**Arrangements for September 2020-2021** 

School will form three bubbles:

* Bubble 1 – Maple – EYFS and staff
* Bubble 2 –The rest of primary and all other primary staff
* Bubble 3- All Secondary and Secondary Staff.

**(Classes will form smaller teaching bubbles and will be kept apart as much as possible)**

**Arrival/Departure**

Primary pupils will enter and leave by the gates near the staff room at the front of school. All pupils and staff will remain within their own classroom until called to walk to the taxi–1m apart.

Secondary pupils will enter and leave from the door on the top yard. Pupils will be escorted onto transport by members of staff.

If pupils have face coverings for transport, they will deposit them in a sealed bag and keep them in their form rooms. They will then don them before leaving the room to get onto their transport.

At the moment pupils will all be arriving on the same transports but Secondary pupils will go into school via the yard and the Primary pupils will remain on the transport and will be dropped of at the gates at the bottom of school. The reverse will happen for departure.

NB - We are still awaiting guidance as it may be possible that the school day can be staggered with different start and finish times so that pupils from Primary and Secondary can arrive on different transports. We will let you know the outcome of this as soon as possible.

**Form classes**

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| --- | --- |
| **Primary** | **Secondary** |
| Rainbow room- as before, Maple breakout room  Maple- Denise-old P1  Rowan- Sarah–old P2  Hazel- Laurie- old P3  Beech – Floss- old therapy room  Birch-Julia-old P4 | 7G- Mr Griffiths  8O – Mrs Oliver  8H - IT room Miss Herkes  8D- Science Room Mrs Henderson  8R – Miss Davison  9F – Mrs Fortune  9B- Mr Bolton  10NT – New Teacher  11V – Mr Vernon’s room  11M – Mrs McGladdery’s room. |

**Curriculum**

Timetable to remain the same **but there are changes to what can be taught in some lessons, for example singing can’t take place in music lessons.**  – All pupils will stay in their pastoral groups and LSA to remain with group in Form class.

Teachers to transition to Form class as per the timetable.

**Food Technology**

Classes to be split in two to allow practical and theory sessions:–

* Monday Lesson 2 and 3 **(80) no spare classroom needed (9 pupils)**
* Monday Lesson 4 and 5 **8R**  5 pupils no splitting of class required.
* Tuesday 2 and 3 **Yr 11 Option choice**  10 pupils ( some pupils to work outside the classroom?)
* Tuesday 4/5 **(9F)** 11 pupils
* Wednesday **2/3 (8D) room needs cleaning afterwards** (rest of pupils to remain in Science room)
* Wednesday **4/5 (7G) class to be split and remain in 7G form class**
* Thursday **1/2 (8H)** 8 pupils can all be taught in Food Technology room.
* Thursday 4/5 Year 10 option group - 10 pupils- some may need to be outside the room.
* Friday **1/2 (9B)**  9 pupils can be all taught in Food Technology room.

**Science**

Lessons to take place in Form classes unless experiments are taking place, then science room will be used. Pupils will swop classes with form classroom of whichever class is using the room.

**PE**

Lessons will take place as normal and when timetabled pupils will be escorted over to sports hall. 1

When pupils have PE they are allowed to come into school in appropriate PE kit.

Can I please take this opportunity to stress that PE kit can only be worn on days your child has their timetabled PE/ Outdoor Education or Duke of Edinburgh lessons. Normal rules apply for the wearing of school uniform. Timetables will be sent home the first two days back so that you will know which days these lessons are on.

Primary teachers will be in touch to provide further details about PE for Primary pupils.

**Uniform**

The expectation is that pupils will still wear normal school uniform unless there are sensory issues where this is not appropriate. The guidance also states that if possible pupils should wear clean uniform every day, we fully accept that this is in an ideal situation so if this is not possible please don’t worry about it.

**Enrichment**

Secondary pupils (apart form year 11) will have one hour of enrichment on a Friday afternoon, this will be delivered by the class staff who will give pupils options depending on the skills they have to offer.

Enrichment Groups-

Year 7G - Mr Griffiths and Staff

Year 8H - Miss Herkes Mrs Thompson

Year 8D - Miss Lally Mr Davis/Ms Elcock Mrs Beckham (depending upon reviews)

Year 8O - Mr Anderson Miss Lee Mrs Devlin

Year 8R Miss Davison Miss Stokoe

Year 9F - Mrs Fortune Miss Churlish

Year 9B - Mr Bolton Miss Tweddle

Year 10G - New Teacher Trish Lowe

Year 11 to engage in PFA (Preparing for Adulthood) Curriculum.

Primary will continue with Golden Time last lesson on a Friday with a limited range of activities on offer within the classroom.

**Classroom Procedures**

Within classrooms and wherever possible pupils must stay 1 metre apart. We fully realise that some of our pupils will find this very challenging and sanctions will not be applied for pupils who struggle to follow the new protocols.

Movement breaks, pupils to be escorted by members of staff from form class to external areas.

Equipment to be used when pupils are engaged in behaviour management strategies – Staff to prepare these for the day and then cleaned at the end of the school day. Same equipment must remain with each form class or each individual pupil.

Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used, this includes managing the behaviour of pupils who may spit.

**Equipment**

All pupils will be issued with a clear pencil case from school with essential equipment needed. These will remain in form classes unless pupils are moving to the science room to take part in experiments.

In terms of PE the PE staff have adjusted their schemes of work so that no equipment will be needed for PE lessons in the first term back. Non–contact PE lessons and PESSPA will still occur at break and lunch times.

Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals so for example any PE equipment or break and lunchtime equipment that is used.

**Handwashing**

All primary classrooms have their own sink or sink just outside the classroom that can be used. These will be cleaned on a regular basis.

We have bought four mobile handwashing units that can accommodate 100 washes a day. These will be placed in the classrooms for pupils for each bubble to wash hands at various times of the day.

|  |  |
| --- | --- |
|  | To be used by |
| Handwashing Station 1 | 8H |
| Handwashing Station 2 | 7G |
| Main Toilet | 8R |
| Handwashing Station 3 | 11M |
| Main Toilet 2 | Year 10 |
| Handwashing Station 4 | 11V |
| Handwashing Station 5 | 9B |
| Handwashing station 6 | 9F |
| Sink in the Science room | 8D |
| Sink in the Art Room | 8O |

Handwashing to take place upon arrival at school/ prior to break/ returning from break/ prior to lunch/ returning from lunch/ prior to leaving school.

Wall mounted hand sanitisers to be put up in every classroom and around key areas of the school.

All classrooms will have their own supply of PPE equipment.

Corridors and staircases to be split into two by hazard tape and signage applied in terms of metre distancing and arrows to ensure that pupils are following the one-way system –keeping to the left. It is important to emphasise that your child will need to follow social awareness practices wherever possible.

Street to be split in half by tape- Primary area outside Primary classrooms and Secondary spare desks outside the Art and Science rooms.

**Isolation room**

Business manager’s room to be used as the isolation room. Any pupils displaying Covid –19 symptoms to be taken immediately to this room. School will phone you immediately if your child is displaying any symptoms. We fully understand if there is a delay collecting your child but can you please ensure that school has the most up to date contact details for you and that you come and pick up your child as soon as possible. It will not be possible for us to transport your child home using school transport.

**Assemblies**

All assemblies will now be delivered remotely using the class whiteboards.

**Break Times**

**Primary**

Maple- continuous provision, SL/LR 10.40-10.55 – strip, FH/JK-11-11.15. Break times will be taking place in the area outside the primary classrooms and on the field.

**Secondary**

Secondary break will be done in zones – 5 zones each with a different activity. The zones will be populated by year group and will be rotated daily.

Due to the smaller numbers in the zones and staffing we won’t be able to provide a quiet area at break time or a computer club at lunch time. As soon as we return we will re-examine the possibilities of reintroducing these,

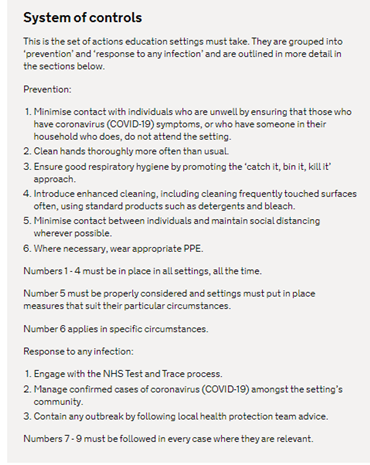
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| --- | --- | --- | --- | --- | --- | --- |
| Zone | Area | Mon | Tues | Weds | Thurs | Fri |
| Zone 1 | Yard | Year 8 | Year 11 | Year 10 | Year 7 | Year 9 |
| Zone 2 | Forest School area | Year 7 | Year 10 | Year 11 | Year 9 | Year 8 |
| Zone 3 | MUGA | Year 9 | Year 7 | Year 8 | Year 10 | Year 11 |
| Zone 4 | Area to the rear of Sports Hall | Year 10 | Year 8 | Year 9 | Year 11 | Year 7 |
| Zone 5 | Yard/ Field | Year 11. | Year 9 | Year 7 | Year 8 | Year 10 |

**Lunchtimes**

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| --- | --- |
| **Primary** | **Secondary** |
| DF’s class in own room/area  lunch 12-12.30 in class, playtime  12.30-1.00 on strip SL/LR  lunch 12.30-1 in class, playtime 12-12.30 on strip-FH/JK | Lunch will be rotated on 20 min slots   * Year 7 and 9 12.00-12.20pm * Year 8 12.20-12.40pm * Year 10 and 11 12.40- 1pm   When children are not eating, they should be in their daily play zone.  Classes will eat on separate tables within their form class and year group. These will be separated and extra trolley will be available in order to reduce ‘bunching’ |

**Test and Trace and potential cases.**

Schools must adhere to health and safety and ensure: **that people who are ill should stay at home, robust hand and respiratory hygiene, enhanced cleaning arrangements, active engagement with NHS Test and Trace, formal consideration of how to reduce contacts and maximize distancing between those in school or college and wherever possible minimize potential for contamination so far as is reasonably practicable.**



Settings must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. This means ensuring that staff members and parents and carers understand that they will need to be ready and willing to:

* book a test if they are displaying symptoms - **staff and pupils must not come into the setting if they have symptoms**, and must be sent home to self-isolate if they develop them when at the setting - all children and young people can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team.

Based on the advice from the health protection team, settings must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

* direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
* proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow ‘[Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection), which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘[Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)’. They should get a test, and:

* if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days
* If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period) - their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘[Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)’

I hope this explains everything about our return in September, we have also conducted a risk assessment which will be shared on the school website.

If you require any more information or have any questions about September’s return to school please don’t hesitate to get in touch with school via the Facebook page or the school website.

Have a lovely break and we will see you all in September.