



Star

TEMPLATE SCHOOL SEPTEMBER REOPENING PLAN

A toolkit to support leaders
as they reopen schools



1. School Organisation Summary (Monday till Thursday)

	Rooming Strategy		Structure of the Day (Mon till Thu)	Toilets	
Year 7 2.5:2:1.5	L1 (Set 1/7L1) L2 (Set 2/7L2) L3 (Set 3/7L3) E1 (Set 4/7E1) DH2/BC (break/lunch) SH2 (assembly)	<ul style="list-style-type: none"> Set 5 En in E5; Set 5 Ma is in LRC. IT and CS lessons in T2 and T3 when PCs are required. Art lesson in T5 when specialist Art resources are required. Sci lessons will make use of S5 when Sci practical is delivered. PE in Sports Halls when weather or activity requires. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. 	7.55am – Arrival, 8.00am – AM Reg, 8.15am – P1 9.10am – P2, 10.10am – P3, 10.40am – Break (during P3) 10.55am – Return to P3, 11.25am – P4, 12.20pm – P5 12.55pm – Lunch (during P5); 1.25pm – Return to P5; 2.00pm P6, 2.50pm Finish	Comms	
	S4 (Set 1/8H1) E2 (Set 2/8H2) E3 (Set 3/8H3) E4 (Set 4/8H4) DH1/FC (break/lunch) SH1 (assembly)	<ul style="list-style-type: none"> Set 5 En and Ei in E5; Set 5 Ma and Mi in LRC. IT lessons in T2 and T3 when PCs are required. CS lesson to make use of designated laptops when required. Art lesson in T5 when specialist Art resources are required. Sci lessons will make use of S5 when Sci practical is delivered. PE in Sports Halls when weather or activity requires. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. 	7.55am – Arrival, 8.00am – AM Reg, 8.15am – P1 9.10am – P2, 10.10am – P3, 10.40am – Break (during P3) 10.55am – Return to P3, 11.25am – P4, 12.20pm – P5 12.55pm – Lunch (during P5); 1.25pm – Return to P5; 2.00pm P6, 2.50pm Finish	Comms	
Year 9 3:2:1	S1 (Set 1/9S1) S2 (Set 2/9S2) S3 (Set 3/9S3) M3 (Set 4/9S4) DH2/BC (break/lunch) DH2 (assembly)	<ul style="list-style-type: none"> Set 5 En and Ei in E5; Set 5 Ma and Mi in LRC. IT lessons in T2 and T3 when PCs are required. CS lesson to make use of designated laptops when required. Art lesson in T5 when specialist Art resources are required. Sci lessons will make use of S5 when Sci practical is delivered. PE in Sports Halls when weather or activity requires. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. 	7.45am – Arrival, 8.00am – AM Reg, 8.15am – P1 9.10am – P2, 10.10am – P3, 11.10am – Break 11.25am – P4, 12.20pm – P5 1.30pm – Lunch, 2.00pm P6, 2.55pm Finish	Maths	
	T1 (Set 1/10T3) SS (Set 2/10T5) T6 (Set 3/10T6) T4 (Set 4/10T4) DH1/FC (break/lunch) RC (assembly)	<ul style="list-style-type: none"> M1 and M2 will be used for Y11 En Set 4.2 and Set 5, including Ei. M1 and M2 will also be used for Y11 Ma Set 4 and Set 5, including Mi. IT lessons within the Options block in T2 when PCs are required. BTEC Art lesson in T5 when specialist Art resources are required. Sci lessons will make use of S5 when Sci practical is delivered. PE in Sports Halls when weather or activity requires. Reflection Centre used for GCSE Soc (& personal study) due to large class size. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. 	7.45am – Arrival, 8.00am – AM Reg, 8.15am – P1 9.10am – P2, 10.10am – P3, 11.10am – Break 11.25am – P4, 12.20pm – P5 1.30pm – Lunch, 2.00pm P6, 2.55pm Finish	Hums	
Year 10 3:2:1	T1 (Set 1/10T3) SS (Set 2/10T5) T6 (Set 3/10T6) T4 (Set 4/10T4) DH1/FC (break/lunch) RC (assembly)	<ul style="list-style-type: none"> M1 and M2 will be used for Y11 En Set 4.2 and Set 5, including Ei. M1 and M2 will also be used for Y11 Ma Set 4 and Set 5, including Mi. IT lessons within the Options block in T2 when PCs are required. BTEC Art lesson in T5 when specialist Art resources are required. Sci lessons will make use of S5 when Sci practical is delivered. PE in Sports Halls when weather or activity requires. Reflection Centre used for GCSE Soc (& personal study) due to large class size. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. 	7.45am – Arrival, 8.00am – AM Reg, 8.15am – P1 9.10am – P2, 10.10am – P3, 11.10am – Break 11.25am – P4, 12.20pm – P5 1.30pm – Lunch, 2.00pm P6, 2.55pm Finish	Hums	
	H1 (Set 1/11M1) H2 (Set 2/11M2) H3 (Set 3/11M3) H4 (Set 4.1/11M4) M1 (Set 4.2) M2 (Set 5) DH2/BC (break/lunch) RC (assembly)	<ul style="list-style-type: none"> M1 and M2 will be used for Y11 En Set 4.2 and Set 5, including Ei. M1 and M2 will also be used for Y11 Ma Set 4 and Set 5, including Mi. IT lessons within the Options block in T2 when PCs are required. BTEC Art lesson in T5 when specialist Art resources are required. Sci lessons will make use of S5 when Sci practical is delivered. PE in Sports Halls when weather or activity requires. Reflection Centre used for GCSE Soc (& personal study) due to large class size. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. 	7.35am – Arrival and AM Intervention, 8.00am – AM Reg 8.15am – P1, 9.10am – P2, 10.10am – Break, 10.25am – P3, 11.25am – P4, 12.20pm – Lunch 12.50pm – P5, 2.00pm P6, 3.00pm Finish	Hums	
Year 11 2:2:2	H1 (Set 1/11M1) H2 (Set 2/11M2) H3 (Set 3/11M3) H4 (Set 4.1/11M4) M1 (Set 4.2) M2 (Set 5) DH2/BC (break/lunch) RC (assembly)	<ul style="list-style-type: none"> M1 and M2 will be used for Y11 En Set 4.2 and Set 5, including Ei. M1 and M2 will also be used for Y11 Ma Set 4 and Set 5, including Mi. IT lessons within the Options block in T2 when PCs are required. BTEC Art lesson in T5 when specialist Art resources are required. Sci lessons will make use of S5 when Sci practical is delivered. PE in Sports Halls when weather or activity requires. Reflection Centre used for GCSE Soc (& personal study) due to large class size. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. 	7.35am – Arrival and AM Intervention, 8.00am – AM Reg 8.15am – P1, 9.10am – P2, 10.10am – Break, 10.25am – P3, 11.25am – P4, 12.20pm – Lunch 12.50pm – P5, 2.00pm P6, 3.00pm Finish	Hums	
	B1-10 DH1/FC (break/lunch) RC (assembly)	<p>Year 12</p> <p>H&SC in B10. App Sc in B7. AS Levels in B1, B2, B3.</p>	<p>Year 13</p> <p>H&SC in B9. App Sc in B8. A Levels in B4, B5, B6.</p>	7.35am – Arrival and AM ASTs, 8.00am – AM Reg 8.15am – P1, 9.10am – P2, 10.10am – Break, 10.25am – P3, 11.25am – P4, 12.20pm – Lunch 12.50pm – P5, 2.00pm P6, 3.00pm Finish	6 th Form
Year 12 & 13 2:2:2	B1-10 DH1/FC (break/lunch) RC (assembly)	<p>Year 12</p> <p>H&SC in B10. App Sc in B7. AS Levels in B1, B2, B3.</p>	<p>Year 13</p> <p>H&SC in B9. App Sc in B8. A Levels in B4, B5, B6.</p>	7.35am – Arrival and AM ASTs, 8.00am – AM Reg 8.15am – P1, 9.10am – P2, 10.10am – Break, 10.25am – P3, 11.25am – P4, 12.20pm – Lunch 12.50pm – P5, 2.00pm P6, 3.00pm Finish	6 th Form

2. School Organisation Summary (Friday)

	Structure of the Day (Friday)
Year 7 1.5:1.5	7.55am – Arrival, 8.00am – AM Reg, 8.20am – P1 (Assembly) 9.20am – P2, 9.50am – break (during P2), 10.05am – Return to P2, 10.35am – P3; 11.35am – Reg, 11.50am Finish
Year 8 1.5:1.5	7.55am – Arrival, 8.00am – AM Reg, 8.20am – P1 (Assembly) 9.20am – P2, 9.50am – break (during P2), 10.05am – Return to P2, 10.35am – P3; 11.35am – Reg, 11.50am Finish
Year 9 1:2	7.45am – Arrival, 8.00am – AM Reg, 8.20am – P1 (Assembly) 9.20am – Break, 9.35am – P2, 10.35am – P3; 11.35am – Reg, 11.55am Finish
Year 10 1:2:Int	7.45am – Arrival, 8.00am – AM Reg, 8.20am – P1 (Assembly) 9.20am – Break, 9.35am – P2, 10.35am – P3; 11.35am – Reg, 11.55am Friday Afternoon Catch-Up Intervention, 1.45pm Finish
Year 11 2:1:Int	7.35am – Arrival and AM Intervention, 8.00am AM Reg, 8.20am – P1 (English) 9.20am – P2 (English), 10.20am – Break, 10.35am – P3 (Maths); 11.35am – Reg, 12.00pm Friday Afternoon Catch-Up Intervention, 1.45pm Finish
Year 12 & 13 2:1:Int	7.35am – Arrival and AM Intervention, 8.00am AM Reg, 8.20am – P1 (Assembly and ASTs) 9.20am – P2, 10.20am – Break, 10.35am – P3; 11.35am – Reg, 12.00pm Friday Afternoon Extended ASTs, 1.45pm Finish

3. Rooming Strategy

Bubble Rooms and Shared Spaces

- Bubble rooms are rooms allocated to specific year groups. They are used by these year groups exclusively for lessons. These rooms are located very close to each other in order to minimise movement between lessons and minimise contact with other year groups. It also enables the existing timetable (with singles) to be delivered.
- Within bubble rooms, teachers should maintain at least two metres distance from students and students should distance as much as possible from each other.
- Movement to and from shared spaces will be managed and supervised. Students should wait in their bubble and their movement to and from the shared space is managed to avoid crowding. These shared spaces should also be disinfected before and after use.
- The rooming for each Set is determined to minimise movement between lessons.

Year	Bubble Rooms	Shared Spaces
7	L1 (Set 1/7L1), L2 (Set 2/7L2), L3 (Set 3/7L3) E1 (Set 4/7E1)	E5 (Set 5 En); LRC (Set 5 Ma) DH2/FC (break/lunch), SH2 (assembly)
8	S4 (Set 1/8H1); E2 (Set 2/8H2); E3 (Set 3/8H3) E4 (Set 4/8H4)	E5 (Set 5 En); LRC (Set 5 Ma) DH1/BC (break/lunch); SH1 (assembly)
9	S1 (Set 1/9S1); S2 (Set 2/9S2); S3 (Set 3/9S3) M3 (Set 4/9S4)	E5 (Set 5 En); LRC (Set 5 Ma) DH2/FC (break/lunch); DH2 (assembly)
10	T1 (Set 1/10T3); SS (Set 2/10T5); T6 (Set 3/10T6) T4 (Set 4/10T4)	E5 (Set 5 En); LRC (Set 5 Ma) DH1/BC (break/lunch); RC (assembly)
11	H1 (Set 1/11M1); H2 (Set 2/11M2); H3 (Set 3/11M3) H4 (Set 4.1/11M4)	M1 (Set 4.2); M2 (Set 5) DH2/FC (break/lunch); RC (assembly)
12 & 13	B1-10	DH1/BC (break/lunch); RC (assembly) Common Room

Specialist Rooms

- These rooms are not allocated to any specific bubble (and are not shared spaces used throughout the day in a timetabled manner) but are used by all year groups if needed (with disinfection before and after use).

Subject/Activity	ICT/Computer Science	Arts	Science	PE
Specialist Resource	T2 and T3	T5	S5	Sports Hall 1 & 2

- When using specialist rooms:
 - These spaces must be booked beforehand.
 - Disinfect teacher and student workspaces before and after the lesson.
 - Students sanitise before and after the lesson.
 - The class wait in their bubble area and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors.
- All other rooms, including other Science and IT rooms, are used to permanently accommodate a year group as part of their bubble.
- If not needed for any specific lesson, students remain in their bubble room within their Homebase.

4. Overview of School Timetable (Monday – Thursday)

13	7.35-7.45 Arrival		8.00.8.15 Registration	8.15-9.10 Period 1	9.10-10.10 Period 2	10.10-10.25 Break	10.25-11.25 Period 3	11.25-12.20 Period 4	12.20-12.50 Lunch	12.50-2.00 Period 5	2.00-3.00 Period 6	3.00 Finish and ASTs			
12	7.35-7.45 Arrival		8.00.8.15 Registration	8.15-9.10 Period 1	9.10-10.10 Period 2	10.10-10.25 Break	10.25-11.25 Period 3	11.25-12.20 Period 4	12.20-12.50 Lunch	12.50-2.00 Period 5	2.00-3.00 Period 6	3.00 Finish and ASTs			
11	7.35-7.45 Arrival		8.00.8.15 Registration	8.15-9.10 Period 1	9.10-10.10 Period 2	10.10-10.25 Break	10.25-11.25 Period 3	11.25-12.20 Period 4	12.20-12.50 Lunch	12.50-2.00 Period 5	2.00-3.00 Period 6	3.00 Finish and Int			
10		7.45-7.55 Arrival	8.00.8.15 Registration	8.15-9.10 Period 1	9.10-10.10 Period 2	10.10-11.10 Period 3		11.10-11.25 Break	11.25-12.20 Period 4	12.20-1.30 Period 5		1.30-2.00 Lunch	2.00-2.55 Period 6	2.55 Finish and Int	
9		7.45-7.55 Arrival	8.00.8.15 Registration	8.15-9.10 Period 1	9.10-10.10 Period 2	10.10-11.10 Period 3		11.10-11.25 Break	11.25-12.20 Period 4	12.20-1.30 Period 5		1.30-2.00 Lunch	2.00-2.55 Period 6	2.55 Finish and Int	
8			7.55-8.00 Arrival	8.00.8.15 Registration	8.15-9.10 Period 1	9.10-10.10 Period 2	10.10-10.40 Period 3 (P1)	10.40 – 10.55 Break	10.55 – 11.25 P3 (P2)	11.25-12.20 Period 4	12.20-12.55 Period 5 (P1)	12.55 – 1.25 Lunch	1.25 – 2.00 Period 5	2.00-2.50 Period 6	2.50 Finish and Int
7			7.55-8.00 Arrival	8.00.8.15 Registration	8.15-9.10 Period 1	9.10-10.10 Period 2	10.10-10.40 Period 3 (P1)	10.40 – 10.55 Break	10.55 – 11.25 P3 (P2)	11.25-12.20 Period 4	12.20-12.55 Period 5 (P1)	12.55 – 1.25 Lunch	1.25 – 2.00 Period 5	2.00-2.50 Period 6	2.50 Finish and Int

Overview of School Timetable (Friday)

13	7.35-7.45 Arrival	8.00.8.20 Registration	8.20-9.20 Period 1	9.20-10.20 Period 2	10.20-10.35 Break	10.35-11.35 Period 3	11.35-12.00 Registration	12.00-1.45pm Friday Afternoon Catch Up Extended ASTs	1.45pm Finish
12	7.35-7.45 Arrival	8.00.8.20 Registration	8.20-9.20 Period 1	9.20-10.20 Period 2	10.20-10.35 Break	10.35-11.35 Period 3	11.35-12.00 Registration	12.00-1.45pm Friday Afternoon Catch Up Extended ASTs	1.45pm Finish
11	7.35-7.45 Arrival	8.00.8.20 Registration	8.20-9.20 Period 1	9.20-10.20 Period 2	10.20-10.35 Break	10.35-11.35 Period 3	11.35-12.00 Registration	12.00-1.45pm Friday Afternoon Catch Up Extended intervention	1.45pm Finish
10	7.45-7.55 Arrival	8.00.8.20 Registration	8.20-9.20 Period 1	9.20-9.35 Break	9.35-10.35 Period 2	10.35-11.35 Period 3	11.35-11.55 Registration	11.55-12.00- 1.45pm Friday Afternoon Catch Up Intervention	1.45pm Finish
9	7.45-7.55 Arrival	8.00.8.20 Registration	8.20-9.20 Period 1	9.20-9.35 Break	9.35-10.35 Period 2	10.35-11.35 Period 3	11.35-11.55 Registration	11.55 Finish	
8	7.55-8.00 Arrival	8.00.8.20 Registration	8.20-9.20 Period 1	9.20-9.50 Period 2 (P1)	9.50-10.05 Break	10.05-10.35 Period 2 (P2)	10.35-11.35 Period 3	11.35-11.50 Registration	11.50 Finish
7	7.55-8.00 Arrival	8.00.8.20 Registration	8.20-9.20 Period 1	9.20-9.50 Period 2 (P1)	9.50-10.05 Break	10.05-10.35 Period 2 (P2)	10.35-11.35 Period 3	11.35-11.50 Registration	11.50 Finish

5. Systems of Control: Protective Measures

- The table below outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England.
- Further controls are set out in the school's risk assessment.

<u>No</u>	<u>Essential Control</u>	<u>School Actions</u>
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 school.	<ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly. • Any student or staff member will go home immediately if they have symptoms. They should take a test as soon as possible. • A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in the Humanities Disabled Toilet area. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids. • If the child uses the toilet, it will be thoroughly disinfected before use by anyone else. • All staff and students will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant. • All new staff will complete training on infection control. All staff, current and new, will be reminded of the key messages from the training.
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> • All students and staff will sanitise hands on entering and leaving school and before and after each lesson. Sanitiser dispensers will be located at the entrance of the school and of each classroom. • All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal. • Heads of Year will visit each lesson to remind everyone to sanitise hands. • All students will receive regular reminders on effective handwashing routines – including using videos during registration and on large screens in social areas. • The Estates Team will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply.
3	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> • The school will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate bins. • There will be an enhanced schedule for bins to be emptied and disinfected. • All students and staff must wear a face covering if using the school bus or public transport. A stock of additional masks will be provided to the bus company in case a student or staff forgets to bring a face covering. • The school will deploy masks around school in order to ensure that these are available for use when staff are not able to maintain social distancing (e.g. providing intimate care, one-to-one learning support).
4	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> • All classrooms will be provided with disinfectant wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Such wipes will also be provided to each specialist room for use by students to wipe down their chair, workspace and specialist equipment (in addition to the disinfection carried out by cleaners). • All specialist rooms will be disinfected by cleaners between lessons (where students from a different bubble are using the room). • All clearers will be trained and regularly reminded of the protocols for disinfecting surfaces. • There will be an enhanced cleaning schedule throughout the day.

No	Essential Control	School Actions
		<ul style="list-style-type: none"> • A 'deep clean' disinfection of the full school will be undertaken on Friday afternoons. • The Estates Team will schedule checks during each day on stocks of cleaning materials to check there is adequate supply.
5	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	<ul style="list-style-type: none"> • Each year group is a single bubble. • Year 12 and Year 13 will be kept separately where possible (e.g. in lessons), though will constitute one bubble. • Each bubble will have a designated set of classrooms (i.e. homebase) for all of their lessons, in which no other year group students are permitted. This will minimise movement around the school and mitigate crowding on corridors and contact with students of other year groups. Staff will move between bubbles and will be required to socially distance from students at all times. • Each bubble will have a designated venue for break time, lunchtime, assembly and when needing the toilet. These venues will be disinfected before and after another bubble is able to make use of them. • Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between students of different bubbles. • When using specialist rooms: <ul style="list-style-type: none"> - Disinfect teacher and student workspaces before and after lesson. - Students sanitise before and after the lesson. - The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. • Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget. • Students will be able to access their lockers (including to store mobile phones) in a manner that will inhibit queuing and crowding. Staff will not touch any student belongings. • When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Similarly, different library books will be designated to each year group and can only be loaned by students in the same year group. • For marking of student work or assessments, teachers will wait 48 hours before handling. Student books and test scripts will be placed in a plastic box (for the teacher) and retained in school for 48 hours before being marked. The same approach will be taken to return marked scripts. Teachers will disinfect hands before and after marking scripts.
6	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> • The school will maintain stocks of PPE and deploy them around school. • PPE will be worn by all staff in specific circumstances: <ul style="list-style-type: none"> - Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs: Schools should continue to administer their care following the school's usual procedures. - Support for pupils whose specific needs mean they may be liable to spit: Appropriate staff should use PPE following the school's usual procedures.

No	Essential Control	School Actions
		<ul style="list-style-type: none"> - First aid: First aiders should follow the school’s established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. - The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. - Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection. - Catering: Kitchen staff should wear disposable gloves and aprons. A face shield will be worn based on the risk assessment.
7	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result.
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	<ul style="list-style-type: none"> • The school will share advice on, and promote engagement with, ‘test and trace’ with all staff, students and parents. • The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
9	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> • The health protection team will carry out a rapid risk assessment and confirm next steps. • Following advice from PHE, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) 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. <ul style="list-style-type: none"> - If any of these individuals develop symptoms, they will be eligible for testing. - If positive, they should isolate for 7 days from the onset of their symptoms. - If negative, they should complete full 14-day isolation period. • The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. • PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant. • A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak. • The school will keep the Trust and LA updated (by completing relevant proforma). • The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.

6. Designated Spaces and Rooming Strategy

Bubble Rooms and Shared Spaces

- Bubble rooms are rooms allocated to specific year groups. They are used by these year groups exclusively for lessons. These rooms are located very close to each other in order to minimise movement between lessons and minimise contact with other year groups. It also enables the existing timetable (with singles) to be delivered.
- Within bubble rooms, teachers should maintain at least two metres distance from students and students should distance as much as possible from each other.
- The rooming for each Set is determined to minimise movement between lessons.

Year	Bubble Rooms	Shared Spaces
7	L1 (Set 1/7L1), L2 (Set 2/7L2), L3 (Set 3/7L3) E1 (Set 4/7E1),	E5 (Set 5 En); LRC (Set 5 Ma) DH2/BC (break/lunch), SH1 (assembly)
8	S4 (Set 1/8H1); E2 (Set 2/8H2); E3 (Set 3/8H3); E4 (Set 4/8H4)	E5 (Set 5 En); LRC (Set 5 Ma) DH1/FC (break/lunch); SH2 (assembly)
9	S1 (Set 1/9S1); S2 (Set 2/9S2); S3 (Set 3/9S3); M3 (Set 4/9S4)	E5 (Set 5 En); LRC (Set 5 Ma) DH2/BC (break/lunch); DH2 (assembly)
10	T1 (Set 1/10T3); SS (Set 2/10T5); T6 (Set 3/10T6); T4 (Set 4/10T4)	E5 (Set 5 En); LRC (Set 5 Ma) DH1/FC (break/lunch); RC (assembly)
11	H1 (Set 1/11M1); H2 (Set 2/11M2); H3 (Set 3/11M3); H4 (Set 4.1/11M4)	M1 (Set 4.2); M2 (Set 5) DH2/BC (break/lunch); RC (assembly)
12 & 13	B1-10	DH1/FC (break/lunch); RC (assembly) Common Room

Specialist Rooms

- These rooms are not allocated to any specific bubble (and are not shared spaces used throughout the day in a timetabled manner) but are used by all year groups if needed (with disinfection before and after use).

Subject/Activity	ICT/Computer Science	Arts	Science	PE
Specialist Resource	T2 and T3	T5	S5	Sports Hall 1 & 2

- When using specialist rooms:
 - These spaces must be booked beforehand.
 - Disinfect teacher and student workspaces before and after the lesson.
 - Students sanitise before and after the lesson.
 - The class wait in their bubble area and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors.
- All other rooms, including other Science and IT rooms, are used to permanently accommodate a year group as part of their bubble.
- If not needed for any specific lesson, students remain in their bubble room within their Homebase.

Other

- The library will be closed. No students are permitted to congregate in the library. The school will communicate the books available in the library to all students who will be able to request a book to be loaned to them. Different library books will be designated to each year group and can only be loaned by students in the same year group. The book will be delivered to the student.
- Students are not allowed to congregate on the seating in the Humanities corridor or social space at any time.
- Students are not permitted to congregate on any corridor unless moving to and from lesson.
- At break and lunchtimes, students should be in the Dining Hall or outside. In the event of poor weather, students will be able to use their 'bubble' classrooms.

7. Arrival and Leaving

- Students will be able to arrive at school from 7.35am onwards.
- To reduce crowding on entering:
 - Year 12s should arrive between 7.35am and 7.45am. They will use the 6th Form reception.
 - Year 13s should arrive between 7.35am and 7.45am. They will use the 6th Form reception.
 - Year 11s should arrive between 7.35am and 7.45am. They will use the main school reception.
 - Year 10s should arrive between 7.45am and 7.55am. They will use the 6th Form reception.
 - Year 9s should arrive between 7.45am and 7.55am. They will use the main school reception.

- Year 8s should arrive between 7.55am and 8.00am. They will use the 6th Form reception.
- Year 7s should arrive between 7.55am and 8.00am. They will use the main school reception.
- Where families have siblings, students should arrive at the designated time for the younger sibling.
- Once main school students arrive, they should report immediately to their designated registration venue. Students must not congregate in corridors, library, Dining Hall or LRC.
- Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should drop off their child after 8.05am.
- Upon entering school, students will use a hand sanitizer.
- Students and staff will wear face covering if using the bus to travel to and from school. Once in school, students and staff will not be required to wear a mask.
- Staff should avoid sharing cars. In the event they do so, a mask or face covering should be worn by all.
- At the end of the school day, students will be asked to use the hand sanitizer before leaving their final lesson.
- To reduce crowding on leaving:
 - Year 7s will be dismissed in batches at 2.50pm, managed by the Head of Year, using the main reception.
 - Year 8s will be dismissed in batches at 2.50pm, managed by the Head of Year, using the 6th Form reception.
 - Year 9s will be dismissed in batches at 2.55pm, managed by the Head of Year, using the main reception.
 - Year 10s will be dismissed in batches at 2.55pm, managed by the Head of Year, using the 6th Form reception.
 - Year 11s will be dismissed in batches at 3.00pm, managed by the Head of Year, using the main reception.
 - Year 12s will be dismissed in batches at 3.00pm, managed by the Head of Year, using the 6th Form reception.
 - Year 13s will be dismissed in batches at 3.00pm, managed by the Head of Year, using the 6th Form reception.
 - On Fridays, students will be dismissed at 11.50am (if Year 7, 8), 11.55am (if Year 9) and 1.45pm (if Year 10, 11, 12 and 13).
 - Where families have siblings, students should arrive at the designated time for the younger sibling.
 - Once main school students are dismissed, they should immediately leave the building and school grounds. Students must not congregate in corridors, library, Dining Hall or LRC.
 - Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should collect their daughter after 3.10pm.

8. Uniform, Equipment and Lockers

All students will wear the full uniform.

- As uniform supplies may be delayed, some discretion will be allowed during the first half-term.
- Students who have PE on the same day will be allowed to wear their PE kit instead of the uniform.
- Students should only bring the necessary books and stationery for each school day.
- Students must not share equipment with others.
- Mobile phone lockers will be situated in the reception office and kept open in the morning so that students are able to put their phone into the individual cubicle without delay. Staff will not touch mobile phones. At the end of the day, the mobile phone lockers will be opened so that students may collect their phone without delay.
- Regular lockers, for the storage of school resources, will be loaned only to Year 7 students and those students who have a medical need. Access to lockers will be strictly managed (accessible only during staggered break and lunch times) to ensure there is minimal contact between students of different year groups.

9. Registration, Attendance and Assembly

All students are expected to attend school full-time in September.

- A register will be taken at 8am each morning for all students and at the start of the afternoon lesson.
- The school will follow the DfE guidance on absence codes for students who fail to attend school.
- Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so.
- For all pupils who are isolating at home, Heads of Year will continue to make regular calls to check on welfare and whether they are participating fully in lessons.
- Morning registration will continue with a full programme. Afternoon registration is cancelled and the register taken during P5 will be considered the statutory register for the afternoon session.

- There will be no assembly of students from different year groups. All assemblies will be in their designated venue at the allocated time with students from the same year group only.

<u>Year Group</u>	<u>Assembly Venue</u>	<u>Assembly Timing</u>	<u>Route</u>
7	Sports Hall 2	Friday 8.20am till 9.20am	<ul style="list-style-type: none"> • HoY Stairs. • Back Courtyard. • Sports Hall Corridor. • Sports Hall 2.
8	Sports Hall 1	Friday 8.20am till 9.20am	<ul style="list-style-type: none"> • Science Stairs. • Back Courtyard. • Fitness Studio. • Sports Hall 1.
9	Dining Hall 2	Friday 8.20am till 9.20am	<ul style="list-style-type: none"> • Maths Corridor. • LRC Corridor. • Dining Hall 2.
10	Reflection Centre	Tuesday 8am till 8.15am	<ul style="list-style-type: none"> • Go directly at 8am. • 6th Form Entrance • Principal's Corridor • Reflection Centre. • (LRC Corridor on return)
11	Reflection Centre	Thursday 8am till 8.15am	<ul style="list-style-type: none"> • Go directly at 8am. • Main Entrance • Reflection Centre. • (LRC Corridor on return)
12 & 13	Reflection Centre	Friday 8.20am till 9.20am	<ul style="list-style-type: none"> • Principal's Corridor. • Admin Stairs. • Reflection Centre.

- For year groups with public examinations in the summer of 2021, catch-up activity will be undertaken during assembly time. Further details are available in the school's 'Catch-Up Plan'.

10. Expectations in the Classroom/Bubble

- Students and staff will use hand sanitizer on entering each lesson within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In IT rooms, students should wipe their keyboard and mouse at the start of each lesson.
- All classroom doors should be kept open at all times, using the magnetic door holders.
- When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Similarly, different library books will be designated to each year group and can only be loaned by students in the same year group.
- For marking of student work or assessments, teachers will wait 48 hours before handling. Student books and test scripts will be placed in a plastic box (for the teacher) and retained in school for 48 hours before being marked. The same approach will be taken to return marked scripts. Teachers will disinfect hands before and after marking scripts.
- All classrooms will have socially distant fixed seating where possible and students must sit in the same place at all times. Desks and chairs must not be moved from their location.
- When teaching, teachers should be at least 2m from students, avoid movement and stay near the screen.
- Windows should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared.

11. Specific Curriculum Issues

- A full curriculum will be delivered and all students will have access to all of the subjects they would normally have been offered.
- All subjects will review and revise the delivery of their curriculum to mitigate the risk of infection. Some subject-specific issues are outlined below.

<u>Subject/Issue</u>	<u>Guidance</u>
Art & Design and Technology	<ul style="list-style-type: none"> - The scheme of work for the subject should be re-sequenced to ensure that students from different year groups do not use the same specialist equipment. A period of 48 hours (72 hours for plastic) is needed for specialist equipment to disinfect before it is used by students from another year group. - The specialist rooms should be disinfected before and after they are used.
Science	<ul style="list-style-type: none"> - A lab will be allocated for specialist science practicals and will not be part of the accommodation for any homebase/bubble. The lab will need to be booked. - The scheme of work for the subject should be re-sequenced to ensure that students from different year groups do not use the same practical equipment. A period of 48 hours (72 hours for plastic) is needed for apparatus to disinfect before it is used by students from another year group. - The science lab used for practicals should be disinfected before and after it is used. - In some cases, if adequate resources are not available and it is necessary for the same practical experiment to be studied by different year groups, a teacher demonstration will be used rather than students undertaking the practical.
RSHE	<ul style="list-style-type: none"> - The teaching of mental health and wellbeing should be prioritised during the first term.
Music	<ul style="list-style-type: none"> - DfE will be publishing further guidance shortly. - Choral singing should be avoided.
Sports and Changing	<ul style="list-style-type: none"> - Where possible, PE should be undertaken in outdoor spaces. - Contact sports should be avoided. - The scheme of work for Sports should be re-sequenced to ensure that students from different year groups do not use the same specialist equipment. A period of 48 hours (72 hours for plastic) is needed for specialist equipment to disinfect before it is used by students from another year group. - All changing rooms must be wiped down before and after each use. Students should only enter a changing room if there is a spare cubicle. - Showers are not permitted.
Textbooks and Library Books	<ul style="list-style-type: none"> - When giving out textbooks in lesson, these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours. - The library will be closed. No students are permitted to congregate in the library. The school will communicate the books available in the library to all students who will be able to request a book to be loaned to them. Different library books will be designated to each year group and can only be loaned by students in the same year group. The book will be delivered to the student.
Educational Visits	<ul style="list-style-type: none"> - All educational visits must be approved by Star's Educational Visits Coordinator (EVC). - International and residential trips will not be permitted. - Day trips are permitted following the first half-term. If a trip is planned before October half-term, staff should secure permission from the Principal and the Trust Educational Visits lead. - Trips may not involve students from different year groups. - When planning trips: <ol style="list-style-type: none"> 1. All bookings should be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund. 2. The risk of infection – and how this will be mitigated – should be included in the risk assessment. This includes guidance from any external transport that is booked. 3. The trip leader should enquire whether other school parties are likely to be present and whether social distancing from such groups will be possible. If not, the trip should not go ahead.

12. Curriculum Recovery Planning

- The school will deliver a number of strategies to ensure that all students catch up on missed learning and progress by the end of the academic year.
- These strategies are outlined in the school's 'Catch-Up Plan'.

13. Student Leadership

- Leadership opportunities will continue, though care will be taken to avoid infection within and between bubbles.
- Prefects and peer mentors will be appointed on a year group basis and will support supervision and communication with students within their year group only.
- Librarians for each year group will support the delivery of books to their year group only.
- Restorative Justice Practitioners for each year group will support anti-bullying and relationship efforts in their year group only.
- The Student Council will meet in school but virtually, such that:
 - The meeting will occur outside of lesson time, such that homebases are not occupied (e.g. during assembly or after school).
 - All students within the same year groups (bubble) will sit together in one room within their homebase.
 - Each set of year group students will then 'meet' virtually with students from other year groups via MS Teams.
 - The member of staff supervising the meeting may be present in any of the rooms providing they maintain distancing from the students.
- The Head Boy/Girl and Deputy Head Boy/Girl are permitted to visit assemblies and form classes if they maintain social distancing from each other (if in different year groups) and from the students within the assembly.
- Enrichment clubs, such as Eco-School Warriors, and leadership development events should only be delivered within a specific year group. Alternatively, this may be delivered with students from different year groups in school but meeting virtually from their respective homebases. In such circumstances, staff supervision must be maintained.
- Activities such as careers events and visiting speakers should be delivered virtually.
- All fundraising, such as charity stalls, should only be permitted if crowding can be mitigated and if the only attendees are from the year group of those leading the fundraising.
- Sixth Form students may be offered volunteering opportunities within the main school if they are:
 - Able to maintain at least 2m social distancing from all students at all times.
 - Inducted on infection control measures.
 - Adequately supervised at all times.

14. Safeguarding

- Heads of Year will continue weekly calls to all isolating students (not attending school).
- The school will deploy mentors and mental health practitioners to support students and staff affected by the COVID-19 pandemic. This includes evaluating mental health of all members of the school community, supporting with bereavement, targeting students with attendance and behaviour concerns and maintaining an ECM Risk Register.
- The school's Mental Health Practitioners, working across several schools, will meet with vulnerable students and provide mentoring support. They will maintain distancing and be inducted on infection control measures within the school. All of their meetings should be in a booked meeting room which is disinfected before and after each student has visited. Group mentoring is only permitted with students from within the year group.

15. Supporting Students with Special Educational Needs

- The support for students with SEND is in three forms.
 - Support within the classroom.
 - Support within the classroom, supplemented by partial withdrawal.
 - Complete withdrawal from classroom with alternative provision.
- Each form of support will require mitigation to avoid infection.

SEND Support	Guidance
Support within the classroom.	<ul style="list-style-type: none"> SSAs supporting in the classroom should maintain as much social distancing from the pupils they support as possible whilst maintaining effective support). If needed, they should liaise with the teacher to agree a seating plan that maximises their opportunity for distancing. SSAs should also consider: <ul style="list-style-type: none"> Sit side by side with the student, both facing the front. Avoid facing the student they support unless this is needed for hearing impairment. Avoid physical contact with the student. Ensure that they do not share stationery or contact the same surfaces. Check regularly whether the students they support are symptomatic.
Support within the classroom, supplemented by partial withdrawal.	<ul style="list-style-type: none"> If students with SEND from different year groups need to be accommodated within the Access and Inclusion area (for partial withdrawal from the curriculum) and there are no additional venues or staffing, they must maintain social distancing of at least 2m from each other at all times. All spaces within the Access and Inclusion area must be disinfected before and after each use.
Complete withdrawal from classroom with alternative provision.	<ul style="list-style-type: none"> This will be considered to be its own bubble. All of the rules for each bubble will apply to this provision. All students within this provision will arrive, learn, have break and lunch, and leave together – with no opportunities for proximity to other bubbles. If a student is ready to move between the alternative provision and their main year group bubble, this should only be undertaken at the end of a term. This allows for a gap of 14 days for movement between bubbles.

16. Inclusion/Exclusion Room and Detentions

- The Inclusion Room will have a maximum capacity of ten students and two members of staff.
- If students from different year groups need to be accommodated within the Inclusion Room and there are no additional venues or staffing, they will maintain social distancing of at least 2m from each other and the supervising teacher at all times.
- The break and lunchtime for these students will be different from all other year groups (bubbles) to avoid physical contact with other bubbles. A separate toilet will also be assigned to students in the Inclusion Room.
- A wilful breach of social distancing within the Inclusion Room may result in a fixed term exclusion.
- Breaktime or lunchtime detentions must be completed within the year group 'bubble' in their homebase.
- Detentions after school may be undertaken in the same room by students from different year groups providing students sit at least 2 metres from others and the room is disinfected before and after each use. T5 should be used for these detentions.

17. Toilets

- At all times, including break and lunchtimes, students should use their designated toilet:

Group	Toilets
Year 7	Comms
Year 9	Maths
Year 11	Hums
Year 13	Sixth Form

Group	Toilets
Year 8	Comms
Year 10	Hums
Year 12	Sixth Form

- Only one student per cubicle should enter the toilets.
- Year group prefects/monitors will support the supervision of the use of toilets during break and lunchtime.
- Students should use the contactless sink when washing.
- The two sets of toilets outside the Dining Halls are designated to year groups for use during break and lunchtime.

Group	Toilets
Year 7, 9, 11	Dining Hall 2 Toilets
Year 8, 10, 12, 13	Dining Hall 1 Toilets

- All cubicles will be disinfected regularly.

18. Breaktime Plan

- Students will have staggered break times.
 - Year 7s will have break in the Dining Hall 2 from 10.40am till 10.55am (9.50am till 10.05am on Fridays).
 - Year 8s will have break in the Dining Hall 1 from 10.40am till 10.55am (9.50am till 10.05am on Fridays).
 - Year 9s will have break in the Dining Hall 2 from 11.10am till 11.25am (9.20am till 9.35am on Fridays).
 - Year 10s will have break in the Dining Hall 1 from 11.10am till 11.25am (9.20am till 9.35am on Fridays).
 - Year 11s will have break in the Dining Hall 2 from 10.10am till 10.25am (10.20am till 10.35am on Fridays).
 - Year 12s & 13s will have break in Dining Hall 1 from 10.10am till 10.25am (10.20am till 10.35am on Fri).
- Students will queue with social distancing where possible.
- Only 6 students are allowed to sit per bench in the Dining Halls.
- Students are only permitted to use the Dining Hall if getting a snack. Otherwise, they will go outside to their designated outdoor space.
- Other than the Dining Hall, students are not permitted to be in the building during break time.
- During break, students will be supervised by their Head of Year and senior leaders, in addition to teaching staff as per a rota.
- During a wet break, students will be asked to use the designated Dining Hall or stay in their bubble rooms.
- All benches will be wiped down with disinfectant continuously between 10.10am and 11.25am.

19. Lunchtime Plan

- Students will have staggered lunch times.
 - Year 7 students will have their lunch in the Dining Hall 2 from 12.55pm till 1.25pm.
 - Year 8 students will have their lunch in the Dining Hall 1 from 12.55pm till 1.25pm.
 - Year 9 students will have their lunch in the Dining Hall 2 from 1.30pm till 2.00pm.
 - Year 10 students will have their lunch in the Dining Hall 1 from 1.30pm till 2.00pm.
 - Year 11 students will have their lunch in the Dining Hall 2 from 12.20pm till 12.50pm.
 - Year 12 and 13 students will have their lunch in the Dining Hall 1 from 12.20pm till 12.50pm.
- Students will queue with social distancing.
- Students will be asked to wash hands with soap before and after having lunch.
- A normal menu will apply and regular cutlery and plates will be used.
- Only 6 students are allowed to sit per bench in the Dining Halls. Staff will eat in their classrooms and staffrooms (with distancing), so the full capacity will be used for students. Once a Dining Hall is full, students will be directed to eat outside (or their bubble form rooms if the weather is poor).
- Students are only permitted to use the Dining Hall if getting lunch. Otherwise, they will go outside.
- Other than the Dining Hall, students are not permitted to be in the building during lunchtime.
- During lunchtime, students will be supervised by their Head of Year and link SLT.
- Students entering the Dining Hall 1 will queue out on to the Evacuation Meeting Point.
- Students entering the Dining Hall 2 will queue along the LRC corridor.
- All benches will be wiped down with disinfectant continuously between 12.20pm and 2.00pm.
- On Fridays, Year 10 and Year 11 students will be permitted to use their respective Dining Halls after 11.35am to have lunch before their catch-up intervention starts. Year 12s and Year 13s staying behind for Friday afternoon sessions will not be able to access their Dining Hall until after 12.30pm.

20. Duties

- The following duty rota will run during the week to supervise students.

<u>Timings</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>
7.30am till 7.50am	SLT	SLT	SLT	SLT	SLT
7.50am till 8.15am	SLT, HoY	SLT, HoY	SLT, HoY	SLT, HoY	SLT, HoY
Break	Link SLT & HoY x 2 staff x 2	Link SLT & HoY x 2 staff x 2	Link SLT & HoY x 2 staff x 2	Link SLT & HoY x 2 staff x 2	Link SLT & HoY x 2 staff x 2
Lunchtime	Link SLT & HoY x 2 DoLs/DDoLs x 2	Link SLT & HoY x 2 DoLs/DDoLs x 2	Link SLT & HoY x 2 DoLs/DDoLs x 2	Link SLT & HoY x 2 DoLs/DDoLs x 2	Link SLT & HoY x 2 DoLs/DDoLs x 2
2.50pm till 3.15pm (11.50am on Fri)	SLT, HoY	SLT, HoY	SLT, HoY	SLT, HoY	SLT, HoY

- The duty venues at each time are as follows:

<u>Timings</u>	<u>Venues</u>
7.30am till 7.50am	Car park/bus terminal, Social Space/Hums, 6 th Form Entrance, Comms Floor, Maths, reception.
7.50am till 8.15am	Car park/bus terminal, Reception, 6 th Form Entrance, Y7 Homebase, Y8 Homebase, Y9 Homebase, Y10 Homebase, Y11 Homebase and Y12/13 Homebase
Break	Dining Hall 1, Dining Hall 2, Reception, Back Courtyard, Front Courtyard, Fields
Lunchtime	Dining Hall 1, Dining Hall 2, Reception, Back Courtyard, Front Courtyard, Fields
2.50pm till 3.15pm (11.50am on Fri)	Car park/bus terminal, Reception, 6 th Form Entrance, Y7 Homebase, Y8 Homebase, Y9 Homebase, Y10 Homebase, Y11 Homebase and Y12/13 Homebase

- The duty rota will take into account the staggered break time, lunchtime and finish times of students in different year groups.
- A specific duty rota will be shared with all staff.

21. Catering Staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will also wear gloves and face shields in addition to the normal garments. A separate bin should be used to discard these items. Face shields will be disinfected at the end of each day.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- A normal menu will be provided and regular cutlery and plates will be used.
- Cashless catering will continue to apply.
- When serving food, catering staff will need to maintain distancing as much as possible.
- To avoid supply issues, the stocking and storage of high consumption items should be maximised.
- All benches will be wiped down with disinfectant continuously before, during and after the break period between 10.10am and 11.25am – and before, during and after the lunch between 12.20pm and 2.00pm.

22. Cleaning

- There will be four cleaners at all times, with two shifts: 8am till 12.30pm and 12.30pm till 5pm.
- They will be based in the following areas:
 - Humanities and CCA (1 cleaner)
 - LRC, library, Maths and Science (1 cleaner)
 - Sixth Form and Communications (1 cleaner)
 - All offices, staffrooms, reception, Reflection Centre and Sports Halls (1 cleaner)
- In each of these areas, cleaners will disinfect and wipe down all surfaces in these high frequency areas:
 - In toilets, at least once an hour.
 - Stair railings, entrances to the buildings, lifts and staffroom offices
 - Entrance to classrooms (both door handles etc) at break, lunchtime and at the end of the day.
 - Classroom desks (at break, lunchtime and at the end of the school day). This includes keyboards and mouse devices. Only 'bubble' classrooms, and specialist rooms in use, should be disinfected between lessons.
 - Dining Halls before, during and after break and lunchtimes (this is undertaken by the catering team).
- Cleaners must wear PPE at all times (disposable gloves, apron). Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection.
- On Friday afternoons, there will be a deep clean of all spaces and surfaces in school.

23. First Aid and Medical Room

- Any student or member of staff who falls ill or is hurt in school will go home.
- A student who is unwell will wait in the Humanities Disabled toilet area before being collected by a parent.
- There will be a First Aid resource in each 'bubble' homebase. Students and staff will self-administer first aid if at all possible.
- First aiders should follow the school's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, staff should wear face masks, gloves and aprons. Eye protection will also be needed if splashing from bodily fluids is likely to occur.

- Medication for specific students will be stored securely within the 'bubble' homebase. Such medication must be self-administered if at all possible.

24. Movement Around School

- All non-essential movement around school should be avoided.
- The routes to be used by each year group are outlined below (the reverse route should be used when returning):

Year	Homebase	Route for School Entry & Exit	Route for Break & Lunchtime	Route for Assembly
7	L1, L2, L3, E1	<ul style="list-style-type: none"> Main reception. LRC Corridor. HoY Stairs. 	<ul style="list-style-type: none"> HoY Stairs. LRC Corridor. Dining Hall 2/BC. 	<ul style="list-style-type: none"> HoY Stairs. Back Courtyard. Sports Hall Corridor. Sports Hall 2.
8	E2, E3, E4, S4	<ul style="list-style-type: none"> 6th Form reception. 6th Form Corridor. Science Stairs. 	<ul style="list-style-type: none"> Science Stairs. Back Courtyard. Dining Hall 1/FC. 	<ul style="list-style-type: none"> Science Stairs. Back Courtyard. Fitness Studio. Sports Hall 1.
9	S1, S2, S3, M3	<ul style="list-style-type: none"> Main reception. Back Courtyard. Maths Corridor. 	<ul style="list-style-type: none"> Maths Corridor. LRC Corridor. Dining Hall 2/BC. 	<ul style="list-style-type: none"> Maths Corridor. LRC Corridor. Dining Hall 2.
10	T1, T4, T6, SS	<ul style="list-style-type: none"> 6th Form Entrance HoY Stairs. Social Space. 	<ul style="list-style-type: none"> Social Space. LRC Corridor (manage Y11s). Dining Hall 1/FC. 	<ul style="list-style-type: none"> Go directly at 8am. 6th Form Entrance Principal's Corridor Reflection Centre. (LRC Corridor on return)
11	H1, H2, H3, H4	<ul style="list-style-type: none"> Main Entrance. LRC Corridor. Humanities Corridor. 	<ul style="list-style-type: none"> Humanities Corridor. LRC Corridor (manage Y10s). Dining Hall 2/BC. 	<ul style="list-style-type: none"> Go directly at 8am. Main Entrance Reflection Centre. (LRC Corridor on return)
12-13	B1-10	<ul style="list-style-type: none"> 6th Form Entrance. Common Room. 6th Form Corridor. 	<ul style="list-style-type: none"> Principal's Corridor. Admin Stairs. Dining Hall 1/FC. 	<ul style="list-style-type: none"> Principal's Corridor. Admin Stairs. Reflection Centre.

- If groups of students are moving during lessons to shared spaces (e.g. Dining Halls, intervention rooms etc) or specialist spaces (e.g. for PE, IT lessons etc), the class should wait in their bubble area and are managed by their teacher to and from their specialist venue or shared space to avoid crowding on corridors.
- During each lesson changeover, Heads of Year should be situated within the Homebase before the bell goes to supervise movement between rooms within the bubble.

25. Buses – Dedicated School Transport

- The school buses will run three times each day:
 - In the morning, to allow students to arrive at school for around 7.50am.
 - At 3pm, to allow students to travel home.
 - At 3.45pm (and 12.45pm as well as 1.45pm on Fridays) to allow students with intervention to go home.
- Students using the bus service will wear face covering. Students will queue with social distancing.
- Seats will be allocated to reflect the bubble arrangements in school. In each bus, the following will be encouraged:

Year Group	Location on Bus
7	Lower Deck, Front
8	Lower Deck, Middle
9	Lower Deck, Back
10	Upper Deck, Front
11	Upper Deck, Middle
12 & 13	Upper Deck, Back

- All students will be required to use hand sanitizer upon boarding and/or disembarking.
- Day passes for buses will be discontinued unless there is capacity within the bus.
- The bus company will take responsibility for wiping down seats and railings regularly.
- The school mini bus will be used when needed to transport students to enrichment activities beyond the school setting. In such circumstances:
 - All students and the driver will wear a face covering.
 - The bus seats will be wiped down before and after each use.

26. Bells

- A **long** bell is used when all year groups are affected. A **short** bell is used when specific year groups are affected.
- On Mondays till Thursdays, bells will go at the following times:
 - 7.58am. A **short** bell to encourage everyone to move to form classes.
 - 8.00am. A **long** bell to mark the start of the school day.
 - 8.15am. A **long** bell to mark the start of P1.
 - 9.10am. A **long** bell to mark the start of P2.
 - 10.10am. A **long** bell to mark the end of the P2. Year 11-13 go to break. Year 7-10 go to P3.
 - 10.25am. A **short** bell to mark the start of P3 for Year 11, 12 and 13.
 - 10.40am. A **short** bell to mark the start of break for Year 7-8 (during P3).
 - 10.55am. A **short** bell to mark the end of break for Year 7-8. They go back to P3.
 - 11.10am. A **short** bell to mark the end of P3 for Year 9 and 10. They will go for a break.
 - 11.20am. A **long** bell to mark the start of P4 for all students.
 - 12.20pm. A **long** bell to mark the end of P4. Y7-10 go to P5. Y11-13 go to lunch.
 - 12.50pm. A **short** bell to mark the end of lunch for Y11-13. They will go to P5.
 - 12.55pm. A **short** bell to mark the start of lunch for Year 7-8 (during P5).
 - 1.25pm. A **short** bell to mark the end of lunch for Year 7-8. They will go back to P5.
 - 1.30pm. A **short** bell to mark the start of lunch for Year 9-10.
 - 2.00pm. A **long** bell to mark the start of P6 for all students.
 - 2.50pm. A **short** bell to mark the end of the school day for Year 7 and 8.
 - 2.55pm. A **short** bell to mark the end of the school day for Year 9 and 10.
 - 3.00pm. A **short** bell to mark the end of the school day for Year 11, 12 and 13.
 - 3.45pm. A **long** bell to mark the end of intervention.
- On Fridays, bells will go at the following times:
 - 7.58am. A **short** bell to encourage everyone to move to form classes.
 - 8.00am. A **long** bell to mark the start of the school day.
 - 8.20am. A **long** bell to mark the start of P1 (or assembly) for all students.
 - 9.20am. A **short** bell to mark the start of P2 for Year 7, 8, 11, 12 and 13 (and break for Year 9 and 10).
 - 9.35am. A **short** bell to mark the end of break for Year 9 and 10. They go to P2.
 - 9.50am. A **short** bell to mark the start of break (during P2) for Year 7 and 8.
 - 10.05am. A **short** bell to mark the end of break and return to P2 for Year 7 and 8.
 - 10.20am. A **short** bell for the start of break for Year 11, 12 and 13.
 - 10.35am. A **long** bell for the start of P3 for all students.
 - 11.35am. A **long** bell to mark the end of P3 and start of registration for all students.
 - 11.50am. A **short** bell to mark the end of the school day for Year 7 and 8.
 - 11.55am. A **short** bell to mark the end of the school day for Year 9 and 10. Year 10 go to extended intervention.
 - 12.00pm. A **short** bell to mark the end of registration for Year 11, 12 and 13 and start of extended intervention.
 - 1.45pm. A **long** bell to mark the end of intervention.

27. Staffrooms & Offices

- Staff should only use offices or staffrooms if they are able to socially distance themselves from each other. All offices and staffrooms should be used to only 60% of their capacity at most (where possible).
- The reduced capacity of each office and staffroom is listed below:
 - Communications Faculty Office (7 staff)

- Maths & Science Faculty Office (5 staff) and Science Prep Room (3 staff)
- Humanities Faculty Office (4 staff)
- CCA Faculty (5 staff) and Fitness Studio (2 staff)
- Sixth Form Staffroom (4 staff) and Sixth Form Admin Office (5 staff)
- Access & Inclusion (3 staff)
- Head of Year Office (5 staff)
- All team meetings within school hours should only be undertaken in staffrooms if social distancing is possible. If not, staff should book and use the following free rooms: Boardroom, Meeting Room 5.
- All meetings outside of school hours should be undertaken virtually where possible.
- In staffrooms and offices, hotdesking on PCs should be avoided. Staff should also bring their own laptop to use. Staff should only use a PC if it is designated to them. Alternatively, if sharing of PCs is unavoidable, staff should wipe down the keyboard and mouse before using.
- The telephone should also be wiped after use and hands should be sanitised afterwards.
- Staff should use a hand sanitizer when entering and leaving the staffroom and/or office.

28. Emergency Evacuation

- On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner whilst exercising as much social distancing as possible.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the predetermined Assembly Point.
- The Assembly Point remains the same.
- Once everyone has left the classroom or office, staff must lock the door.
- Specific arrangements must be made for students with physical disabilities or complex needs to ensure that they are assisted during evacuation. In such circumstances, staff should wear a mask if social distancing is not possible.
- All bags, coats and classroom materials must be left in the classroom.
- As staff move to the evacuation point:
 - Staff should maintain social distancing from colleagues and other students.
 - Students should be encouraged to move quickly and staff should model this.
- Lifts must not be used.
- Any visitors to school must be directed to follow the students out of the nearest exit.
- Anyone who is not in class when the alarm sounds must report to the assembly point.
- If the evacuation is necessary during break or lunchtime periods, students and staff should evacuate immediately and report to the meeting point.
- Admin staff will bring the visitor signing-in log and completed registers for each class to the assembly point.
- It may not be possible for students to avoid proximity to students of other year groups (bubbles) whilst evacuating the building – however, students will be instructed to avoid all physical contact on their way to the Assembly Point.
- At the Assembly Point:
 - All students should stand within their bubbles and maximise the distance between bubbles.
 - All students should line up in their form classes and be registered by their Learning Coordinator.
- Upon re-entry into the lesson, students should use a hand sanitiser.

29. Visitors, Reception and Deliveries

- All visitors should be approved by the Principal beforehand and unnecessary visitors should be avoided.
- All visitors who wish to spend time in school should be asked at the school reception if they have had COVID-19 symptoms in the past 7 days. If so, they should be refused entry and advised to isolate themselves at home and get tested.
- Visitors arriving at reception should be asked to maintain social distancing if waiting to be seen.
- Visitors entering school should be asked to use the hand sanitiser.
- Visitors should be inducted on safety and hygiene measures if they are spending time in school.
- All deliveries should be handled with gloves and left for 48 hours (72 hours for plastic) and/or disinfected before opening. Hands should be washed with soap after handling any deliveries.

30. Teacher Training Placements and Volunteers

- Teacher training placements are permitted, providing all checks are completed and the trainee is adequately supervised and fully inducted on the school's infection control measures.
- Volunteers will not be permitted until further notice.

31. Parents' Evening and Meetings

- Meetings with individual parents are permitted, providing:
 - Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception.
 - Parents sanitise their hands before and after the meeting.
 - All care is taken to avoid parents coming into proximity with any student other than their own child.
 - Social distancing is maintained during the meeting.
- Parents' evenings, where there is a large gathering of parents, should be avoided during the first term. Instead, the school will make appointments with parents of targeted pupils when needed.
- Information events for parents, such as curriculum guidance evenings, will be delivered virtually.
- Performance Review Meetings will continue in line with the guidance outlined above, to mitigate the risk of infection.

32. Managing Positive Case and Outbreaks

- Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result.
- The school will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents.
- The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The health protection team will carry out a rapid risk assessment and confirm next steps.
- Following advice from PHE, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) 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.
 - If any of these individuals develop symptoms, they will be eligible for testing.
 - If positive, they should isolate for 7 days from the onset of their symptoms.
 - If negative, they should complete full 14-day isolation period.
- The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.
- PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parent when relevant.
- A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.
- The school will keep the Trust and LA updated (by completing relevant proforma).
- The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who and who have tested positive. These spreadsheets must be kept up to date.

33. Remote Education (and Contingency for School or Local Lockdown)

- The normal school timetable will be delivered simultaneously via MS Teams to students in school and those isolating at home.
- Lessons will also be delivered through MS Teams in the event of a closure for a particular year group or the full school, or if a member of teaching staff is isolating at home but well enough to work.
- MS Teams has been set up to mimic the school timetable. As such, students will be taught by their normal teacher in their normal class groupings for their normal number of lessons.
- In addition to online lessons, all subjects will use MS Teams to share resources, engage in subject dialogue and respond to queries.
- Induction will be delivered to all new students and staff to ensure they are familiar with the platform.

- Once students return in September, the school will provide each student with a pack containing their timetable, a guide to using MS Teams and the MS Teams code for all relevant classes. Staff will receive a similar pack.
- In the event that the school is closed or local area is locked down before September, the school will post a timetable, guide to MS Teams and the MS Teams code for all relevant classes to each student and teacher.
- The timetable for lessons (delivered in school or at home) for all year groups is provided on the next page.

INSERT YEAR 7-13 TIMETABLES

(including MS Team codes for each class)

Staff Expectations

Staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend school if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using public transport. Avoid sharing cars.
3. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
4. Avoid physical contact at all times. No hugs, shaking hands etc.
5. Do not share belongings (stationery, food etc) with others.
6. Wipe your keyboard and mouse at the start and end of each lesson.
7. When teaching, avoid movement around the classroom and maintain distancing from students.
8. When marking work, wait 48 hours before handling and returning.
9. Where possible, keep doors and windows open at all times.
10. Do not gather in the staffroom. Stick to a reduced capacity of each room. Maintain social distancing at all times.

Student Expectations

When attending school, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend school if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using the school bus or public transport.
3. Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day.
4. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
5. Stick to your bubble and homebase at all times.
6. Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
7. In the classroom, do not move the table or chair. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.
8. At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor). Maintain a safe distance from others.
9. Do not share belongings (stationery, food etc) with others.
10. Use your designated toilets only. Only enter the toilets if there is a free cubicle.