

Appendix 2

Social Distancing Arrangements for Students

Students will continue to be provided with online learning on days when they do not attend school. A place for every child will be available in school on the days that on-site support is provided for them.

Students must not attend school if they have symptoms of Covid 19: a raised temperature or new persistent cough. Parents must follow public health requirements for self-isolation and testing if their child has Covid 19 symptoms. Students who develop Covid 19 symptoms during the school day will be referred for first aid support via the on call system and will be isolated in the medical room until they are collected by a parent. Parents will be required to collect their child as soon as possible and without delay.

Arrival at school

The school site will open to students at 9.20am. Students should not arrive before 9.20am as staff will not be on duty to supervise them.

Students should maintain social distancing during their journey to and from school, including if they walk to school. Students should not walk to school in groups and parents are asked to ensure that their child follows this requirement. Car sharing is not advisable at this time due to public health requirements for social distancing. School transport, if used, will provide appropriately for social distancing to be maintained. Further details will be available to parents from the transport provider.

On arrival in school, barriers and tape will indicate social distancing arrangements. Staff will be on duty from 8.40am to support students and to ensure these arrangements are followed.

Students should enter the main school building using the main reception doors and go directly to their designated classroom, following the one way system which will be clearly indicated. Where possible, classes will be given specific doors through which to enter and leave the school building to ensure social distancing can be maintained.

Hand Hygiene. Good hand hygiene is an essential element of protection for the school community. All members of the school are expected to follow hand hygiene guidance and to wash their hands (or use sanitiser) thoroughly and frequently. Hand gel is available for student use outside classrooms and in key locations around the school site. Soap is provided in student toilets to facilitate good hand hygiene. Hand gel should be used on arrival in school.

Uniform: Students are not required to wear school uniform. Clothes suitable for a 'non-uniform' day should be worn that are practical and reflect the school's ethos and standards. Further guidance will be provided for students prior to on-site provision.

Out of Bounds Areas: The school's Reception, social space, dining areas, Hall and school grounds are not available for student use and are out of bounds at this time.

Food and Drink: Students should bring their own water bottle and snack to school, if required. Fizzy drinks and chewing gum are not permitted. As the school site will close to students at 12.00, there is currently no lunchtime provision for students. Families with children eligible for free school meals will continue to be provided with supermarket vouchers. The school's water fountains are not in operation at this time to maintain hygiene.

Visitors to school: no visitors are currently allowed on school site. All meetings with parents will, wherever possible, continue to be done using online platforms or by phone. Visitors arriving without an appointment will not be admitted to the school.

Student Toilets: these will operate on a 'one in, one out' basis and a member of staff will be available to supervise social distancing. The toilets open to students are located close by their classroom. Soap is provided to ensure good hand hygiene. Toilets will be cleaned mid-morning. Where possible, classes will be allocated specific toilet blocks to reduce the numbers using the toilets.

Face Masks and PPE: staff and students may wear a face mask and/or other PPE if they wish to do so. The school is not required to provide face masks or additional PPE for staff at this time. All members of the school community will respect the decisions of others regarding their use of PPE.

First Aid: students who feel unwell in school should inform their teacher. Oncall staff will provide support and students will be taken to First Aid if required. Where possible, first aid advice and support will be provided without breaching social distancing and the first aider will remain 2m away. Additional PPE is available for first aiders and will be used if further first aid treatment is needed which makes social distancing impossible. Students who need further medical support will wait in the first aid area until they are collected by a parent. Parents are asked to be available to collect their child promptly in the event they are unwell in school.

Assemblies will not take place at this time. School visits and trips, extracurricular activities and the Be Inspired programme are also postponed until further notice.

Movement in Corridors: Students must follow the one way system and social distancing markers at all times. These rules apply to all members of the school community.

Office Spaces: Students must not enter offices unless social distancing can be maintained. Marking tape indicates the safe area for office based staff and must be observed.

Classrooms: Tutorial groups will be allocated to a classroom base for all their lessons and students will be registered in this room at the start of their day: as part of their care and guidance tutorial, or at the start of their academic tutorial.

A 2m distance will be marked out around the teacher desk as a designated 'safe space'. A seating plan will be provided giving each student an allocated desk and seating position within the classroom. Students must sit in their allocated seats and must not move around the classroom unless instructed to do so by the teacher or another member of staff.

Class sizes will be small to provide for social distancing. It is likely that most classrooms will accommodate classes of around 8 students safely.

Where a TA is assigned to support a student, the TA will have a designated seat to work from, ensuring a 2m distance to other students.

Students must remain in their seats throughout the lesson. Students will only be allowed to leave the classroom to use the toilet or if instructed to do so by a teacher. Group work and practical work will not be possible at this stage. Students must only leave their seats with the permission of the teacher.

During their first tutorial session, key information about social distancing arrangements and fire evacuation procedures will be explained. All students must follow these arrangements throughout their time in school.

Basic Equipment. Students should bring their own basic equipment to school (pen, ruler, rubber, pencil, sharpener). If a student does not have the equipment they need then they will be provided with this by their teacher. Where a student needs to borrow essential equipment e.g. calculator (or similar), these will be wiped before and after use and returned at the end of the tutorial. If iPads are available, they will also be wiped before and after use. Lack of equipment should not be a barrier to learning. Students are advised not to borrow equipment from other students and wherever possible, to bring their own.

Conduct in School: Disruption to tutorials will not be tolerated. On the first occasion, low level disruption will result in a warning from a member of staff. Any further instance of disruption will result in the student being removed from the tutorial. At this time, face to face support from teachers is extremely precious and students will not be permitted to disrupt the learning of others. Non-compliant behaviour which breaches social distancing arrangements will be considered to be extremely serious and will result in the student being referred to the leadership team and/ or removed from the tutorial by on-call. The leadership team will liaise with parents with regards to the student returning to the on-site support programme. Non-compliance with social distancing arrangements and/or the instructions given by staff is likely to result in the student being removed from the on-site support programme.

Transitions between tutorials. Students are asked to wash or disinfect their hands when entering and leaving a classroom.

The transition between tutorials will require one teacher to leave, and another to arrive. During this time, students should remain in their seats. This is not a designated break.

Only **one** student will be permitted to leave a classroom at any time to use the toilet.

Breaks. Students will remain in their designation classroom throughout their time in school. No formal break will be provided as social distancing cannot be effectively managed during a 'traditional' break-time. Students will be allowed to drink water during their lessons as usual: the school's water fountains are not in use at this time. Students should bring sufficient water to school with them so that they do not need to refill water bottles during the tutorial sessions. Students will also be given permission to leave the tutorial for a toilet break if they need to. Only one student will be permitted to leave the tutorial at any one time. Staff will be on duty to supervise corridors and toilets throughout the morning to support social distancing. Between each tutorial, students will have a short period to refresh at their seats whilst their next teacher is setting up for their tutorial. This short 'interval' will also provide an opportunity for students to eat a snack, if they need to do this. Teachers will end tutorial sessions 1, 2 and 3 with 5 minutes of 'brain gym' to ensure students are ready to re-start learning in their subsequent tutorial. These arrangements will provide adequate breaks in learning for Year 10 students to remain alert and focussed during their tutorials.

Leaving School

At the end of the day's programme (12.00), students should leave the school site as directed by staff. Social distancing should be observed by students whilst on the school site and on the way home. Students should not walk home from school in groups. The main door through Reception should not

be used by students. Teachers will be on duty to supervise students leaving the site and to support social distancing arrangements.

Social distancing in the event of an evacuation: In the event of a fire evacuation the school's revised procedures will be followed. The priority will be the safe evacuation of students and staff from the building. Social distancing requirements may need to be temporarily lifted to facilitate the prompt and safe evacuation of students and staff. The school staff will only lift the social distancing (2m separation) if it is essential to do so to facilitate exit from the building. As soon as it is safe to do so (at the assembly point and during registration) social distancing arrangements will be re-established: students will line up 2m apart for registration. Return to classrooms following a fire evacuation will be managed one group at a time, supervised by the tutorial teacher, and social distancing arrangements will be followed.

Questions or concerns about social distancing: Students with any questions or concerns about social distancing arrangements should ask their teacher in the first instance. Parents with questions or concerns should contact their child's Year Leader for advice. If the concern is urgent and significant, parents should contact the Head of School, Mr Mather, at the earliest opportunity.

Appendix 3

Tutorial programme timetable

9.20 – 9.30am Students arrive in school and join their tutorial group in their designated classroom

9.30 – 10.20am: Registration and Tutorial 1

10.20 – 11.10 Tutorial 2

11.10 – 12.00 Tutorial 3

12.00: Programme Ends, supervised student departures

