undertaking staff duty. If members of staff arrive to school at the point of communal activity, they should wear a face mask in the corridor. (For example, staff arriving to school via the staff car park entrance before the start of the day at a point when corridors already have students congregated.)

Face masks are not necessary for staff to wear if they are making their way down a corridor outside of lesson changeover points.

With regard to the broader use of PPE, the government recommends that staff should not need to use PPE equipment which they would not normally use. The government has advised against teachers wearing face masks in the classroom as students should be able to see their teacher's mouths as they teach. However, if staff would prefer to use PPE, they may do so. This includes face masks and/or face shields.

Our preference, should a member of staff wish to use PPE, is to use a face shield so students can see their mouths as they speak. That said, staff should wear whatever PPE (or not) which makes them feel confident working in a class environment.

Medical staff and staff who work with some of our EHCP students should wear PPE in line with normal practice, and certainly where intimate care is given which involves bodily fluids and the increased exposure to aerosols emitted through breathing.

Every classroom will be provided with sanitising spray, large blue rolls of paper wipes for students to wipe down desks and resources after use, plus appropriate gloves. Further PPE can be provided by Miriam Richardson (SBM) upon request.

Any teacher who is 'mobile' (i.e. teaches in more than one classroom), should use the items listed above in their new classroom each time they move classes. Staff who have several different rooms to teach in may request their own sanitising and PPE equipment from Miriam Richardson (SBM).

Lesson changeover procedure:

Lesson changeovers are a critical part of the school day which will require effective social distancing. The following represents a general plan for this:

- (a) 5 minutes before the end of the lesson, two-year groups will be exited earlier than the other year groups (and will be kept away from the main school corridors).
- (b) Additionally, the PE department will keep their classes in the sports hall / gym for 5 minutes after the end of lessons. (PE normally teaches to half year groups.)

This means that at the point of lesson changeover, half of the school population (i.e. 2.5 year groups) will be out of the system, allowing for the other half of the school population to move to their next lesson.

After this, the 2 year groups who have been released from lessons early, plus the PE half year groups, will make their way to lessons (unless one of these year groups is taking break or lunch). The PE department should exit their classes so that students can enter the building by via the main courtyard entrance.

At this point, it is imperative that staff refer to the attached daily schedule for reference, so that the following detail makes sense:

Daily Movement Schedule:

Morning Registration:

Students will go straight to their P1 lesson at the start of the day as per the detail above. AM registration will take place at the start of P1.

End of Period 1:

Year 9 & 11 should be released from their classes 5 minutes early and be directed to the dining hall, as their 15-minute break starts at the beginning of P2. If the weather is good, then Year 11 should enter the dining hall via the creative arts corridor and Year 9 via the playground, using the outside back door of the dining hall. If the weather is poor, then both year groups will use the creative arts corridor, with Year 11 to the right and Year 9 to the left. This will be monitored by staff.

Year 9 & 11 students may instead use the playground for their break time (Year 9 outside the canteen area and Year 11 on the playground towards the PE block).

The PE department should hold on to their classes for 5 minutes until 9.50am, so that the rest of the school has moved classes and exit them as per the detail above.

At 9.45am, Year 7, 8 & 10 students should move to their next classroom.

For a significant proportion of lessons during the week, this plan will reduce the flow of students in the corridors by about 50%.

End of Period 2:

(All year groups will take a 15-minute break at some point during P2, with Year 9 & 11 at the beginning of the lesson, Year 7 at 10.05am and Year 8 & 10 in the last 15 minutes of the lesson.)

As per the detail above, when Year 8 & 10 are released from classes to take their break, Year 10 will use the creative arts block corridor to access the canteen and Year 8 will access the dining hall via the playground and through the back door of the canteen. If they wish to

take their break outside, Year 10 will congregate on the playground towards the PE block and Year 8 will congregate outside the back of the canteen.

At 11.00am, Year 7, 9 & 11 should move to their next classroom.

The PE department should hold on to their classes for 5 minutes until 11.05am (as per the above detail).

Year 8 & 10 should extend their break time by 5 minutes into P3, either in the canteen or playground, after which time both they, plus the PE classes, should make their way to P3.

(Please see the attached school day timetable for details of which groups are taking their break during P2. Please note that for Year 7, P2 it is a split lesson with break time at 10.05 am)

End of Period 3:

5 minutes before the end of P3, Year 7 & 11 should be released to go to their lunch break (as per the detail above) with Year 11 accessing the canteen via the creative arts corridor and Year 7 via the playground.

If students wish to take their lunch break outside, Year 11 will congregate on the playground towards the PE block and Year 7 will congregate out the back of the canteen.

The PE department should hold on to their classes for 5 minutes at the end of P3, until 12.05pm (as per the above detail).

At 12.00pm, Years 8, 9 & 10 should move to their next classroom.

Following this the PE classes, can enter the main body of the building and go to their lessons.

End of P4:

At the end of P4, all students will return to their year group zonal area for PM tutor.

(All year groups will take a 30-minute lunch break during P4, with Year 7 & 11 at the beginning of the lesson, Year 9 at 12.30pm and Year 8 & 10 in the last 30 minutes of the lesson.) Year 7 & 11 will be encouraged out of the canteen at 12.25pm to allow Year 9 to go to lunch at 12.30pm. Year 9 will head out of the canteen at 12.55pm and Year 8 & 10 will be released to lunch at 1.00pm.

In the last 30 minutes of P4, Year 8 & 10 will have been taking their lunch break. They will be kept in the dining hall / playground areas for a further 5 minutes until the remaining year groups have moved back to their zonal areas.

This is the only lesson changeover in the day when the PE department can release their students on time, allowing PE teachers to get to their tutor rooms promptly.

End of PM Tutor:

5 minutes before the end of the PM tutor session, Year 9 (which is closest to the school hall) will be moved to the main hall. Year 7 will be moved to the courtyard (or external covered walkways if the weather is poor).

Then the remaining 3 year groups will move, after which, Years 7 and 9 will move to their classes.

End of P5:

Exit from the school is detailed above in the section: 'Entrance/Exit to School'.

Wet Break and Lunch Arrangements:

A wet break or lunch could prove potentially problematic for the order of the school, as 3 year groups will still be in classes whilst one or two year groups will need to take their break inside the building.

If it is wet break or lunch, students will be encouraged to use the dining hall.

Remaining students will be directed to the ground floor corridor. The older year group can congregate on the Science side and the younger year group on the DT side of the building. If it becomes too crowded on the ground floor corridor, then the upper floors will be used, following the same pattern as per the ground floor arrangements.

Students can also be directed to use the external covered walkways if the corridors become crowded. It is important that staff on duty manage behaviour well, such that it does not disrupt the learning of others.

Whilst using the corridors during wet break, students should be reminded not to stand outside the door of any class. As all classroom doors have windows, the presence of other students will be a distraction to classes working.

At the end of break/lunch, if it is at the same time as a lesson changeover, it is important that year groups who are using corridors on wet breaks are directed to the external covered walkways 5 minutes before lesson changeover, to allow other year groups to move first.

Assemblies:

As things currently stand, there are no plans for in-person assemblies to be delivered in the new academic year. Weekly assemblies will be delivered virtually during the PM registration slot.

Providing work for students who are self-isolating:

Students who are at home self-isolating for 2 weeks (e.g.: someone in their household has coronavirus) will receive an online education. Staff will be informed by the pastoral team or Attendance Officer of any student who is self-isolating. Staff will ensure that work for their lessons is provided via Moodle.

If a student contracts coronavirus and is relatively well or asymptomatic, work will be provided during their period of self-isolation, as per the detail above. If they are unwell, then they will not be required to complete any schoolwork. This will be agreed in liaison with parents.

Providing work for year groups of students during partial school closure/blended learning:

If an outbreak of coronavirus results in Public Health England (PHE) advice to provide home based learning for specific year groups, then students will be expected to follow their normal timetable. Teachers may either:

1. Deliver live lessons via the webcam facility in each classroom (using the Big Blue Button facility)
2. Put appropriate resources and direction onto Moodle for students to access. (These resources should be put on Moodle prior to the timing of the lesson itself, so they are readily available for students.)

If staff choose option 2, then they must also be live on Big Blue Button to answer any queries students have, in real time.

Staff should be mindful of the appropriate use and safeguarding aspects of live delivery as per the advice issued during the period of lockdown. Jenny Griffiths (DHT) will re-issue this advice to staff and ensure that new staff are conversant with it.

Note: Online live lessons (either audio or video) will not be formally monitored by the senior team. If there is a reason for a performance reviewer, Head of Department or member of the SLT to observe an online lesson, then the member of staff will be informed of this in advance.

Referral Room:

The referral room currently mixes students of different year groups. It therefore cannot be operational from September 2020. This will inevitably put a strain on the school's ability to support with aspects of behaviour management.

If a student misbehaves, the normal procedures of the behaviour management policy apply: issue a warning, followed by sending the student to a member of the department (who is teaching the same year group) or another UPS (i.e. experienced) colleague nearby, who is teaching the same year group. Clare Beech (AHT) has issued guidance regarding this and will re-issue this for staff in the new term, including new members of staff.

Students should not be sent to the Student Support offices unless there has been a critical incident in the class or there is simply no other class that a student can be sent to.

Pastoral Managers will supervise those few students who may need specific sanction and distribute additional students to SLT or support staff offices around the school. It is likely that most students who are sent out of class will be kept out of circulation for no more than 2 lessons, to enable us to cope with the process.

We are fortunate that Richard Lander School has relatively few issues requiring this level of behaviour management strategy.

Staff who had been identified to cover the referral room may now be deployed elsewhere, such as supporting with wider monitoring arrangements for lesson changeover, break time and lunch time.

Detentions:

Detentions will run as normal, in a socially distanced main hall.

That said, we will be reviewing the detentions system to reduce the number of students in detention in the first half term, as we get ourselves to a position of being able to effectively manage this.

Medically Vulnerable or Staff Anxious about Returning to a School Based Context:

The government has advised all school staff to return to work. Staff who are extremely medically vulnerable should be assured of stringent social distancing in their work context. This is possible as a result of this Coronavirus School Management Plan.

If any member of staff is concerned about a return to work either because they are extremely medically vulnerable or anxious about returning to a school-based context, they should discuss this with Jenny Griffiths (DHT) at their earliest opportunity.

School Uniform:

For the first half term, students will wear their full school uniform on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, students will be able to wear their own clothes, to enable their school uniform to be washed.

Students will arrive to school in their school PE kit on any day they have PE (including Wednesdays) as the changing rooms are too small to permit half year groups to change. Students will remain in PE kit throughout the day. If a student wears a 'skort', lycra shorts or lycra leggings for PE, (boys or girls) then they must either: (a) wear their normal school trousers or skirt over these items and remove them at the point of the PE lesson, or (b) wear their normal trousers or skirt without the sportswear underneath and use the PE facilities to change into them at the start of their PE lesson. Black non-lycra sports leggings are acceptable wear to PE. Students who would prefer not to wear their PE kit to school on a day when they have PE will be permitted to use the changing rooms at the start of the lesson, as demand for their use will be reduced.

Staff should wear full formal work wear on school uniform days. Staff work wear is relaxed a little on Wednesdays, but we still require relatively smart attire (though a tie need not be worn). Staff should not wear chinos or jeans.

Lockers:

Students will change their lockers in the first week of term, to be located outside their new tutor bases. This will be led by the pastoral team.

Student Illness at School:

Normal medical procedures will apply to students who present as unwell in school although standard process will include taking the temperature of students.

Medical staff will be extra vigilant, wear PPE and isolate a student if they are displaying symptoms of Coronavirus. The student's parent will also be called to collect their child.

The student will be advised to remain at home for a further 10 days or until such time that a coronavirus test proves negative.

The school will follow Public Health England advice regarding all processes concerning the school's response to coronavirus, including management of unwell students, contacting parents and staff, self-isolation arrangements, school partial or full lockdown, etc. Miriam Richardson (SBM) will forward this process to the staff team.

To support the actions of the school following a suspected or actual case of Coronavirus, all support staff who work closely with students for a period of 15 minutes or more will be required to complete a daily register of the students they have worked with or supported, which will be managed by Miriam Richardson (SBM).

Staff Illness at School:

Normal medical procedures will apply to staff who present as unwell in school.

Medical staff will be extra vigilant, wear PPE and isolate a member of staff (likely to be in an office) if they are displaying symptoms of Coronavirus. If the member of staff is fit and able to make their journey home, then they can do so. If not, then they will be allocated an appropriate room to isolate in until they are able to be collected from school.

The member of staff will be advised to remain off work for a further 10 days or until such time that a Coronavirus test proves negative.

(The SLT have processes to follow regarding contacting Public Health England should a suspected or actual case of Coronavirus occur in school.)

School Events:

The school will be holding no public events/gatherings until further notice. This includes: parents' evenings, Year 6 Open Evening, Year 7 Induction Evening, Carol Service, etc. Where appropriate (e.g. parents' evenings), other forms of communication will replace this.

Assemblies:

There will be no congregation of students for assembly until further notice. Assemblies will be delivered online through the PM tutor session.

Dining Hall:

Students will take their break and lunch in no more than two year groups at a time. To support the social distancing of students during this time, the dining hall will be split into

two sections using dividers. There will also be two separate points of service. Tables will be wiped down between use, using an appropriate detergent.

Staff Lunch:

It is recommended that staff do not eat their food in the dining hall. Teaching staff should either use their department bases to eat lunch or, if there are too many staff in the department base, staff could lunch together in a classroom. (When a teacher is on lunch break, so is their class, so their room is free.) The staff room is also available for staff to eat lunch although the number of chairs has been reduced in line with social distancing guidelines. Support staff should have priority use of the staff room during lunch as they have no department base.

Duty Staff:

Sufficient numbers of staff will be allocated to provide supervision at all points of lesson changeover and at the start and end of each school day. This process is being overseen by Lynsey Toms (ELT) and Jenny Griffiths (DHT).

Start of Term Arrangements:

Our plans for the start of the 2020-21 academic year involves the following year groups in school:

- Monday 7 September: Year 7 only
- Tuesday 8 September: Year 7, 10 & 11
- Wednesday 9 September: Year 7, 8 & 9
- Thursday 10 September and following days: whole school