

Brine Leas School

Guide for reopening the school

FAQ Format

Introduction

This Return to School Guide is designed to provide students and parents with information about how the school has been prepared in order to ensure that we start March 2021 safely and successfully.

It is organized in an FAQ format. This FAQ format will also enable us to easily add additional information in response to questions raised or developments in government policies over the coming weeks.

If you have any additional questions that are not covered in this Return to School Guide please send them by email info@brineleas.co.uk

Everyone at Brine Leas School is very much looking forward to seeing all students back together in the school community from March.

It is a requirement that every school offers a Lateral Flow Device (LFD) test to every student and member of staff and that this offer is for three consecutive tests, three to five days apart. At that point it is envisaged that students and staff can be issued with LFD tests to complete at home. The aim for this testing is that this enables an extra layer of safety and security to the reopening of schools. Students and staff that have been in school during this lockdown have already been undertaking this testing at school.

D Cole
Headteacher

How is the Return to School Guide organised?

The FAQs within this **Return to School Guide** are grouped into the following sections:

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A	Government guidance: what parents and carers need to know about schools in the autumn term	
	Guidance	Explanation
	You can access each section by clicking on the text below	https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak The FAQ below are written on the basis of the government advice to parents published up to 22nd February 2021.
A1	Welcoming children and young people back to school and college	This section explains why the government judges that all year groups should return to school full time from the beginning of the spring term. It also explains how schools and colleges will continue to manage the risks.
A2	Children returning to nurseries, childminders and other early years providers	This section explains the arrangements in relation to nurseries, childminders and other early years providers
A3	School and college attendance	This section explains how the government expects school attendance to again be “mandatory from the beginning of the new academic year”. It also explains the current position regarding the “small number of pupils (who) will still be unable to attend in line with public health advice”. The school’s actions in relation to these points are set out in Section E of this FAQ Guide
A4	How everyone can help make schools and colleges as safe as possible	This section explains that the government is asking schools and colleges to ensure they are: <ul style="list-style-type: none"> - managing confirmed cases of coronavirus (COVID-19) in the school or college, in line with current public health guidance - ensuring everyone at the school or college cleans their hands more often than usual, including when they arrive at school or college, when they return from breaks, and before and after eating - this can be done with soap and running water or hand sanitiser - ensuring good respiratory hygiene, by promoting the ‘catch it, bin it, kill it’ approach - enhanced cleaning, including cleaning frequently touched surfaces more often - minimising contact and maintaining distance, as far as possible It is important to appreciate that all the school actions set in this FAQ Guide flow from these government expectations.

A	Government guidance: what parents and carers need to know about schools in the autumn term	
	Guidance	Explanation
A5	Arriving and leaving school or college	<p>This section sets out the government’s expectations regarding:</p> <ul style="list-style-type: none"> • The staggering of start and finish times to the school day • Student travel arrangements and movement through the local community • Use of public transport • The implications of face coverings <p>The school’s actions in relation to these points are set out in Section C and Section D of this FAQ Guide.</p>
A6	Curriculum, exams and inspection	<p>This section sets out the government’s actions and expectations regarding:</p> <ul style="list-style-type: none"> • The curriculum • Assessment and exams • Inspection <p>The school’s actions in relation to these points are set out in Section J of this FAQ Guide.</p>
A7	What else you need to know	<p>This section sets out the government’s guidance regarding:</p> <ul style="list-style-type: none"> • Behaviour • Uniform • School food • School trips • Extra-curricular activities <p>The school’s actions in relation to these points are set out in Section H, Section I and Section J of this FAQ Guide. in the FAQ Guide below.</p>
A8	Process in the event of outbreaks	<p>This section sets out:</p> <ul style="list-style-type: none"> • the government’s definition of what constitutes an “outbreak” in school • the processes to be followed in such an eventuality <p>Drawing on the expertise of our Medical Needs Coordinators the school is especially well-placed to work effectively with our area’s local health protection team. The school’s actions in relation to these points are set out in Section L.</p>

B	Questions about the start of term		
	Question	Response	
B1	Which days do students return to school?	Years 7-13	Monday 8 th March

Travel to and from school		
C	Question	Response
C1	How should students travel to school?	<p>Students should travel to school using their normal preferred method. The Local Authority will continue to provide school transport to those students that it did before the current situation. Extra services are being added to reduce the co-existence of school transport and public transport. Students must follow the guidance on face coverings put in place by the Local Authority and their transport providers. Please check their website for further details.</p> <p>https://www.cheshireeast.gov.uk/public_transport/school_transport/school_transport.aspx</p>
C2	Can parents drop students off by car?	Parents may choose to bring their son/daughter to school by car but will not be able to access the school site to do so. If you are intending on using a car as a mode of transport, then please be respectful to our neighbours and be aware of any restrictions on parking or drop-off on public roads.
C3	Can sixth form students arrive by car?	Sixth Form students who wish to use a car to travel to and from the school site, will only be allowed to do so with prior permission. Permission will be granted on the grounds of correct use of the facilities, including parking and speed restrictions.
C4	Can students cycle to school?	Yes. We would encourage as many students as possible to cycle to school rather than being dropped off by vehicle. We recommend that students should wear a suitable helmet. Student bike racks are situated close to each designated 'outside entrance'. Once your bike is secured, then students should follow the designated routes that will lead them to the year group zones. The school actively works with the Local Authority and other organisations to further improve the experience of cycling to school. If you are able to support this work do please contact Mrs K Bradshaw, our Senior Leader with responsibility for School Travel, using the following email address: info@brineleas.co.uk

D	The School Day – morning, lessons, breaks, lunchtimes and the end of the day			
	Question	Response		
D1	What time can students arrive on site?	The start of day has been amended this term to take account of the staggered starts, safety and supervision.		
		Year 7	BL6 gate	08:50
		Year 8	Front of BL6	09:00
		Year 9	BL6 – queue on turning circle	08:55
		Year 10	Sports hall gate	08:55
		Year 11	Sports hall gate	08:50
		Year 12	BL6 Entrance	08.55
		Year 13	BL6 Entrance	08.50
		If arriving by bus, then the time of arrival will have been agreed with the Local Authority and may differ from those listed above.		
D2	Where should students go to when they arrive?	Each year group will “live and learn” within designated zones of the school. Year group zones have been created with separate ‘outside entrances’ (see Section F). Students go direct to the classroom timetabled for their first lesson (Lesson 1) using their designated route into their year half zone (with the exception of Wednesday, which will be form time). They are not to wait for friends, delay in corridors or enter into a different zone or take an alternative route. Student movement during the school day will be only within their year group zone unless they are taken by staff to a specialist teaching area.		
D3	What does the school day look like?	The school day has been reorganised to take account of increased movement around school, the year group zones, lunchtimes and the staggered start and end of the school day.		
		Lesson 1	[start time] – 10:10	
		Changeover	10:10 – 10:15	
		Lesson 2	10:15 – 11:10	
		Break	11:10 – 11:25	
		Lesson 3	11-25 –12:25	
Lunch	12-25- 13:15			

D	The School Day – morning, lessons, breaks, lunchtimes and the end of the day			
	Question	Response		
		Lesson 4	13:15 –14:10	
		Changeover	14:10 – 14:15	
		Lesson 5	14:15 – [end time]	
D4	What happens at the end of the school day?	At the end of the school day, students will leave the site the same way that they entered at the start of the day. The timing has been staggered to avoid students being together at the end of the day. Those students taking buses must go straight to their bus without delay. Those walking home or being collected must leave the school site immediately without delay and are not to gather in groups by the exits. Parents and carers are not to enter the school site to collect students.		
		Year 7	BL6 gate	15:10
		Year 8	Main school entrance - Z half Sports Hall Gate - Y half	15:15
		Year 9	BL6 gate	15:05
		Year 10	Sports hall gate	15:15
		Year 11	Sports hall gate	15:10
		Years 12	BL6 Entrance	15:05
		Year 13	BL6 Entrance	15.10
		Those students taking buses must go straight to their bus without delay. The buses will not leave until 15:20 to allow every student to access the buses.		
D5	Should students go straight home at the end of the day?	Yes. Unfortunately, current circumstances in relation to social distancing and cleaning arrangements mean that students cannot stay on site independently to use school facilities. The exceptions to this are where school has organised an activity at the end of the day – see Section J In keeping with the start of day arrangements described in Section C and Section D students are also asked to go straight home at the end of the day and not gather in groups within the community.		

Attendance and punctuality

E	Attendance and punctuality	
	Question	Response
E1	What are the expectations on attendance?	We agree with the DfE Section A3 that it is vital that students return to school for their educational progress, wellbeing and wider development. Normal attendance procedures will therefore be in place. We are aware that this needs to remain in the context of public health guidance related to COVID-19; therefore we would urge parents and carers who wish to seek further medical advice regarding any particularly conditions affecting their children to contact our Special Education Needs Coordinator (Mrs G Josephs) or our Business Manager (Mrs K Bradshaw) via info@brineleas.co.uk In line with government guidance , please also note that if a child or someone in their household has Covid-19 symptoms they should not attend school (please see Section L for more guidance on what to do in these circumstances).
E2	What will happen if a child does not attend school?	When a student who is expected in school does not arrived our pastoral staff will contact home in line with our normal protocols. This will include sending out a truancy alert.
E3	Who should you notify of non- attendance?	Contact the normal school attendance phone number (01270 625663) or email attendance@brineleas.co.uk by 8:45am if you are not well enough to attend school. Please also notify the attendance officer of any test results related to COVID. Year 12/13 absences should be reported to 01270 621612.
E4	What will happen if a student is late to school?	Students late to site (outside of their year group's designated arrival time) will not be allowed to enter until all other students have been admitted as per Section D . Wherever possible, late students will be escorted to the year group zone and classroom, but this may not be possible until the start of the next lesson due to restriction on movement around the school site. In this instance, students will be supervised in a separate space until it is possible to move them.

Attendance and punctuality		
E	Question	Response
E5	How will students arrive or leave for appointments (i.e. doctor, orthodontist etc.)	We are currently operating with restrictions around the school site and buildings for a number of reasons that make entering/leaving site outside of the start/end of the day difficult (staffing, security, distancing, safeguarding, etc.). Because of this, students must be brought into the school buildings and escorted to/from classrooms if they arrive after the start of the day or leave before the end of the day and this can only be managed at certain times. The arrival times are start of the day, 10:30am and 1:30pm. The collection times are 10:30am, 1:30pm and the end of the day. Therefore, if your son/daughter has an appointment, you will need to drop off and collect your child at whichever of those times is the best fit. Parents must send notification of an appointment to appointments@brineleas.co.uk and then the necessary arrangements can be made. Parents should not enter the school site for drop off and their child should wait by the main entrance doors until collected. Students who are being collected will be brought to the main entrance doors and sent to waiting parents or allowed to make their own way if that is the arrangement that has been made.

F	School zoning	
	Question	Response
F1	What is a zone and what facilities does it contain?	<p>Each year group has been assigned a separate and distinct zone within school. This is designed to promote social distancing between year groups.</p> <p>These zones are entirely self-contained and have their own:</p> <ul style="list-style-type: none"> • food serving outlet (shared between two year groups – cleaned in between uses) • toilet and hand-washing facilities • physical recreation area <p>Students will remain in their zone throughout the school day with staff moving to the zones to teach lessons. The only exception to this is where students need access to specialist teaching facilities. In this situations staff will collect students from their zones and take them to the specialist teaching facilities. Links to maps containing the school zones can be found on the school website:</p>
F2	Where do the students go when they arrive on site?	Straight to their Lesson 1 teaching room as per their timetable, with the exception of form time on a Wednesday.
F3	How many students are there per zone?	<p>The Zones have been designed to accommodate the number of students in each year group, with the separate sixth form facilities meaning that Years 12 and 13 are considered to be one group.</p> <p>The size of Years 7 – 11 are between 220 and 250 students per year group.</p> <p>The size of Years 12/13 is approximately 320 students.</p> <p>Students are not allowed to independently enter a different year group zone to their own.</p>
F4	How many students will be in a class?	The Year Group Zones have been designed to ensure that we can run our full timetable of curriculum lessons with only minor modification to the experience of some practical subjects in Key Stage 3 (Years 7/8/9). Therefore, class sizes will be exactly the same as previous years and will range in size depending on the approach to grouping in the subjects.
F5	When will students be returning to school?	Monday 8 th March 2021 - Years 7-13
F6	How are the classrooms organised?	The vast majority of our classrooms have been reorganised so that all desks face forward. Where this cannot be achieved due to furniture being fixed, as in some of our technology and science laboratories, alternative seating plans and reduced class sizes may be implemented to ensure social distancing.
F7	How will students be able to access toilet facilities?	Toilet access will only be allowed during break and lunchtime. Those students with previously known medical conditions already have individual plans. Each zone has allocated toilets that will be supervised at break and lunchtime.

Movement around the school site and buildings		
G	Question	Response
G1	How will students move around site?	<p>Years 7-11 Staff move first. Students only move when the next teacher arrives. If students are changing groups, staff will oversee the movement between rooms and then require students to read in silence while waiting for their next teacher to arrive. If students will be moving to specialist rooms for their next lesson, then staff will gather them in a room in their zone (as shown on their timetable) and then escort them to the specialist room. The reverse procedure will be followed before the end of the lesson to ensure that zoning is maintained.</p> <p>Years 12 and 13 Sixth form students will follow the same timings and procedures as those listed above except for silent reading. All sixth form lessons are within the sixth form building (BL6). For the majority of sixth form students therefore the school day will start directly with Lesson 1 at 08:50/08:55. Sixth formers will only move during changeover time. This is to ensure they do not cross over with any students or moving staff.</p>
G2	How will students be able to use the library?	Unfortunately, the library will not be accessible to students as usual. Students will still be able to borrow books by e-mailing librarians to reserve books for collection which will be delivered to classrooms at an agreed time. Returned books will be subject to quarantine.
G3	How will year groups be prevented from mixing together?	There are lines and signs designating areas that students cannot enter, clear signage on doors and rooms along with A-boards to provide further visual guidance on no access routes. During lunch and breaktimes year groups will remain separate. Year group zones are in clearly designated areas and duty staff will be available at lesson changeover and social times to ensure no movement occurs between zones. Year 12/13 students will always wear lanyards to facilitate identification as they will be the most mobile year groups.
G4	What if a fire bell sounds?	The zones have been set up to allow for close to a normal fire evacuation. Students should go to their designated evacuation point where they will be registered by form group. Students have been inducted with this process.

Provision for food and drink		
H	Question	Response
H1	What will happen at breaktime and lunchtimes?	<p>Students will be able to use the social areas designated to their zones. These include:</p> <ul style="list-style-type: none"> • large outside areas in each zone • dining rooms • indoor wet weather spaces • indoor designated rooms <p>School staff will closely monitor all these.</p>
H2	What food provision will there be?	<p>Each Year Group Zone will have a dining room that will offer a range of hot and cold food and drinks at lunchtime. It will not be possible to deliver food at break time at present, however it will be offered to each year group once a week after Easter. The sixth form will be able to use the coffee shop in BL6 throughout the day. There will not be any breakfast service for any year group at the beginning of term, but we hope that this may again become possible later in the school year.</p>
H3	How will students pay for food?	<p>Thumb scanning (via WisePay) will continue as a method of cashless payment and enhanced cleaning routines have been put into place to ensure the safety of this method. Students will also be able to pay for their food by using their pin number.</p> <p>Meal accounts should be topped up online using WisePay. Students must not bring cash into school to top up their accounts as the 'top-up' machines will not be available.</p>
H4	Can students bring their own food or drink?	<p>Students can bring a packed lunch but will be reminded not to share food. This should be in a reusable container where possible. Students bringing their own food and those buying food from the dining room for their year group will eat their food together.</p>
H5	How will students access water?	<p>Students are encouraged to bring their own named water bottle to minimise any transition risks. The school network of water refill points will be available within zones for certain year groups. Water fountain in pastoral zone for students using hall. Jugs of water will be available for student refills in the venues without a water machine.</p>

Behaviour and safety		
I	Question	Response
I1	How will behaviour be managed?	<p>The safe return of all students to school depends on everyone following the systems and processes we have put in place to protect against the risks presented by Covid-19.</p> <p>These systems and processes will be unfamiliar and will place restrictions on the free movement around school that all normally enjoy.</p> <p>Students can expect us to enforce these new systems and processes actively and robustly. For example, any unauthorised movement between zones will be dealt with strictly.</p> <p>Experience tells us that the vast majority of students will respond very positively to our instructions. However, if there are any incidents where this is not the case then we will use our normal sanctions and make early contact with parents to discuss how we will ensure everyone is kept safe moving forward.</p>
I2	Does the Brine Leas Behaviour Policy and Positive Schooling still apply?	<p>The Behaviour Policy and Positive Schooling continues to apply in school, with the following procedural amendments in response to current circumstances:</p> <ol style="list-style-type: none"> 1. If students need to be removed from a lesson the on-call staff will have a brief conversation with them to re-establish a positive learning environment and re-introduce the student back to the lesson. 2. Departmental parking rooms will be used but only within the zones provided. Students who need to be removed from their zones will be isolated elsewhere. 3. If students fail to respond positively, we will contact home and follow our normal sanctioning process. These sanctions range from referrals, internal seclusion through to exclusion. 4. Serious breaches of our behaviour policy will result in us following our normal behaviour and sanction policy. 5. Detentions will be conducted during social time and at the end of the day. Students will be reminded of 3 basic expectations that apply to everyone at all times: <ol style="list-style-type: none"> i. follow instructions ii. no talking when the teacher is talking and iii. allow others to work 6. Social distancing rules will be enforced in each of the zones using a 3-step process: <ol style="list-style-type: none"> i. Rule reminder ii. Expectation to respond iii. Sanction imposed if the expectation is not met
I3	What positive Schooling rewards will be taking place?	<p>We will run our normal rewards programme with appropriate adjustments to comply with current guidance. This includes the virtual 'no negative' raffle, and the awarding of merits via the school register.</p>

Behaviour and safety		
I	Question	Response
I4	What will be the uniform expectations for March?	<p>The current government guidance on uniform stipulates that: <i>"Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal."</i></p> <p>Evidence also suggests that:</p> <ul style="list-style-type: none"> - the virus does not survive well on soft surfaces (such as fabric) - outer clothing such as a blazer/jumper/tie can be considered a low transmission risk item <p>Therefore, we will be expecting ALL students in our full school uniform as outlined in the guidelines published here on the school website. Students will be expected to arrive at school smartly dressed, including tie, blazer and jumper. Of course, in the event of hot weather students may be advised of "no jumper or blazer days". Students are required to come to school dressed in their PE kit.</p>
I5	How will detentions take place?	<p>Detentions will be run in year group zones to prevent the mixing of year groups. Detentions are run at break time by curriculum leaders for non-completion of work or low-level disruption. For more significant negative behaviour eg. that require support of the on-call behaviour team, may result in a lunch detention. All detentions can be escalated to an after-school detention for failure to attend or more persistent breaches of expectations.</p>
I6	Can students bring mobile phones to school?	<p>We recognise the importance of emerging technologies present in modern mobile phones. Teachers may wish to utilise these functions to aid teaching and learning and students will have the opportunity to use these at the direct instruction of the class teacher. The use of mobile phones in one lesson for specific purposes does not mean blanket usage is then acceptable.</p> <ul style="list-style-type: none"> - Mobile phones should be switched off and kept out of sight once the student enters the perimeter gates at the start of the day (all paraphernalia should be put away so that it is out of sight in the building). - Mobile phones and associated paraphernalia e.g. Headphones, chargers etc. should not be seen whilst moving between lessons, at break time, lunchtime, during lessons or tutor time. - During this period of increased expectations in relation to hygiene control, students must ensure that they are not sharing mobile phones with other individuals. <p>Misuse will be dealt with as per our normal procedure by confiscation and return at the end of the school day.</p>

J	Teaching and learning (including learning outside the classroom)	
	Question	Response
J1	How will classrooms and movement during changeover times be different in school?	We have set up clearly marked one-way transit routes around the site and classrooms have been selected and set up to support learning in a socially distanced way.
J2	How will classrooms operate to promote social distancing, good hygiene and effective learning?	We have taken a great deal of time to set up positive learning environments that are safe and follow the guidance on distancing. Teachers will teach from the front of the classroom and will not circulate around the room as they would do normally. We have thought carefully about the most effective 'teacher at the front' teaching and learning methods that will help you to learn quickly and effectively.
J3	Will students stay in the same classroom for all lessons?	The general principle will be that students stay in their designated zones and teachers will move to the teaching areas. <ul style="list-style-type: none"> - Students in Key Stage 3 (Years 7/8/9) will be taught for majority of their lessons within their zone area – for a number of lessons students may be in the same classroom. - Students in Key Stage 4 (Years 10/11) will be taught within their year group zone but will move to more specialist rooms when this is needed. - Students in Key Stage 5 (Years 12/13) will be taught together in the separate sixth form building.
J4	How will students be given work?	Students will be instructed in class as usual and set further practice (homework) on platforms, such as: Microsoft Teams, Seneca, GCSE POD, Hegarty Maths.
J5	Will students get paper handouts and exercise books?	Yes. Students will be given exercise books to work in and paper handouts and booklets to guide their tasks. There will be control measures in place for safe handling and students will be responsible for taking care, organising their work and remembering to bring their handouts / exercise books to every lesson. How well students organise their work will be vital to how well they learn , so it is really important that students do have all the equipment that we are recommending for 'teacher at the front' teaching and learning.

Teaching and learning (including learning outside the classroom)		
J	Question	Response
J6	What equipment should students bring?	<p>We have developed comprehensive equipment expectations that are specific to the current circumstances:</p> <p>Essential equipment for Years 7, 8 and 9: Pencil case containing the following:</p> <ul style="list-style-type: none"> • a minimum of two pens (black or blue), pencils, eraser, a 30cm ruler, a selection of colouring pencils, a glue stick, a highlighter pen, a protractor, a pair of compasses, a scientific calculator <p>In addition to equipment students must also carry a personal reading book. This is essential because it improves reading ability, quality of writing and encourages good study habits in terms of what will be expected at GCSE, A level and beyond.</p> <p>From a hygiene point of view, we require students to do the following,</p> <ul style="list-style-type: none"> • carry spare hand gel • have their own drinks bottle which is clearly labelled with their name <p>Please ensure students cover their exercise books with either sticky back plastic or a plastic exercise book cover, this makes them wipeable and will keep them looking respectable for longer</p> <p>Essential equipment for Years 10, 11, 12 and 13: The same as above, with the addition of:</p> <ul style="list-style-type: none"> • post-it notes, A4 ring binders and dividers. <p>Some of the equipment that we are asking students to bring to school this year is new, but it will help with effective learning in ‘teacher at the front’ classrooms. During the induction days for students and the virtual Information Evenings for parents we will explain how this equipment will help you to learn effectively in a ‘teacher at the front’ setting. The more equipped students can be the more effectively they will be able to learn. Students should have less to carry to school in September given the more limited extra-curricular activities that will be available at the start of this year.</p>
J7	How will PE lessons run?	<p>Initially, we will be doing less practical PE due to the limited size of our changing rooms and the need to maintain good distancing where possible. Getting as much practical PE back onto the timetable as previously is a very high priority and we will work to make this happen. Students are required to come to school dressed in their PE kit. need to bring PE kit with them on days that contain practical PE lessons. In the event of extreme weather students will not undertake indoor PE lessons due to the facilities being needed for breaks and lunchtimes and having the necessary furniture and equipment in them.</p>
J8	Will there be Information Evenings for parents?	<p>All information evenings in the Spring term, such as: options evening and post-16 pathways will be held virtually.</p>

Teaching and learning (including learning outside the classroom)		
J	Question	Response
J9	How will the learning outside the classroom operate from March 2021?	<p>Brine Leas School remains very strongly committed to its successful and popular extra-curricular activities schedule that is a part of normal school life. With the current restrictions in place and official guidance, we will unfortunately be starting the term without extra-curricular activities, except those which can happen virtually and outdoor sport. Once we have established the start of this term, we will look to return as many activities as it is safe to do so. We will publish these on the reopening section of the school website as soon as we are able to offer them.</p> <p>Extra-curricular sports clubs will be on offer. Each activity/club will be risk assessed and ensure year groups are separate. It will be a limited offer whilst conditions are in place.</p>

K	Student and parent support	
	Question	Response
K1	Will Pastoral Support continue to be operated?	Yes. Although each Year Group Zone is supervised by a member of the Extended or Senior Leadership Team (see Section F), Student Services functions will continue to be operated. All staff are available for students in school and parents should continue to use the progress tutor and pastoral team in relation to pastoral and progress matters.
K2	How is support from Student Services accessed by students?	Students may experience increased anxiety or there may be safeguarding concerns they wish to share with school. These should be reported in the first instance to any teaching staff within the zones. A member of pastoral staff will then deal with the student from the zone. Because space is limited and social distancing measures are in place, there will be a limit on the number with pastoral staff at any one time and therefore access will be by appointment only. We have a virtual facility for students to access pastoral support or report concerns via our report button on the website, any messages sent will go straight to the inboxes of the pastoral team for follow up.
K3	What happens if a student requires additional pastoral support?	Specific pastoral interventions and support are available for those students who require additional support. If a parent/carer feels their child also requires this type of support, please contact the pastoral team in the usual manner and they will be happy to help. This includes counselling and the school nurse.
K4	Are safeguarding arrangements in place?	All staff have received refresher and update training prior to reopening. This training includes guidance on specific signs to be aware in relation to students' safety at this current time.
K5	How will Learning Support Assistants support work in class?	LSA's will be unable to work as closely with students as previously, but will have limited availability to take students to the Learning Enhancement Centre and/or SEN department to complete work as and when needed with support from an acceptable distance if they are unable to do this within the class setting.
K6	How will parent/carer visits to the school site operate?	The number of visitors to the site needs to be minimised and carefully managed and cannot take place during normal school hours. Consequently, please do not come to the site to request a meeting. Meetings will need to be agreed and planned in advance via e-mail or telephone call. The contact details of all visitors will also need to be carefully recorded in order that the school has the information required to support the NHS Test and Trace service.
K7	Can items be delivered to school for students to collect?	This will not be possible. In the event of an essential item, please contact the main office on the main number (01270 625663) and discuss the issue.

L	Hygiene and reducing risk	
	Question	Response
L1	How can everyone help school to be as safe as possible?	The government's guidance on " how everyone can help make schools as safe as possible " reminds us that we all have our part to play. The FAQs within this section cover some specific actions. In addition we would remind students and parents / carers that our website has essential advice and guidance.
L2	Will students be able to regularly wash their hands?	The network of handwashing stations are good facilities for hand hygiene, but they are limited in number and we have therefore supplemented these with sanitiser stations in every room (over 100 fitted). Students will be expected to wash/sanitise their hands regularly through the day, including on arrival. Click here for the NHS advice video. If a member of staff requests a student to wash/sanitise their hands at any appropriate time this should be done following the guidance about both technique and the 20 second timespan. Hand sanitiser facilities are widely available around school.
L3	What is the position with regard to face coverings in school?	The DfE guidance states that schools must ensure that the recommendation regarding the wearing of face coverings is followed. Therefore, in line with the risk assessment and the DfE guidance, all of the school community are required to wear a face covering wherever social distancing cannot be maintained. This will be reviewed if the guidance changes, if the risk assessment changes and, in any case, no later than 4 weeks after implementation.
L4	What is an appropriate face covering?	A reusable face covering should be made from 3 layers of a tightly woven lightweight cotton fabric (that can be washed at high temperatures, preferably 60° or more), be close fitting and require minimal adjustment when in situ. Individual expression through material choice may cause offence and therefore a face covering worn at school must be made from a plain material. It should: <ul style="list-style-type: none"> • cover both nose and mouth • not be allowed to dangle around the neck • not be touched once put on, except when carefully being removed when it needs changing • be changed when it becomes moist or damaged When a face covering is not being worn, it should not be seen and should be appropriately packed away in a plastic bag within the student's school bag.

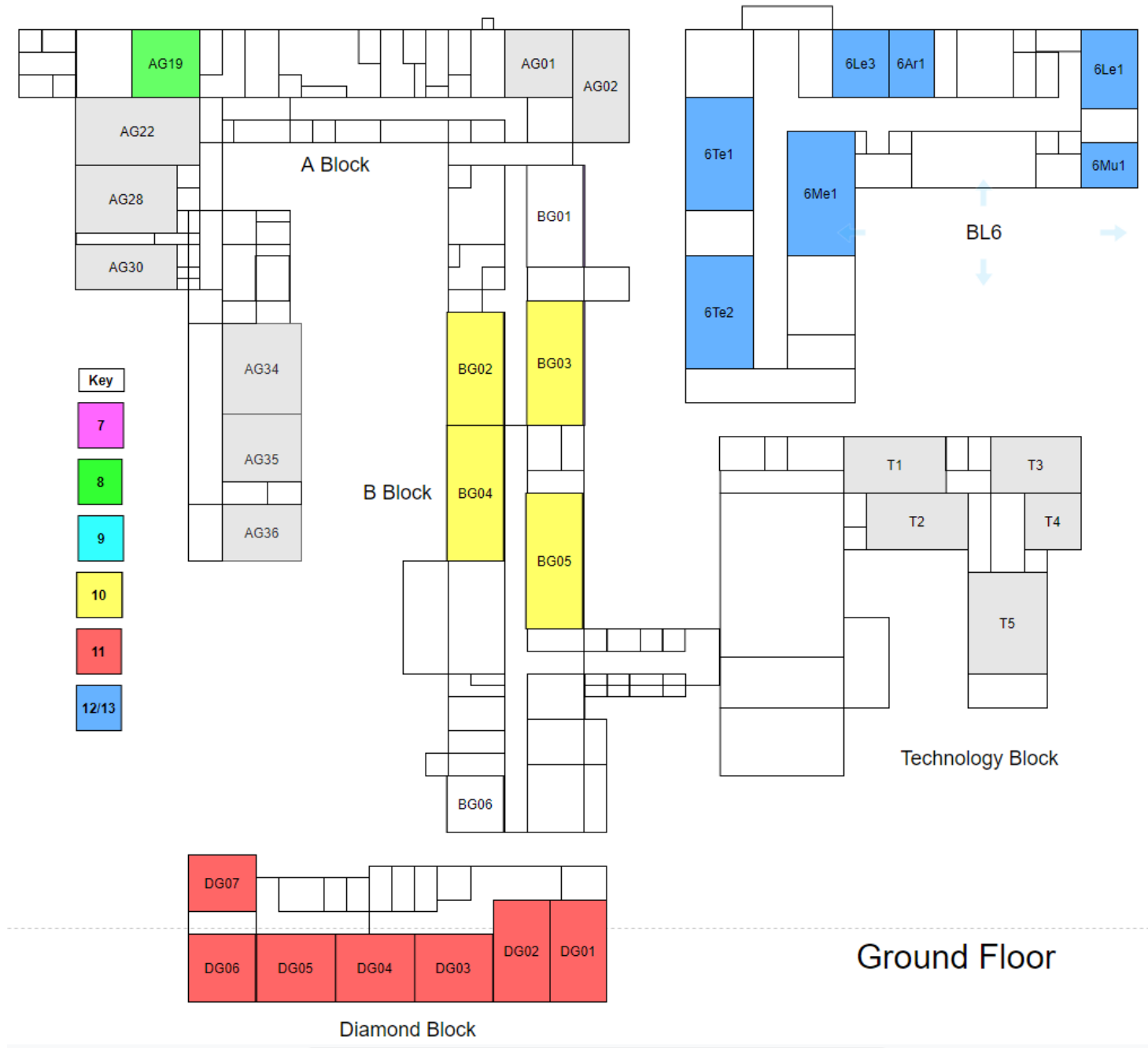
L	Hygiene and reducing risk	
	Question	Response
L5	How to fit a face covering and remove it safely	<p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>You must instruct pupils to:</p> <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom <p>Separate guidance is available on:</p> <ul style="list-style-type: none"> • preventing and controlling infection, including the use of PPE, in education, childcare and children’s social care settings
L6	When to wear a face covering	<p>Face coverings will need to be removed when eating/drinking and preferably replaced with a clean one. Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate.</p>
L7	When and where to change it	<p>A face covering should be changed if wet or it has been touched. Face coverings must not be shared. Reusable face coverings should be clean on each day. Additional face coverings can be brought to school to ensure a replacement is available when necessary. These should be stored separately to the used face coverings.</p>
L8	How to dispose of a single use face covering or how to store used reusable face coverings	<p>Disposal of face coverings in the lidded bins provided by each entrance/exit. Place a soiled reusable face covering into a plastic bag and seal bag securely to prevent contamination.</p>

L	Hygiene and reducing risk	
	Question	Response
L11	What is the school's position on face visors?	Although face visors will be permitted in school, it is important to appreciate that they are not regarded as an effective preventative measure against aerosol transmission of COVID-19. School staff (such as cleaners or staff providing personal care) will wear face visors when there might be the need for a preventative barrier against unexpected liquid splatter (e.g. whilst mopping, wiping above the shoulder). In these circumstances the face visor will be provided to and worn by relevant colleagues in conjunction with a face covering.
L12	How will staff maintain a clean environment?	Staff received guidance during the September INSET programme, which will be refreshed in March and all classrooms are stocked with appropriate products to maintain a safe working environment.
L13	Will staff be wearing PPE?	Generally, staff will not be wearing additional PPE, outside of the general requirement for face coverings wherever social distancing cannot be maintained, unless the activity requires it, such as a member of the school requiring medical support (and even this will be very limited) or if personal care is required. We are anticipating that this will be very infrequent. All classrooms and staff have an emergency PPE pack in case of any unforeseen situations.
L14	What will happen if a student develops symptoms on site?	They should inform the nearest member of staff and our staff will attend to them.

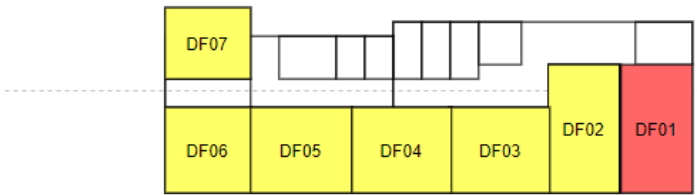
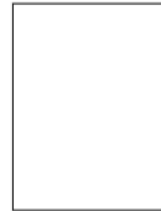
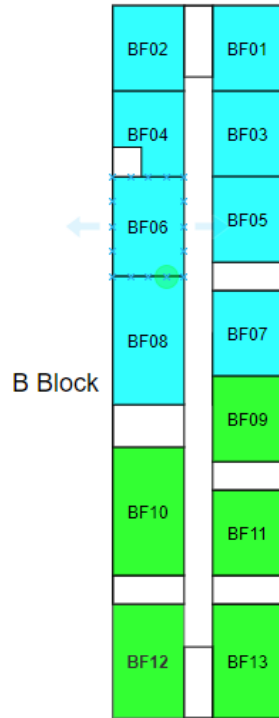
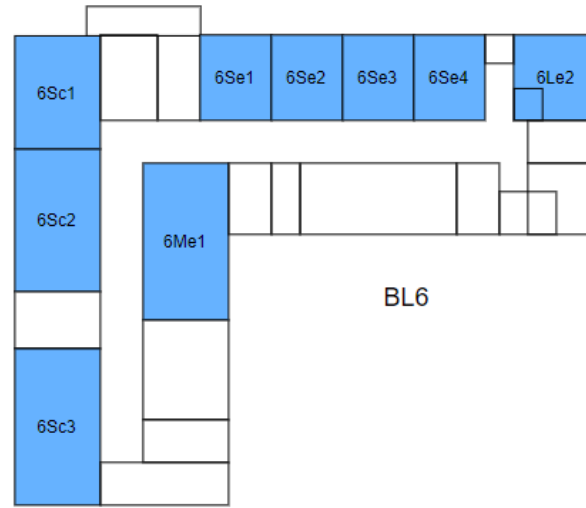
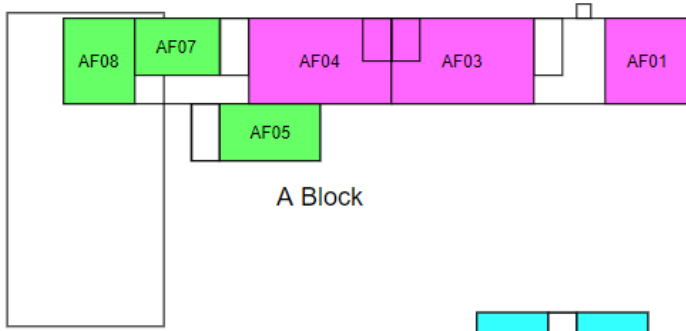
L	Hygiene and reducing risk	
	Question	Response
L15	How are the school's Medical facilities equipped to manage individuals with Covid-19 symptoms?	<p>The school's First Aid facilities have been enlarged and upgraded in order to provide high quality facilities that can both:</p> <ul style="list-style-type: none"> ○ manage any individuals who develop Covid-19 symptoms ○ and provide for the other medical and first aid needs of our school community <p>The school now has two separate areas within its expanded medical facilities:</p> <ul style="list-style-type: none"> • one will be primarily for the treatment of asymptomatic students, who attend for assistance with bumps, bruises, etc., • a separate area for holding of symptomatic students, i.e. those who report or who show symptoms of coughs, colds, flu, etc. <p>Within this latter area, there are treatment/isolation rooms where any poorly students will be asked to await collection by their parents. The rooms have hand-washing/sanitising facilities and in the case of the room for symptomatic people, a dedicated ventilation system. Air handling units have been serviced as per guidance. In a spirit of sensible caution during the current situation, we will ask parents as a matter of course to promptly collect any poorly students so that they are not on site any longer than is strictly necessary. Treatment/isolation rooms will be appropriately cleaned before use by the next student.</p>
L16	What should parents do if their child is unwell?	Follow the guidance in the information at the end of this document.
L17	If a student has symptoms, how long is it before they can return to school?	Follow the guidance in the information at the end of this document

M	Site cleaning arrangements	
	Question	Response
M1	How will the zones be cleaned each day?	The school has a cleaning team onsite during the school day to address any cleaning needs that arise while students are in school. This team is enhanced at the end of the school day and all team members have been trained on how to complete a post-session cleaning programme. All cleaning products have been checked to ensure they conform with the latest infection control advice.
M2	How are computers cleaned?	Where required, students will be assigned a computer for their day or session. This will be cleaned in accordance with our new cleaning protocols prior to the next user.
M3	How is the school ventilated?	School is relatively-well ventilated and has a good range of opening windows. Classroom doors will remain open, windows will also remain open.
M4	Has the school been thoroughly cleaned ready for the Spring term?	We have a trained and experienced site cleaning team whose processes, schedules and products have been updated to ensure the site is thoroughly cleaned to Covid-19 published standards for educational settings. This enhanced provision has been in operation on site since early in the summer term 2020. The school site has been subject to additional deep cleans during the closure periods.
M5	Has the school continued with its regular site maintenance, cleaning and health and safety checks?	Maintenance and cleaning work have continued on site every weekday since 23 rd March, 2020. During this time, maintenance work has occurred across the site while cleaning has focused on the areas being used by students and staff involved in the in-school programme. Since 1 st June 2020, cleaning activities have extended across the whole site and all areas being used by students and staff from 15 th June 2020, have been thoroughly cleaned. Routine annual maintenance and health and safety checks have taken place during the closure period with additional checks being carried out to meet regulations.

Site Plans – Ground Floor

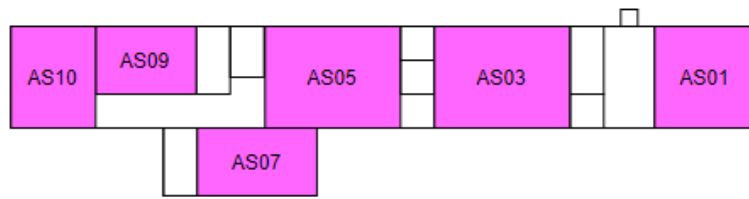


Site Plans – First Floor



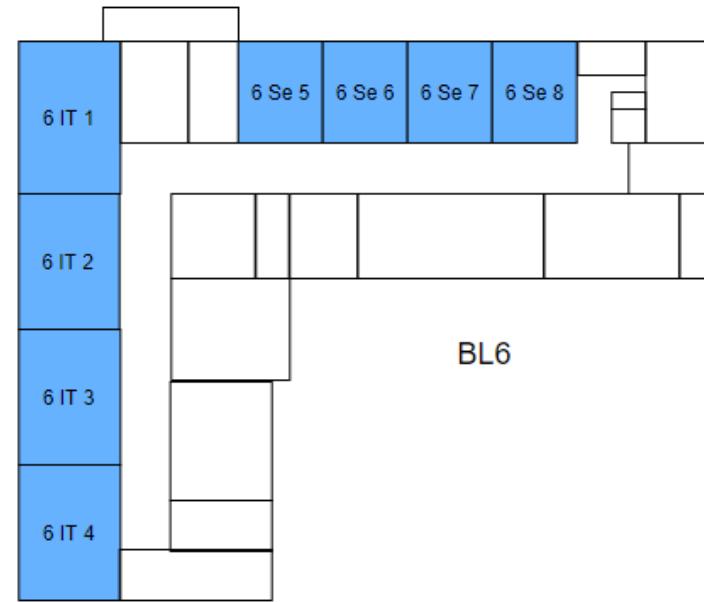
First Floor

Site Plans – Second Floor



A Block

Key



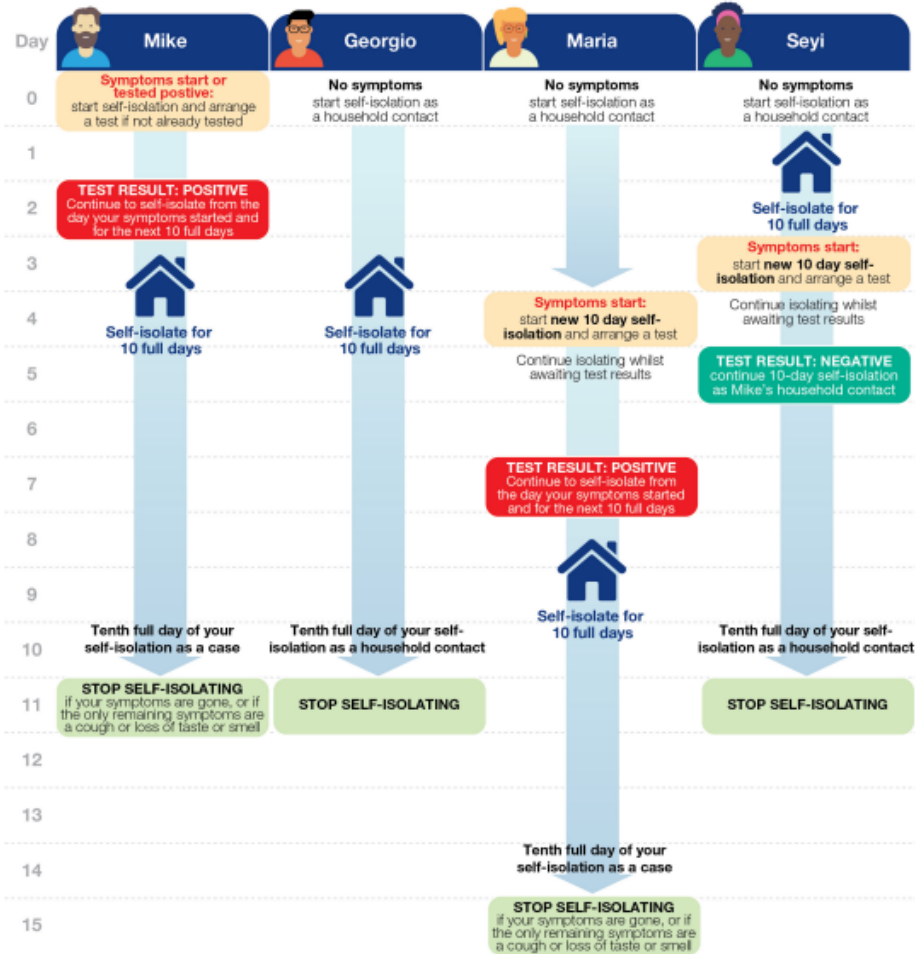
BL6

Second Floor

Stay at home and self-isolate.

Please see [detailed guidance online](#).

Mike's household: In this example, Mike lives with Georgio, Maria and Seyi. Mike is the first case of COVID-19 in this household. He and everyone in the household begin self-isolating from the day Mike's symptoms start (or if he had no symptoms, from the date of his positive test).



Self-isolate for 10 full days.

You need to self-isolate from the day the first person in your household started symptoms and for the next 10 full days. If they did not have symptoms, self-isolate from the day of their test and for the next 10 full days.

To self-isolate means:

Do not go to work, school, or public areas and do not use public transport or taxis. Only leave your home to get to your test if you need to, observe strict social distancing advice and return immediately afterwards.

