



COVID – 19 Guidance for Year 10 Pupils

Introduction

We are looking forward to seeing you back in school and hope you have been keeping well. When you return to school, it will look a little different from the school you left in March. These changes have been made to make sure that we can welcome you back to school for some face to face support with your teachers. The changes to some rules, routines and practices have been made following Government guidance and with safety at the heart of any decision making. We hope that this booklet will help to answer some of your questions about our return to school. You can email any further questions to the school or ask them when you come in. Please read this with your Parent/Carer.

When will I come in to school and who will I be with?

- The Government have said Year 10 can start to return for some face to face teaching from **Monday 15th June**
- You will be invited in for **one day per week initially** and **you will be told which day to attend and your subject bubble.**
- There will be a maximum of 30 students from Year 10 attending each day – based on one Maths set per day
- You will be further divided into 3 teaching groups/bubbles of 10 or less and that will be your group for the whole day.
- You will stay in that teaching bubble during lessons and at break/lunchtime.
- You will be with the same members of staff for the day.
- The Critical Worker Group will continue to be in school and they will be in separate teaching bubbles.
- You must not attend school if you or any family member have COVID-19 symptoms, or have been asked to isolate.

How do I get to school and what do I do when I arrive?

We would encourage as many of you as possible to arrive at school by either walking, cycling or by car if at all possible. We ask for you to be in school for 8.40am. You will be **expected to wash your hands on arrival at the hand washing stations before lessons begin**. Staff will provide further instructions. Do not go and wait in the reception area. The whiteboard for messages **will not** be in use.

- If you arrive by **car** please get dropped off in the **Sports Hall Car Park in the over flow car park area**. This area will be signposted. Please use the path and make your way to the top hardcourt /playground and wait with staff maintaining social distancing at all times. Please be aware of the school buses and other cars and **do not** cross the main car park. You must maintain the 2m distancing at all times.
- Parents / Carers must **remain in cars** and no one must gather in groups in the car park area.
- If you travel by school bus you must follow social distancing rules at the bus stop, whilst on the bus and when getting on/off. The government states that facial coverings are advised when travelling on buses/taxis. On arrival, please make your way to the top hardcourt and continue to follow social distancing procedures you will be met by staff.
- If you walk into school you must maintain social distancing on your walk in/out and enter through the **front gate entrance only**. You will walk past the bike shed and swimming pool and then go straight to the top hardcourt and wait with staff, again maintaining social distancing procedures.
- If you cycle to school you will need to go straight to the cycle sheds and keep 2m apart from the next cycle/person. You will then need to go to the top hardcourt area to wait with staff in your subject teaching bubble, maintaining social distancing procedures.
- Do **not** wander the corridors, go into main reception or go to classrooms.
- If it is wet we will go into the Sports Hall.

Will I have a normal timetable?

- No you will not have your normal timetable and you may not have your normal subject teacher.
- A member of staff will take you to your classroom, where you will study for the day.
- A register will be taken at the start of the day and safety, key messages and points for the day discussed. This will not be with your Tutor, it will be with a member of the Leadership Team.
- The lessons will be in Maths, English, Science (one subject per day) and a Support & Wellbeing session.
- Lessons and break/lunchtimes will be at different times to normal (see below).
- The lesson timetable may look something like the example below.
- Each **week** the subject will change - Week One Maths, Week Two English, and Week Three Science for example.

Time	Group A - H2 Red Zone Week 1
8.40 - 9am	Safety messages, check in and key points for the day.
9 - 10.30am	Session 1 – English
10.30 - 11am	Supervised break
11am – 12.30pm	Session 2 – English
12.30 – 1.15pm	Supervised lunch break
1.15 – 2.45pm	Session 3 – English
2.45 – 3.15pm	Support and wellbeing session
3.15pm	Departure

What will happen at break time and lunchtime?

- You will stay with your teaching group bubble at break and lunchtime.
- You will be taken to your designated area outside for your teaching group at break time and will be expected to follow social distancing rules at all times. Staff will monitor each group.
- You will be asked to wash your hands at the hand washing stations.
- There will be no food available to buy at break time **so bring your own full water** bottle for the day and a **snack**.
- If you would like a school lunch, you can order one during the morning registration session.
- Lunch available to purchase will be a cold packed lunch option. This will be delivered to teaching bubble class.
- If you wish to you can bring your own packed lunch.
- Each group will have an area outside to eat their lunch and to have a break, supervised by their teacher
- **You will not be allowed to mix with friends/pupils from other teaching group bubbles** or go into their zones.
- Social distancing rules must be followed at all times.
- If the weather is not pleasant, then you will eat lunch in your classroom bubble or allocated areas inside for your group.



Will I have to wear my school uniform and what else will I need?

- You will need to wear your school uniform but with some evidence suggesting that the virus can live of surfaces you will need to make sure that it is washed regularly.
- You will only need to bring in your exercise book for the subject you are studying on that day.
- You will need to **bring your own equipment** and **you are not allowed to share equipment with others.**
- You will **not** need your PE kit.
- You will need to bring your **own drinks bottle** with plenty of water for the day.
- Bring a sun hat and sun screen for when outside.

Will I be allowed to walk around the school?

- There will be very limited movement around the school and some areas/zones will be shut to students/staff to protect the teaching group bubbles.
- The three Year 10 teaching areas have been put into teaching group 'zones'.
- To help with movement there will be some specific routes in place along corridors. Look out for the signs and arrows. There will also be floor markings to help maintain social distancing when you are going in to or leaving the class rooms
- There will be **set routes/exits** for you to follow when you leave/go to your allocated classroom and zone.
- There will be a set toilets that you will be allocated to use to prevent queues and to protect the 2m distance rule.
- We also want to reduce the amount of surfaces people touch so some doors will be wedged open where safe to do so. Please do not close them.
- You will **not be able to use a locker** and so your bag will stay in your designated teaching classroom under your table.



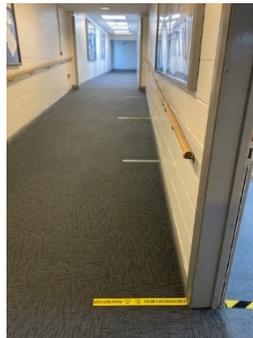
What do I do if I need to go to the toilet or need first aid assistance?

- You will be allowed to go to the toilet throughout the day but must ask the member of staff supervising you both in lessons /break/lunchtime.
- You will need to make sure that you enter and exit spaces in a safe manner following social distancing measures.
- In the toilet area, you will be expected to knock on the main toilet block door to see if there are others inside. If there is someone in the toilet, if you can, you will need to wait outside to protect the social distancing measures. If you do not get a response then you can enter but with caution.
- Please note some hand basins, urinals, toilets will be closed to maintain social distancing.
- Make sure that you wash your hands thoroughly following the hand washing guidelines with soap and water.
- If you feel poorly or need first aid you will need to let the member of staff supervising know and they will call for the allocated First Aider. H6 will now be used as our first aid/ medical room.
- If you think you or someone else has symptoms of COVID-19, you will go with a member of staff to H6 (the new medical room). You will then be collected as soon as possible by someone from home.
- Staff may wear PPE when dealing with first aid situations to keep you and them safe.



What will my class/lessons be like?

- You will stay in the **same classroom for all of your lessons that day** to reduce contact with other groups.
- You will stay with the same group of students all day – there will be 10 or less in your group.
- You will not share equipment and will use paper resources instead of textbooks.
- You will sit at your allocated desk for the whole day and must not move its position. There are markings on the floor to help you with this.
- You will sit on your own at your desk. A member of staff will tell you which desk to sit at.
- There will be very limited movement within the class and you must not move/wander unless you have been asked to do so by staff.
- Please do not touch other people's work stations, possessions or other items in the classroom.
- The teacher will deliver the lesson from the front of the classroom to maintain social distancing in their teaching zone. Any teaching assistants will give advice and help from a 2m distance.
- You will clean/wash your hands on arrival at the classroom.
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows and doors).
- Classroom doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation further.
- Classrooms will be thoroughly cleaned at the end of the day in order to prevent cross contamination.



Is there anything else I need to know?

- You will **not be** required to hand in your mobile phone if you need to bring it to school. This is to reduce the contact between pupils and support staff.
- Your mobile phone **must** remain **out of sight and switched off**. We do not want to see them or hear them at any time during the school day.
- If a member of staff needs to give you feedback on your work, they may ask you to use your phone to take a photograph of your work and email it to them. You may also be asked to use it to help your learning. These are the only times we want to see your phone in use!
- If there was an emergency situation (eg fire) you will follow exit procedures for that class staying 2m apart as much as possible and line up in your teaching class bubble at your new designated fire point. Staff will be there to guide you. You will need to be 2m apart from others at your fire point on the top playground. There will be floor markings to help you.
- Fire Points and evacuation procedures will be covered with you on your first day.
- There will be a number of new safety posters and instructions around the school please read and follow them for everyone's safety.

What happens at 3.15pm and it is time to go home?

- You will **leave** the school site through the **entrance/gate/route** you came **in through at the start of the day**.
- All year 10 teaching bubbles will be taken to their designated point on the hard court and each group will be released in an orderly fashion by the Leadership Team.
- Please leave the site quickly and do not congregate outside of school.
- If you catch a bus, you will be taken from the **top hardcourt area to your bus**.
- If you walk/cycle, please **do not gather in groups in the school grounds or on your way home**. Follow social distancing as you leave and walk/cycle home.
- If you are being collected from the sports hall car park you will be dismissed by staff from the hard court area and you must go straight to your car in the pickup point area in the **overflow car park** -please remain on the path and **do not cross the car park** as buses may be moving. Your Parent/Carer should not get out of their car / vehicle.

What do I need to Remember about Personal Hygiene and Social Distancing whilst at school?

- You should wash your hands regularly for at least 20 seconds using soap and when asked to do so by a member of staff. There are also hand sanitiser stations you can use.
- Keep at least a 2m distance between you and others at all times.
- If you wish to wear a face covering it is your choice but it must be appropriate for school.
- We should all follow good respiratory hygiene by promoting the '**Catch it, Bin it, Kill it**' approach. Please bring your own small pack of tissues if you can.
- You should clean your hands on arrival at the classroom, before and after eating, and after sneezing or coughing.
- We should all be encouraged not to touch our mouth, eyes or nose.
- Staff and pupils should use a tissue or elbow to cough or sneeze into and use bins with a lid for tissue waste ('catch it, bin it, kill it')
- If you feel you have COVID-19 symptoms (a temperature/feeling hot, a persistent (new) cough or loss smell/taste) you must inform a member of staff immediately.
- Please also inform staff if you believe someone else has these symptoms.
- Please let staff know if any students are not following social distancing.

There will be members of the guidance and support team on site each day and if you need further support or advice and, as always, we will be there to support you as best as we can.

We are looking forward to seeing you back and supporting you with your learning in a safe way.