

**Operational procedures:**  
**Whole school opening – September 2020**

*“Returning to school is vital for children’s education and for their wellbeing.”*

These procedures are written to ensure the government’s hierarchy of protective measures can be implemented, acted upon and adhered to as much as possible. They are intended to act as a practical interpretation of the risk assessment, so the considerations in the risk assessment are turned into actions.

The information contained within does not contain every change and adjustment – this should not be seen as a finite list of changes. Furthermore, there will be a need to review these procedures following the emergence of any unforeseen issues which may occur during daily operations.

**System of controls**

The first action in the hierarchy of protective measures is:

**Individuals who show symptoms of coronavirus (COVID-19), or have someone in their household who shows symptoms, must NOT attend school. The main symptoms are:**

- **a high temperature** – this means the chest or back feel hot to the touch
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in an hour
- **a loss or change to your sense of smell or taste** – this means no smell or taste registers or things smell or taste different to normal

A period of self-isolation should then follow, in line with NHS guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

All members of our school community are expected to inform us if they or a member of their household tests positive for coronavirus (COVID-19). This is a crucial part of our engagement with the NHS Test and Trace process.

## System of controls - continued

The next three actions in the hierarchy of protective measures are contained in the table below:

Required action	School response
<b>Clean hands thoroughly more often than usual</b>	<ul style="list-style-type: none"> <li>Parents asked to send students to school with hand sanitiser</li> <li>Hands-free electronic hand sanitisers in every classroom</li> <li>Signage around school</li> <li>Active promotion from form tutors</li> </ul>
<b>Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'</b>	<ul style="list-style-type: none"> <li>Parents asked to send students to school with pocket packs of tissues</li> <li>Signage around school</li> <li>Active promotion from form tutors</li> <li>Tissue boxes in every classroom</li> </ul>
<b>Introduce enhanced cleaning</b>	<ul style="list-style-type: none"> <li>Timetable of cleaning for cleaners and site staff ensures areas of high-traffic are cleaned when children are in lessons</li> <li>Spray detergent and cleaning cloth provided in every classroom</li> </ul>

In minimising the contact between individuals and maintain social distancing wherever possible, the “overarching principle to apply is reducing the number of contacts between children and staff”. To achieve this, we will adjust the timings of the school day, running two concurrent timings for a combination of year groups. This will reduce the number of students on break and lunch and reduce contact between students at lesson changeover. This will be further supported by a one-way system around school which utilises clear signage for ease of use.

<b>Y7 &amp; Y10</b>	<b>P1</b>	<b>BREAK</b>	<b>P2</b>	<b>P3</b>	<b>LUNCH</b>	<b>P4</b>	<b>P5</b>
<b>1:2:2 DAY</b>	9:10-10:10	10:10-10:30	10:30-11:30	11:30-12:30	12:30-1:15	1.15-2.15	2.15-3.15
<b>Y8, Y9, Y11</b>	<b>P1</b>	<b>P2</b>	<b>BREAK</b>	<b>P3</b>	<b>P4</b>	<b>LUNCH</b>	<b>P5</b>
<b>2:2:1 DAY</b>	9:10-10:10	10:10-11:10	11:10-11:30	11:30-12:30	12:30-1:30	1:30-2:15	2:15-3:15

There are a number of other measures we need to introduce and adjustments we need to make to ensure these timings work. These can be categorised into 5 main areas: morning/form routines, lesson routines, movement between lessons, break/lunch routines and personal organisation routines.

### **Personal organisation routines:**

- Cloakroom will not be used, so students need to plan when they can access lockers and what to pack in school bags
- Students need to ensure they have hand sanitiser (alcohol free) and a pack of tissues with them each day
- Students must bring enough to drink every day, preferably water in a clear/opaque bottle (NOT fizzy drinks), and not rely on buying drinks from the canteen – water fountains will not be in use

### **Morning/form additional routines:**

- Upon arrival at school, all students go directly to their tutor rooms – this is an opportunity to use the designated toilets (KS4, KS3 or Y7), on the way to form
- Form tutors will be in their tutor rooms from 8:30
- Hands must be sanitised upon entry into form room
- Students will read their books until registration time starts at 8:45
- Tutor time activities will run according to the published schedule, with the main adjustment being a daily assembly:
  - Y11 – Monday
  - Y10 – Tuesday
  - Y9 – Wednesday
  - Y8 – Thursday
  - Y7 – Friday
- English teachers will collect their classes from assembly, Monday – Thursday
- KS4 reading registration will take place on a Thursday and Friday

### **Lesson additional routines:**

- Upon arrival at class, ensure hands are sanitised and follow teacher instructions on where to sit – seating plans are decided by teachers
- Students are to remain seated at all times in lessons, unless requested to move by the class teacher
- Student exercise books will remain in school and must not be taken home
- Workbooks or equivalent for home learning must not be left in school
- At the end of the lesson, students should plan their route to next lesson
- When instructed to do so, leave the room promptly, in the order specified by class teachers

### **Movement between lessons:**

- Teachers will be outside their rooms to monitor lesson changeover – students to respond positively to teacher guidance
- Follow one-way system carefully
- To ensure smooth transition between lessons, students should avoid stopping in the corridors – the time to wait for or meet with friends is break and lunch, in the designated areas, not lesson changeover
- Move in a single file as much as possible, moving purposefully around school as opposed to slowly
- At the end of the day, students will be escorted to the school gates and the bus park

### **Break/lunch new routines:**

- To enter break and lunch time, only designated external canteen doors may be used
- Upon entry to canteen, choose appropriate perimeter path:
  - If buying food and it is the correct year group timeslot, follow the left perimeter path
  - If eating packed lunch, heading outside or it is not yet the correct year group timeslot, take right perimeter path
- Timings for buying food:

	Monday	Tuesday	Wednesday	Thursday	Friday
10:10	Year 7	Year 10	Year 7	Year 10	Year 7
10:20	Year 10	Year 7	Year 10	Year 7	Year 10
11:10	Year 11	Year 9	Year 8	Year 11	Year 9
11:15	Year 9	Year 8	Year 11	Year 9	Year 8
11:20	Year 8	Year 11	Year 9	Year 8	Year 11
12:30	Year 7	Year 10	Year 7	Year 10	Year 7
12:45	Year 10	Year 7	Year 10	Year 7	Year 10
13:30	Year 11	Year 9	Year 8	Year 11	Year 9
13:45	Year 9	Year 8	Year 11	Year 9	Year 8
14:00	Year 8	Year 11	Year 9	Year 8	Year 11

- Students will spend break and lunch times on the school field, as much as possible, weather permitting. Special provisions are made for some students, as they always have been.
- Each year group will have a specific break and lunch time for library use.