

Protocols for Phased Reopening to Year 10 & 12 – Summer Term

Rationale:

The Department for Education expected that from 15th June secondary schools and colleges would be able to offer some face to face contact with year 10 and year 12 pupils. This will not be a return to full timetables or pupils back in school or college full time. The plan outlined is our response to this expectation.

The DfE are eager for children to be back at school and into education as soon as scientific advice allows because school is the best place for them to learn. We will act in line with government advice throughout the period of phased reopening. This means that unless we are instructed not to open by the Department for Education or we receive advice from Lancashire County Council, we will be ready to offer a restricted school service for year 10 and 12 pupils from **22nd June**. Our plan offers a blueprint for gradual reopening and allows us to scale up and scale down as required.

Opening school for years 10 and 12 has required taking into consideration a range of actions to maintain safety for both pupils and staff. All schools are different and there is no “one size fits all” model. The proposals and protocols in this document are specific to our school community and building.

We have taken the following actions:

1. Completed a full Lancashire County Council Schools’ COVID-19 Risk assessment. This has looked at cleaning and hygiene practices, class sizes, movement around school, provisions for breaks/lunchtimes, resources and social distancing measures. This risk assessment will be reviewed on a weekly basis, following feedback and in consultation with Union representatives.
2. Written a bespoke timetable for year 10 and 12 that provides some face to face contact for small numbers of children arranged in “bubbles”, of no more than 30 pupils, on any given day. Pupils will remain in these groups throughout the summer term. This effectively means that the majority of teachers will be in school to teach one or two extended sessions a week, to a small number of pupils.
3. Produced key protocols and routines that will be put into place to ensure that staff and pupils are protected and kept safe at all times.

We would like all staff and stakeholders to read these revised documents and provide feedback, suggest further improvements and raise any questions they have. It is a working document that we will continue to review on an ongoing basis.

What will the school do to keep stakeholders safe and prevent the spread of infection?

Key issue	Actions	Point for action / note
<p>Protective provision for staff</p>	<p>The DfE advises:</p> <ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended. • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. <p>However, school will provide all staff who wish to have them:</p> <ul style="list-style-type: none"> • Protective and washable full-face visors • Hand sanitiser • Disinfectant wipes • Gloves <p>Designated classrooms will have:</p> <ul style="list-style-type: none"> • Protective clear screens in front of teacher desk <p>First Aid Provision:</p> <ul style="list-style-type: none"> • First aid staff will be provided with appropriate PPE - separate guidance from LCC/DfE will be provided about this 	<ul style="list-style-type: none"> • The choice to use these items will be the responsibility of staff • They can be taken home or brought into school/left in safe place in the classroom every day • Staff can wash the visors in school before taking them home/storing them in a safe place • Protective screens will be cleaned at end of each day
<p>Social Distancing</p>	<ul style="list-style-type: none"> • Staff and pupils will be required to adhere to 2m social distancing on entrance and exit and during movement around school. • Where non-teaching/support staff work in shared offices the site team will ensure the rooms are organised for maintain the 2m social distancing rule • Staff are not to come into the main office, staff must communicate through the glass screen in reception when/if needed • No access to the staffroom at all 	<ul style="list-style-type: none"> • Staff and pupils must use hand sanitiser on entrance and exit from the school • The secondary school context is different to primary. Our plans on social distancing mitigates close contact. The guidelines suggest that 14-18-year-old pupils understand and can follow social distancing when it is clearly signposted and explained
<p>Food & drink</p>	<ul style="list-style-type: none"> • In summer term, staff in school will be provided with a free lunch from the canteen or can bring their own lunch to school • Staff to bring in their own hot/cold drinks - to reduce shared contact • Staff will eat lunch in the canteen/leave rooms at break to allow for cleaning to be done between sessions • Bottled water will be provided • Hot drinks provided in morning and at lunchtime from canteen 	<ul style="list-style-type: none"> • Staff may choose to eat with their colleagues if social distancing conditions are adhered to (well-being)

Key issue	Actions	Point for action / note
	<ul style="list-style-type: none"> • Staff who wish to have lunch provided must inform the canteen at the start of the day / on arrival 	
Communication during the school day	<ul style="list-style-type: none"> • Staff briefings or notices may be held in the hall or over the tannoy system • Emails will be used as the main form of contact • Tannoy system will be used for any immediate information sharing • Radios will be used for communication at all times 	<ul style="list-style-type: none"> • All staff will be required to pick up and sign for a radio on entry to school. • Staff to return the radio to reception at the end of their time in school. • Radios to be disinfected/cleaned daily
Use of toilets	<ul style="list-style-type: none"> • Staff will be limited to one person at a time in the toilets. • Pupils will be limited to two at a time in the toilets. • Urinals will not be used this term • Pupils will be escorted to and from toilets • At break and lunchtime there will be a duty/supervision rota in place to monitor social distancing of pupils using the toilets and yard • Year 10 pupils will ONLY use the toilets on the art corridor • Key worker and support groups will ONLY use the Year 7 toilets • Sixth Formers will use the sixth form toilets 	<ul style="list-style-type: none"> • Staff need to read and follow instructions outside the facilities to ensure social distancing regulations are adhered to • Toilets will be disinfected and cleaned throughout the day • Site team will close off some cubicles to ensure 2m distancing is adhered to • Staff who need the toilet during lessons can radio and ask for someone to cover while they use facilities
Cleaning procedures	<ul style="list-style-type: none"> • There will be additional cleaning in school throughout the day • Classrooms will be cleaned between sessions where relevant • Public areas will be cleaned regularly • As an added precaution it is advised that teachers use the wipes provided to disinfect their workstation and other items prior to and after use 	<ul style="list-style-type: none"> • Door handles and the signing in area will be regularly disinfected during the day • Workstation includes desk, keyboard, screen, mouse, remote controls and areas of interactive whiteboards touched. Other items staff may wish to disinfect before and after use include thermometers on entry to school
Fire Evacuation Procedures	<ul style="list-style-type: none"> • All existing fire evacuation protocols to be followed. 	<ul style="list-style-type: none"> • The member of staff on sixth form reception will take registers out for staff to cross check in case of fire evacuation.
Contact and communication with parents	<ul style="list-style-type: none"> • Parents will receive the school plan and will be asked if they will be sending their children to school. All Year 10 and 12 pupils will be encouraged to and are expected to attend school. • Letter to parents will explain that if children are in any way unwell or have COVID-19 or flu-like symptoms, they must not be sent into school. • Parents will be told if there are symptoms in family or workplaces, they are associated with then they must self-isolate with their child as per PHE guidance 	<ul style="list-style-type: none"> • School will also keep parents informed of any cases/infections in school • School will keep a record of pupils who are self-isolating • Parents will be advised to allow children to walk to school to prevent traffic congestion
Tracking and tracing pupils and staff with symptoms	<ul style="list-style-type: none"> • All pupils and staff will have temperature taken on entrance to school and if they have a fever (37.8 or above), they will not be permitted admittance into school • Pupils and staff who display any COVID-19 symptoms in school will be sent home immediately to self-isolate as per PHE guidance 	<ul style="list-style-type: none"> • The school will source and purchase more infra-red thermometers • Staff and sixth formers will take and record their temperature prior to hand sanitisation.

Key issue	Actions	Point for action / note
	<ul style="list-style-type: none"> Parents/ carers of pupils should ensure that a test is requested and inform school of the result of this test as soon as they have received it. The same protocol applies to members of staff If the test is positive, the pupil/member of staff should remain at home for 7 days and the class group will self-isolate. If the test is negative, the pupil/member of staff should return to school as soon as they are well. All staff and pupils in the bubble will be informed of any positive test results and will have to self-isolate for 14 days Due to the rigorous nature of the school's phased reopening plan and the social distancing measures that have been put in place, a class will only be sent to self-isolate for the 14 days if a pupil in the bubble tests positive for COVID-19 	<ul style="list-style-type: none"> Year 10 temperature checks will be carried out by staff. Any pupil with a persistent cough will be sent home to self-isolate (using PHE guidance) MJO, UIS and CTO to coordinate the internal track and trace systems
Dress codes and uniform	<ul style="list-style-type: none"> Pupils will be expected to attend school in uniform, however they will not be required to wear a blazer or tie Staff are also permitted to come to school in smart casual dress and items that can be easily washed. 	<ul style="list-style-type: none"> This is to ensure parents can wash items quickly and regularly Staff do not have to wear ties
Personal Deliveries	<ul style="list-style-type: none"> Until COVID-19 situation is over staff can no longer have deliveries of items they purchased for personal use to school. (Amazon, Next, etc) 	<ul style="list-style-type: none">

How will we control and minimise movement around school?

Key issue	Actions	Point for action / note
Teaching rooms	<ul style="list-style-type: none"> Specific classrooms and teaching have been identified on the timetable Site and pastoral staff will arrange seating to ensure appropriate social distancing is in place 	<ul style="list-style-type: none"> Staff MUST NOT move classroom furniture around without prior consultation with site staff
Corridor markings	<ul style="list-style-type: none"> There will be arrows to show direction of movement in the corridor Periodical lines to show pupils a 2m distance 	
Staff Entrance to School	<ul style="list-style-type: none"> Staff will enter via the main school entrance and go straight into the main building Staff must not use the admin corridor and must use reception for queries The admin Corridor is only accessible via the entrance opposite Year 7 office 	<ul style="list-style-type: none"> Staff must not arrive no earlier than 30 minutes prior to the start of their lesson Staff that need more time I school and who need to access their usual classroom must email OSA in advance for fire evacuation and cleaning rota purposes

Key issue	Actions	Point for action / note
Pupil Entrance to school	<ul style="list-style-type: none"> • Year 10 will enter via the DRAMA ROOM • Year 12 will enter via the Sixth Form entrance • They will be monitored by members of staff, to ensure they maintain social distancing on entrance • They will be required to use hand sanitiser on entrance to and exit from school • They will follow the corridor wall markings to walk to their classrooms • There will be staff at each entrance point and on the corridors to ensure social distancing is adhered to • Pupils will go straight to their timetabled classroom and remain there for the duration of the lesson. • Pupils will be dismissed by teachers in the morning and afternoon sessions in a slow and orderly way – that follows social distancing protocols – pupil to remain seated until teacher indicates they leave etc. 	<ul style="list-style-type: none"> • Year 10 will be expected to arrive 8.45 onwards • Year 12 will enter 2 minutes prior to their lesson starting • Teachers will control the exit of pupils to ensure pupils are dismissed slowly and one at a time
Pupil Exit from school	<ul style="list-style-type: none"> • At the end of the day, staff must escort pupils to and dismiss them via the main school entrance - this must be done following the one-way system and ensuring pupils are following social distancing protocols. 	<ul style="list-style-type: none"> • Staff must supervise pupils using hand sanitiser as they leave the building
Reducing other movement	<ul style="list-style-type: none"> • There will be a one-way system in operation that is clearly signed and labelled throughout the building • Year 10 parents will continue to get FSM vouchers • Pupils will be provided with a free lunch from the canteen or can bring their own packed lunch • Pupils will not be permitted to leave the premises at lunchtime • Support staff will take orders for lunch in the morning and grab bags to be provided for pupils • Pupils will eat their lunch outside on the main yard • Inclement weather provision will be in the sports hall • Lunchtime supervision will be provided. • No football games/MUGA to be used to maintain social distancing • Pupils who need to use the toilet during the day will be escorted to ensure social distancing is adhered to and safe hygiene is followed • Due to the small numbers of pupils in school, it will be straightforward to maintain social distancing. Pupils will have a morning and lunch break as per the timetable – supervision via duty rota to be provided • Pupils will not be allowed to use the water fountain; they will bring their own water. 	

When will staff be required to come into school?

Key issue	Actions	Point for action / note
Teaching Staff	<ul style="list-style-type: none"> • To teach assigned year 10 and 12 classes as per the June timetable • To be part of the key worker children supervision rota • For departmental meetings that allow curriculum planning for next term (if needed) • When teachers are not directly involved in teaching, they are encouraged to work from home • A timetable has been put into place to provide advance notice to staff on the days they will be in school • Staff are required to be in their teaching rooms, at least 10 minutes prior to the lesson, especially as all resources need to be put on desks before pupils start to arrive (social distancing) • Staff must continue to inform OSA in advance (by email) if they are planning to come to school in addition to their allocated timetabled times. This includes any meetings or personal planning time. 	<ul style="list-style-type: none"> • Teachers assigned a year 10 or 12 class ensuring social distancing and staff wellbeing needs are met • Teaching staff are encouraged to continue working from home to set and mark work for key stage 3 • If staff are on the shielded list and are unable to come to school, then they carry on working from home and setting work for their classes
Associate staff	<ul style="list-style-type: none"> • Associate staff will be added to the rota to provide operational and educational support 	<ul style="list-style-type: none"> • Due to increased teaching loads associate staff may have to supervise key worker children

How will lessons be delivered and how will social distancing be adhered to?

Key issue	Actions	Point for action / note
Arrangement of classrooms	<ul style="list-style-type: none"> • Each teaching classroom will have 2m distance measured and desks arranged to support social distancing • Teaching must be delivered in well ventilated classrooms, windows and doors to remain open 	<ul style="list-style-type: none"> • Site and pastoral staff will ensure the teaching rooms used are set out with exact social distancing in place • Plastic chairs to be used at all times to facilitate easy cleaning • Bins are to remain outside the classroom

	<ul style="list-style-type: none"> • Staff will teach in the rooms allocated to allow for through cleaning and monitoring of cleanliness - the room allocated is the room to be used • Pupils will be given a designated seat in a classroom and must remain in it at all times 	
Class sizes	<ul style="list-style-type: none"> • Secondary guidance is different and does allow slightly larger groupings than 15 if the size of the space allows. Although it is possible that some groups may be up to 17 pupils it is highly unlikely, and in this eventuality, we will use the school hall to allow appropriate social distancing. • Classes will be taught in bubbles, based around maths groups. • Teachers may be teaching pupils who are usually not in their own class 	<ul style="list-style-type: none"> • Pastoral staff will divide the classes and ensure that pupils are evenly spread between each session • Cover will be put in place for staff who are absent • The timetable means that teachers, as far as possible are in contact with no more than around 30 pupils during the period of reopening. Risk is mitigated by strict social distancing and use of PPE
Lessons timings	<ul style="list-style-type: none"> • Teachers will teach their classes as listed in the timetable • There will be three extended sessions, across the day • Staff teaching session 1 will escort their class out to the main yard and supervise them till the end of break • Staff teaching Session 2 will escort their class out to the yard and remain with them for 20 mins until supervision staff arrive • Staff teaching session 3 will escort their class out of the premises at the end of the day • As soon as staff have finished their lesson and their supervision of pupils, they must leave school 	<ul style="list-style-type: none"> • Staff must ensure and supervise pupils maintaining appropriate social distancing
Entrance and exit to and from classrooms	<ul style="list-style-type: none"> • Pupils are to enter the rooms straight away as they arrive, no lining up etc. • Pupils will be instructed to remain in their seats and not move around classroom 	<ul style="list-style-type: none"> • Staff will be present on corridors to ensure pupils observe social distancing
Resources	<ul style="list-style-type: none"> • Pupils must bring their own resources to lessons. In lessons where resources are shared – they should be clearly labelled for each desk. • The English corridor and Sixth form photocopiers are available for use. They will be cleaned throughout the day • Any further resource needs can be accommodated • Pupils who do not have equipment can be given a pen to write with – and it is not collected back 	<ul style="list-style-type: none"> • Tissues will be provided for pupils to use • If staff need pens etc for pupils, they can radio for assistance • Staff may send photocopying to the copiers remotely from home and they will be saved for 48 hours
Teaching	<ul style="list-style-type: none"> • Staff will deliver instruction-based lessons, no group work or sharing of resources • Guidance to be provided by LSH • In order to adhere to social distancing there will be no PE or science practical lessons 	<ul style="list-style-type: none"> • Staff need to be aware that they might be teaching in different classrooms from usual so that social distancing can be adhered to

	<ul style="list-style-type: none"> • It is advised that staff do not set and accept any written homework to avoid contact with potential virus – all work to be submitted via teams for marking/assessment/checking • A plan for addressing and ensuring teams continues to support teaching and learning for pupils of all abilities, whether present and absent from will be shared with staff • As per normal classroom practice, teachers will complete a paper register for their class. These registers will be provided. (tick=pupil present, X=pupil absent) 	<ul style="list-style-type: none"> • Where staff are teaching outside of their normal classroom – there will be a place to put textbooks/resources • Staff must collect and remove any resources they hand out or use at the end of the lesson. • Staff must remind pupils to take all their resources and papers with them at then end of the lesson
Behaviour	<ul style="list-style-type: none"> • Any pupils who do not follow the social distancing or health & safety advice will be sent home immediately • Pupils who do not follow the behaviour management policy will be sent home immediately • Normal school procedures for dealing with mobile phones etc will apply 	<ul style="list-style-type: none"> • There will be instructions sent to parents and pupils explaining exactly what to do and clarifying the protocols. • There will be pastoral support available throughout the school day