

Warlingham School & Sixth Form College March reopening plan 2021

PARENT & STUDENT GUIDANCE DOCUMENT

Our Key principles

From the week beginning the 8th March, secondary schools have been asked to re-open in accordance with updated DfE guidelines. In welcoming all children back, schools have been asked to undertake lateral flow testing alongside the existing system of controls to reduce the risk of transmission. Schools following the DfE guidance can be confident they are managing risk effectively.

This document focuses on systems and structures aimed at transmission control and minimising contact on the basis that it is not an all or nothing option but rather to implement measures that create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

This is based upon our following three key principles:

Our key principles

1. What we do must be safe and minimise risks to staff, students and families
2. What we provide to students in school must be valuable and worthwhile
3. The systems and procedures we introduce must be as simple and straightforward as possible

Furthermore we commit to

- Ensure staff and students feel safe, protected and able to work in school.
- Ensure we are compliant with our risk assessment and the DfE guidance.
- Maintain the planned curriculum
- Ensure measures taken are straightforward and clearly communicated.
- Maintain social distancing as far as possible and reduce mixing between groups.
- Ensure good hygiene routines to minimise risk of transmission.
- Maintaining our normal health and safety procedures where possible

DfE guidance published on the 22nd February:

Education settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Settings should thoroughly review their health and safety risk assessments and draw up plans that address the risks identified using the system of controls set out below. These are adapted from the system of protective measures that will be familiar from the Autumn term. Essential measures include:

- ***a requirement 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 maximise distancing between those in school or college and wherever possible minimise potential for contamination so far as is reasonably practicable***
- ***How contacts are reduced will depend on the setting's circumstances and will (as much as possible) include:***
 - ***grouping children and young people together***
 - ***avoiding contact between groups***
 - ***arranging classrooms with forward facing desks***
 - ***staff maintaining distance from pupils and other staff as much as possible***

In addition to existing controls, the DfE have advised that students and staff also wear face coverings in all areas, including the classroom, where social distancing is not possible up until the Easter holidays as an additional precaution.

As with the testing, this is strongly encouraged as a temporary additional measure, but not compulsory and while we will continue to enforce the wearing of face coverings (except for those with medical exemptions) in unstructured communal areas and corridors, in the controlled location of the classroom where seating plans are in place to support tracking and tracing this will be encouraged but not insisted upon.

Plans for Reopening – Summary

- a) Students will be undertaking testing from Wednesday 3rd March until Tuesday the 9th March while continuing to complete remote learning set in Satchel One as it has been since 4th January.

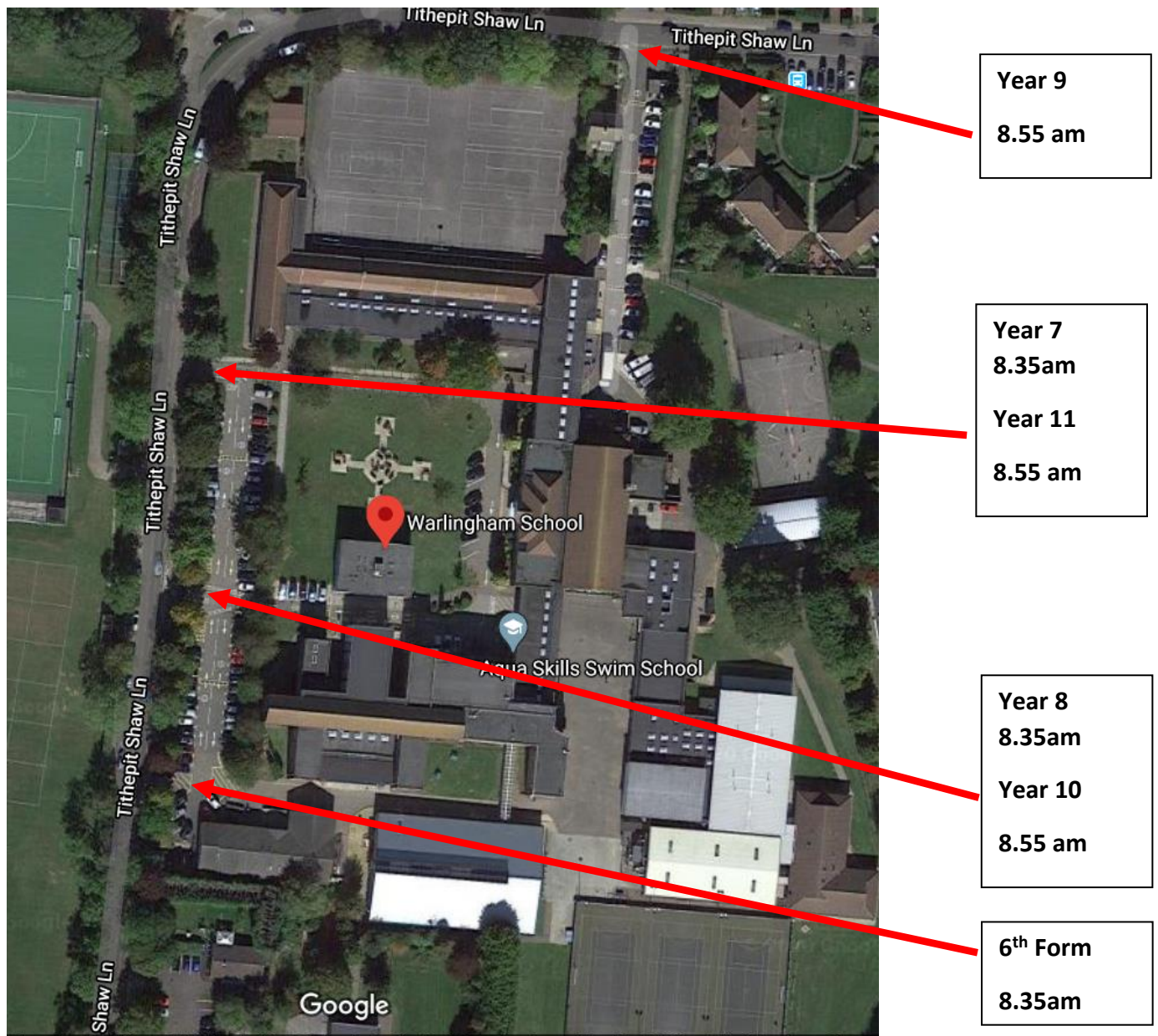
Wednesday 10 March – Timetable day from period 2	Year 7 from 8.35am (Tutor Time period 1) Year 8 from 8.35am (Tutor Time period 1) Year 9 from 9.00am (Tutor Time period 1) Year 10 from 9.00am (Tutor Time period 1) Year 11 from 9.00am (Tutor Time period 1) Year 12 and 13 from 8.45am (Tutor Time period 1)
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- b) Teaching the students as much as possible based on the normal school timetable and the one-way system introduced prior to the Christmas break will continue to be enforced.
- c) We will continue staggering the start and end of School for year groups by having Tutor Time at the start of end of the school day for different year groups and having set entrances/exits to school for different year groups

Arrival	Year Group	Entrance Gate	Assembly point for collection by their Tutor on Wednesday 10 March
8.35am start – Tutor time	7	Main Car Park Entrance Gate	Year 7 playground
	8	Main Car Park Exit Gate	Fire Assembly playground
8.45 am Start	12&13	6th Form entrance	Year 12 – Sixth Form Common Room Year 13 – LRC

Arrival	Year Group	Entrance Gate	Assembly point for collection by their Tutor on Wednesday 10 March
9am start Tutor time	9	Rear Gate	Year 9 playground
	10	Main Car Park Exit Gate	Area outside Business/DT
	11	Main Car Park Entrance Gate	Fire Assembly playground

Entrance map



Year 9
8.55 am

Year 7
8.35am
Year 11
8.55 am

Year 8
8.35am
Year 10
8.55 am

6th Form
8.35am

Departure	Year Group Bubble	Exit Gate
3.10pm from lesson 5	7	Main Car Park Entrance Gate
	8	Main Car Park Exit Gate
3.30pm from tutor time	9	Rear Gate
	10	Main Car Park Exit Gate
	11	Main Car Park Entrance Gate

- d) Break times in allocated zones for each year group will continue as before lockdown.
- e) A staggered lunch break and allocated zones for lunchbreak for each year group will continue as before lockdown.

Government System of controls

REQUIRED:

The following **must** be in place in all settings, all the time

- 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 the setting.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

MUST BE CONSIDERED: This must be properly considered and settings must put in place measures that suit their particular circumstances

- 5) *Minimise contact between individuals and maintain social distancing wherever possible.*

APPLIES IN SPECIFIC CIRCUMSTANCES:

- 6) *Where necessary, wear appropriate PPE.*

MUST BE FOLLOWED IN EVERY CASE WHERE THEY ARE RELEVANT:

Response to any infection:

- 7) *Engage with the NHS Test and Trace process.*
- 8) *Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.*
- 9) *Contain any outbreak by following local health protection team advice.*

Further Information

Student arrival and dismissal

To keep groups apart as much as possible as they arrive and leave school, we will be maintaining the staggered arrival and dismissal times. The school day will therefore start between 8.30am and 8.55am (depending on year group) and finish between 3.10pm and 3.30pm (depending on year group) Students should not arrive on site more than 5-10 minutes before the start of their session to ease congestion. The timings of lessons (periods 1-5) will be in common with the continued exception of a staggered period 4 across the school to facilitate the normal school timetable and students being taught by their normal allocated specialist teachers in each subject. All students will therefore receive the same amount of teaching time.

Early arrivals

All students should turn up as close to the start of their registration (Yr 7,8 and KS5) or lesson 1 (yr 9,10 and 11) as possible. Students will not be allowed on site more than 20 minutes before the start of their school day.

- For Yr 7,8 and KS5 students this means no earlier than 8.15 am
- For Yr 9,10 and 11 students this means no earlier than 8.35 am

Those students arriving at school should make their way to their allocated **lunch** time areas. In the event that it is raining/inclement weather, students will be directed to their allocated Wet lunch area.

Travel to and from school

We continue to encourage students to walk or cycle to school as far as possible. We would certainly not expect students to be using public transport for short distances to school, especially where there are restrictions on the number of passengers in place on buses and it is an essential means of transport for many critical workers. If students are being driven to school by a parent/carer, we request that consideration is given to our neighbours, other road users and pedestrians to avoid congestion and any potential accident. Students who cycle to school must do so with the knowledge of their parent/carer and will be expected by the school to wear appropriate clothing, including a cycle helmet. Students are asked not to congregate in large groups in school, at bus stops or at shops in the local community. We ask parents/carers to reinforce with their child the importance of safe social distancing when outside school and being respectful to other pedestrians when sharing pavements and other public areas.

Student drop off and collection

In order to minimise transmission risks, parents are asked to adhere to the following guidelines

- if your child needs to be accompanied to the education setting then only one parent can attend;
- to follow your allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use and staying in their vehicles)
- that parents cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- If dropping a student by car, please do so away from the entrance and exit gates. **Do not drop directly outside the school** as this represents a significant health and safety risk to other students and drivers along Tithe Pit Shaw Lane.

Assemblies

We must continue to avoid large gatherings such as assemblies or collective worship with more than one group. As a result, full school assemblies and House assemblies will be run as an in-class event that is either pre-recorded or delivered via interactive white board.

Breaktimes

These will occur at the same time but in allocated areas for each year group bubble.

Lunch

These are staggered across an elongated 100 minute period 4 to allow thirty minute space in between to allow cleaning.

Catering

As was the case in the Autumn term, our catering company Twelve15 will continue to publish menus and provide a self-service collection for students and staff.

Year groups are allocated dining areas in order to maintain social distancing requirements.

Dining areas

Year group	Dining areas
7	Front hall via reception
8	A3
9	Front hall via reception
10	Rear hall via normal canteen entrance
11	A3
KS5	Sixth form centre or LRC

Lockers

Lockers remain located and accessible in the following areas (as they were prior to lockdown)

- Year 7 - B Block main corridor
- Year 8- Top floor C block
- Year 9 - A Block corridor
- Year 10 - C Block and E Block Ground Floor
- Year 11 - C Block and E Block 1st Floor
- KS5 - Majority D Block, LRC and Sixth Form Study Centre + other designated classrooms

Attendance and punctuality

More than ever, regular attendance at school is extremely important. Nonetheless children should not attend school if they or a household member have symptoms or have tested positive with Coronavirus. In order to support our system of controls punctuality to school is equally important and the usual sanctions will apply for lateness to school.

School Uniform & Sixth Form Dress Code

All students need to wear full school uniform from their return in Years 7-11. The Sixth Form Dress Code must also be adhered to at all times. Our uniform and dress code expectations play an important role in contributing to the ethos of our school and setting an appropriate tone.

The arrangements for PE kit remain the same as before the Christmas break and will be reviewed at the end of the spring term.

Medical and First Aid Guidance

First Aid protocol – general non COVID-19 related symptoms:

- Students who need first aid/who are unwell should make their way to student services in line with normal approaches.
- For general first aid, (cuts, bruises, nosebleed etc.) students will be treated by a first aider in the medical room. Entrance via Student Services.
- Should it be necessary for a first aider to arrive at the scene, they should be contacted via the normal channels
- First Aid staff should social distance as much as possible and wear the required PPE comprising a face mask, disposable apron, gloves and eye wear, as required.
- Records of student sickness, accidents and first aid administered will be completed in line with normal expectations by first aiders and Student Reception staff.

First Aid protocol – COVID 19 related symptoms:

- Should any student report a symptom that could be COVID-19 related, please see the government guidelines below:

If anyone in the school 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 and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-

19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

Hygiene and cleaning measures

The school will, wherever possible, maintain an open door policy to reduce the touching of door handles.

A special cleaning team will constantly tour the site and clean washrooms, door handles in rotation and desks/surfaces where possible and particularly where specialist areas are being used by students from different year groups during the day.

There will be anti-bacterial wipes in all classrooms for use between cleaning visits. Please contact site for replacements. Tissues have been provided to all classrooms and lidded bins for their disposal.

Handwashing

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. All staff and students will be expected to wash their hands when they arrive on the school site or use one of the hand sanitiser stations and repeat regularly throughout the school day, especially before and after eating, when they change rooms and before and after carrying out physical activity. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Sanitisers will be available at the entrances to all blocks and hand sanitiser will be located either outside or inside every classroom.

Social Distancing

Social distancing measures remain in place and should be observed by staff and students, as far as possible. We have introduced signage around areas of the school open to students and staff to help support social distancing wherever appropriate.

After school clubs

It is our intention to provide extra-curricular opportunities for the students as soon as possible. The details of our plans will be shared with students and parents in the next few weeks.

Communication

The school will continue to communicate with parents regularly via: the school website, letters, newsletter and EDULINK/SIMS InTouch messages.