

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

Theale Green School – September 2020 Return

This guidance has been prepared to make clear expectations and processes to ensure the efficient and orderly return of all students and staff in September. DFE guidance that was issued to all schools¹ on July 3rd is included as an appendix. There are three over-arching principles that will inform the school approach to re-opening within the context of the guidance. These are:

- 1) The system of controls as outlined by Public Health England will be followed.
- 2) Actions taken will be risk assessed so as to ensure that the school is seeking appropriate approaches to minimise infection.
- 3) The integrity and delivery of the whole school curriculum should be as broad and balanced as it can be.
- 4) The highest standards of behaviours will be expected to support community health

For each guidance area we will outline the steps we will take to ensure the school is September ready.

Public health advice to minimise coronavirus (COVID-19) risks

- a) Within school there will be clear adherence to the systems of control laid out by Public Health England. The table below outlines the six key areas of prevention and the school response to these. The details for some responses may be outlined in subsequent sections.

System of Control	In school action
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<ol style="list-style-type: none">1) School will share with parents and students, the guidance regarding Covid-19 requirements that are in place nationally.2) Within school students will be reminded of their responsibilities on a daily basis.3) Where students are ill the attendance officer will follow a Covid-19 script when speaking to parents to ensure that if necessary students do not attend school.
2) clean hands thoroughly more often than usual	<ol style="list-style-type: none">1) All classrooms and offices will have hand sanitiser available, and the use of these will be built into day to day routines2) Hand sanitiser stations will be in place at main entrance and exit points to the school, and will be used on arrival

¹ <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

	<p>to school.</p> <ol style="list-style-type: none"> 3) As part of amended pastoral routines the need to keep hands clean will be discussed with students each day. 4) Two outdoors wash stations with hot water, soap and towels have been installed on the corner of the main entrance / canteen and in the main outside playground
<p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<ol style="list-style-type: none"> 1) Students will be asked to bring tissues as needed. Tissues will also be provided in school as necessary. 2) Additional bins will be provided in each classroom, and changed at regular intervals. 3) Within school students will be reminded of their responsibilities on a daily basis in reference to "catch it, bin it, kill it" approach 4) The school will be adopting "hands down" reminders to keep hands away from the face
<p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*.</p>	<ol style="list-style-type: none"> 1) Cleaning around the school will be enhanced through routines, cleaning products, monitoring and adjustment of working hours as appropriate 2) Students will wipe down desks after each lesson with spray and disposable wipes as part of amended protocols (and through a risk assessed approach) 3) Other surfaces (computers/desks) will be wiped down at appropriate times with spray and disposable wipes as part of amended protocols (and through a risk assessed approach) 4) *Bleach is not recommended in a school setting
<p>5) minimise contact between individuals and maintain social distancing wherever possible</p>	<ol style="list-style-type: none"> 1) School day timings will generally not be amended at the beginning or the end however, adjustments in the day will be amended to keep bubbles of students separate during breaks and lunchtime 2) Years 7-8 will form one bubble 3) Years 9-11 will form one bubble 4) Years 12-13 will form one bubble 5) A clear and precise route around the school, including one-way systems on both floors will be embedded, along with room exit protocols in all areas of the school. This will ensure even student flow around the building when movement is needed. As the majority of classrooms have an external door, the majority of the one-way system takes place outside. Movement within corridors is transient and limited 6) During lesson transitions noise is expected to be kept to a minimum; students will be expected to move smoothly between lessons, not stopping, waiting for friends or gathering in small groups along the way. This will be explained and reinforced prior to students returning to school and during an extended induction 7) Year groups will be strictly assigned areas of the school for social times. This must be adhered to without exception 8) There is will be a change to routines in the canteen in terms of the lining up / entrance / exit procedures. Due to the size of the bubbles, the canteen will provide enough seating, along with the House Hub and the canopy area for all food to be eaten. Food may only be eaten in these areas and nowhere else for Years 7-10. Any food purchased in the canteen must be eaten before leaving. Year 11 will have a designated lunch space and the Sixth Form Common Room is available to Years 12-13

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

	<p>9) Assemblies will not take place as a bubble; short assemblies may take place as a Year group, but assemblies will also take place using online platforms through tutor time</p> <p>10) Extra-Curricular sporting events will not take place until revised guidance is issued.</p> <p>11) PE changing rooms will be closed, and where PE lessons take place students will need to come to school in full PE kit for the day</p> <p>12) There will be limited access to the school staffroom.</p> <p>13) Whole school events (staff meetings/parents evenings) may take place in a different format to avoid risk of infection.</p>
6) where necessary, wear appropriate personal protective equipment (PPE)	1) PPE will be available as needed should the circumstances arise.

b) Guidance points 7-9 as outlined in the school Risk Assessment would be followed were they to be relevant in our context.

School Operations and logistics

a) Return to School

8.30AM TO 3.00PM

1 st Sept	INSET Day	Staff induction and training
2 nd Sept	INSET Day	Staff induction and training
3 rd Sept	Year 7 and Year 12	Tutor/P1/P2/P3 Induction; lessons P4 & P5
4 th Sept	Year 10, Year 11 and Year 13 Year 7 and Year 12	Tutor/P1/P2/P3 Induction; lessons P4 & P5 Tutor/P1/P2/P3 PSHE / Careers ; lessons P4 & P5
7 th Sept	Year 8 and Year 9 Year 7, 10, 11, 12, 13	Tutor/P1/P2/P3 Induction; lessons P4 & P5 Tutor/P1/P2/P3 PSHE / Careers ; lessons P4 & P5

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

b) Start of the Day

Students who walk, cycle or arrive by car are asked not to arrive before 8.20am. On arrival, whether via the bus park or the main entrance, Year 7/8 will be directed to one area of the school, and Years 9-11 to another; Sixth Form students will go directly to the Common Room. Students must be on site ready to move to tutor time at 8.30am with tutor time starting promptly at 8.35am. Online assemblies will start at 8.35am in tutor rooms. When the 8.30am bell rings, students must move to their tutor room without hesitation using the one-way system (designated by paint markings and signage)

c) School Day Structure

	Tutor Time Bell at 8.30am	P1	Break/P2	P2/Break	P3	Lunch/P4	P4/Lunch	P5 Bell at 3.00pm
Bubble	8.35 – 8.55	8.55-9.55	9.55-10.20 10.20 - 11.20	9.55 – 10.55 10.55 – 11.20	11.20 – 12.20	12.20-1.00 1.00-2.00	12.20-1.20 1.20-2.00	2.00-3.00
Yr7/8								Leave lessons at 2.55pm
Yr 9/10/11								
Sixth Form								
			Enhanced Cleaning 10.20-10.55 social areas/toilets		Enhanced cleaning	Enhanced Cleaning 1.00-1.20 social areas/toilets		

The rationale for this is as follows:

- 1) It ensures the integrity of the school timetable and curriculum remains intact. Students will receive their full curriculum entitlement with amendments for practical subjects
- 2) Staggering break and lunch times ensures that the bubbles do not mix during social times and cleaning can take place in high risk areas (eating areas and toilets)
- 3) Hygiene and ventilation procedures mean that staff can, in the main, remain in their teaching space, so enabling maximum opportunity for high quality teaching and learning

The structure and routines of the day will be shared with staff and students over an extended induction period, allowing time for all students and staff to be comfortable with this, and to avoid mistakes or confusion leading to risk to health within our community

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

d) Lesson Transitions

Each classroom has its specific place on the one-way route. Students will need to quickly learn this route and adhere to it at all times. This is to ensure that entrance to and exit from classrooms is orderly and hygienic. Students will use the sanitiser on entrance to the room (which will be placed inside the classroom near the door used on the new one-way route). Bells will no longer be rung to transition normal lesson time due to the staggering of breaks and lunches. A bell will be rung to signal the start of the day at 8.30am. After that, teachers will determine the end of each lesson according to the timetable (not a bell); at the end of break and lunch, students must take responsibility for arriving on time to lessons without a bell to remind them. As social spaces will be zoned, staff will also be around to prompt students. There is no excuse for being late to a lesson, and students cannot rely on their mobile phones to check the time as the use of mobile phones is not allowed during the day. One bell will signal the end of the day. At the end of each lesson, students will, as a matter of course, wipe their desk clean in accordance with the Risk Assessment for this activity produced by the Trust. Disposable wipes or tissue will be placed in the bin provided before students use the sanitiser on exiting the room.

e) Break and Lunch time protocols

At break and lunchtime, students must use the one-way system in order to move to the zoned areas that will be explained thoroughly during induction. Students may purchase food and drink in the canteen which will now be served with hygiene as the main priority. A new queuing system at the entrance to the canteen will ensure that every student washes their hands on entry to the canteen and that sanitiser is used after the payment point. All litter / waste must be placed in the bowls on the tables immediately to avoid canteen staff having to pick up any litter or food waste. Students may not take food out of the canteen and must not gather in standing groups; there is plenty of seating available.

Year 11 will be allocated a “common room” area for social times as a pre-Sixth form privilege; this will have a (limited) toilet area as well. The respect afforded to this privilege will determine its longer term viability. We think that Year 11 will rise to the occasion. The area will be P1 (the old Aspire) at the new exit to the canteen.

A trolley service for break and lunch will be taken up to the Sixth Form common room.

Packed lunches may be eaten in B6 (The House Hub) or under the Canopy Area – both of these areas will be for quiet (packed lunch only) socialising as lessons will still be on around site. A court will be made available for “play / activity”. We are currently risk assessing the table tennis areas in terms of “shared equipment / hygiene”.

For any student not washing their hands at the canteen wash station (compulsory), we will be asking them to wash their hands, at the second station outside of the Brookes Centre, before eating.

LT/Pastoral Team and Duty staff will be ready in their respective duty points in each designated break area to welcome students. Break duty day and times will be assigned so they are compatible with staff timetables. These staff will also ensure that all students have disposed of all litter appropriately and move off to their lessons using the one-way system in a timely manner. Students will be expected to walk quietly in single file until their classroom is reached. A protocol for break time should the weather be poor will be in place for September, however the staggered breaks and lunches allow for this with relative ease.

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

f) End of the Day

There will be staggered departures to limit group mixing. The Year 7/8 bubble will be released at 2.55pm having followed end of lesson cleaning procedures.

g) Toilet Arrangements

This protocol follows the guidance issued under the heading Prevention which states that schools MUST '**Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.**' However, point 4 of this this guidance states that '*Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet.*' Despite this guidance we will aim to provide separate toilet areas for the different bubbles:

- Sixth Form – Sixth Form Common Room
- Years 9-10 - main toilets by Reception
- Year 11 – P1 and LRC
- Years 7-8 - Brookes Centre for boys and opposite First Aid Room for girls
- Students will be frequently reminded of the need to use toilets as part of their use of the one-way system and regularly at break/lunchtime; however, students will not under any circumstances expect to be found in more than a group of two walking around the school to use the toilet. This must be on an individual needs basis, and students will be expected to be en-route to lessons or in their social zone at all other times. External doors to the toilet area (not the cubicles) will be open at all times (expect where privacy cannot deemed to be maintained) to aid ventilation.

Requests to use the toilets during lessons.

Like staff, students are not allowed to use the toilet during lesson time. A student asking to use the toilet during a lesson could now mean losing up to 10 minutes of learning time, and therefore all students will be strongly encouraged to use the toilets during breaks / transitions. The very small number who require a toilet pass for confirmed medical reasons will be given an exit pass to use as needed. The student will be required to use the one-way system to get to the nearest designated toilet and the member of staff will keep a record of the time the student was absent and which toilet they used).

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

Draft Duty points (by way of example)

AM/PM	Zone		
	Canteen entrance (wash station)		
	English Corridor		
	Bus arrival x2		
	Front entrance		
	Car park		
Break / Lunch	Canteen entrance (wash station)		
	Canteen Exit (inside)		
	Canopy Area		
	B6		
	Court		
	Year 11 P1		

Please note that the staff duty areas and personnel will not be completed until return to school

FIRE ALARM DURING THE SCHOOL DAY

Instructions to follow should the fire alarm sound during the school day.

1. Staff to read the fire action notice in the classroom / office so you are aware of your nearest exit.
2. If you hear the fire alarm –
 - a. Stop what you are doing
 - b. Remind students to line up in their tutor group on arrival at the courts (groups will be separated by bubbles)
 - c. Instruct everyone to leave the classroom / building via the nearest exit immediately and ask them to walk quietly and quickly by the safest route to the tennis courts observing guidance to limit the contact and avoid transmission.
 - d. Follow the students out closing your classroom door behind you.
 - e. Report to the assembly point to support registration

Please note the one-way system is not in use during the fire alarm, leave the building via your nearest exit.

Do not stop to collect belongings, use the lifts or enter the building unless instructed it is safe to do so.

All key fire doors to be closed by senior staff.

Curriculum, behaviour and pastoral support

- a) As per the guidance the school will continue to operate a broad and balanced curriculum. Assessment (in a variety of ways depending on the stage of education) of students will take place in the early weeks of September to ascertain where any learning gaps may be. Teachers will then plan how best to address these. Students will have access to the same breadth of subjects that they have always had.

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

- b) All students will have access to the school PSHE programme which covers three main areas: Living in the Wider World, Relationships and Health and Wellbeing. The first few sessions will focus on student well-being following the school closures. We will also be signposting areas of support outside of school as part of the new statutory curriculum. This programme will move into the Relationships and Sex Education (RSE), which is statutory for all schools to deliver during 20/21 academic year. The RSE model policy will be shared with parents before lessons start.
- c) Formal assessment points will take place during the autumn term as planned. Other appropriate assessments will take place earlier on for Year 13 and Year 11 in order to inform teachers of learning gaps to be addressed prior to mock examinations in November.
- d) As per guidance, limits will be placed in some creative subjects such as music, drama and dance to limit the risk of infection. This may include the suspending of choral activities or band or extra-curricular activities. In Science, Art and Technology subjects, activities and practical lessons, due to shared resources and equipment that cannot be safely monitored from the front of the classroom will be curtailed. This will be reviewed at the point that further national guidance emerges.
- e) Students will continue to access Physical education, but will be required to wear PE kit on the day(s) they have practical PE. Guidance suggests that PE Changing rooms are not used. All students will be expected to wear school PE kit on these days (they of course may still wear a school jumper / blazer* to keep warm. Contact sports will not take place. Practical PE will be the focus of the department, and it will take place outdoors. In wet weather conditions PE will move inside into well ventilated areas, but when group size dictates that social distancing cannot remain appropriate for the nature of the subject, some lessons may be classroom based on those days. When PE is outside, all bags will be taken outside by the students. No valuables can be collected in by the department and therefore it is the responsibility of the student to ensure that any valuable items are safely stowed away carefully within their bags. Wherever possible we strongly suggest that items of value are not brought to school. Additional and similar arrangements will be made for Dance lessons. Specific guidance will be sent to parents on return to school in September.
- f) Extra-curricular activities, performances, shows, lunchtime clubs and fixtures may be phased in when it is deemed safe to do so. Residential trips are not allowed under the guidance. Day trips will be considered on a case by case basis based on need vs risk.
- g) A revised school behaviour policy with reference to Covid-19 was shared with all parents at the point of return to school for a small number of students, and an updated version will be shared again with all parents and students; the school will operate using these principles from September. Boundaries and expectations have changed to protect the health of the community and all students will be highly supported to meet the expectations.
- h) There will be a renewed focus on strict adherence to school routines to ensure the risk of infection is limited.
- i) Attendance is compulsory for all students as per national guidance.
- j) Work will be provided for students who have to self-isolate as per Public Health England guidance. If students are absent through illness work will not be set.

DRAFT RE-OPENING PLAN (FULL) SUBJECT TO AUGUST GUIDANCE

- k) Were a local/year group lockdown to occur, the school would transition to using Microsoft Teams as the learning platform. As has been shown recently, a blended approach to voice over lessons and face to face online sessions have operated effectively. Dependent on the context the sessions would recommence for the appropriate groups of students and would model the school day and curriculum entitlement.

****As a change to earlier guidance, Blazers are optional until October half term, when they once again become a compulsory part of the uniform***

Assessment and accountability

- a) Year 11 and Year 13 students should expect GCSE examinations to begin in June (this is the most likely scenario based on the proposals set out in the OFQUAL consultation). Parents should avoid booking any holiday time for Year 11 students until the end of the 2020/21 academic year as we do not know the final examination date at this time.
- b) Year 11 and Year 13 students will not officially leave school until their examinations have been completed. As has now become the custom, there will be no study leave for Year 11 students. This will maximise teaching time so they can be as prepared as possible.
- c) There may be the introduction of an extended session from 3.10pm to 3.50pm over the course of the year in certain subjects. This will be designed to support Year 11 and Year 13 students. It is in the interests of students to attend these sessions where they are offered.
- d) Students may be offered catch-up sessions, as part of the national initiative and funding schools will receive. Details of this will be shared with students and parents in September, once the exact nature of the funding and how it is to be spent is confirmed to schools.
- e) Student work will still be marked as it would normally have been. Heads of Department remain responsible for the effectiveness of marking and feedback across their department.

Contingency Planning for Outbreaks

- a) Should remote education be required at some point in the 2020/21 academic year, teachers will provide online learning sessions through Microsoft teams. It is assumed that teachers would be onsite or at home and students access the regular timetable at home unless national guidance stipulates otherwise. This timetable would follow as far as is possible a students' in school timetable.
- b) Where students have distinct needs, reasonable adjustments and "best endeavours" will be made to support them
- c) School will aim to provide additional ICT resources if this is applicable based on the circumstances of each student.