



## **Gosfield School**

### **Headline Plans for Complete Re-Opening of Our School**

**September 2020**

#### **CONTENTS**

P2 Introduction

P2 Drop-off and Pick-up arrangements

p4 Proposed shape of the day

p4 Proposed lessons to be delivered and those which cannot (or are TBC)

p5 How home learning will operate and dual home / in school learning

p6 Supervision arrangements

p7 Social distancing arrangements

p8 Class home bases and where lessons will take place

p9 Focus on Wellbeing

p9 New behaviour rules

p10 Enforcing these and sanctions for not following them

p10 Hygiene regime

p11 PPE

p11 How breaks / lunch / toileting will be operate and where will take place

p13 Movement around site

p13 Uniform expectations

p14 What items to bring in and what not

p16 Avoiding Shared Resources and Equipment

P16 Arrangements for Parents Visiting Site

p16 Attendance Expectations

p16 How to report absence

p17 How to report illness

p17 What to do if suspected Covid-19 outside of School



p18 What will happen if suspected Covid-19 in School

p19 Cleaning regime

p20 Transport arrangements

p20 Test and Trace procedures

## **INTRODUCTION**

All of the proposals you'll read about below and in our Risk Assessment are made following the guidance produced by the DfE and other professional bodies. You can find the DfE guidance here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

And information for parents here: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

You will see from the arrangements below that there will be some new restrictions and compromises. However, this is all in service of our main aim, which is to provide as much education as we can as well as we can to all children – and to do so safely.

We want all children to have the chance to learn and grow in School. To benefit from face to face teaching and to benefit from the social opportunities to learn and play together – whilst observing social distancing, and we also want to ensure that everyone - pupils, staff and parents – is safe whilst we return to School.

Therefore, we undertake to operate under the outlines described in this Headlines document. More specific detail can be found in our extensive Risk Assessment, which, whilst being extensive will understandably be subject to revision following consultation and as best practice develops. I recommend that you begin by reading this document and then refer to the Risk Assessment for more detail if you wish.

All Pupils will return to School on Thursday 3 September, at the usual times and following the guidance outlined in this document. All staff will return for Inset training on Tuesday 1 September, and will have two days in which we will be able to practise and refine the procedures outlined here and in the Risk Assessment document.

We look forward to seeing you and your children again in September!

## **DROP-OFF AND PICK-UP ARRANGEMENTS**

**NB.** Please do not arrive earlier than 8.20am in the morning

Where parents have children to drop-off and pick-up at more than one location, we recommend that you do this for the child at the closest place geographically to the drive entrance first.



eg. If you had a child in Year 7, Year 10 and Year 5, then you'd drop the Year 7 child off first at the Rear Staff Car Park, then the Year 10 child at the Main School entrance front door, and then park up at the Visitors' Car Park to walk your Year 5 child down to Meadow Court as per the measures provided below. This procedure would also then operate for pick-up, with the Year 7 child picked up first, then the Year 10, with these older children being able to wait in your vehicle in the Visitors' Car Park whilst you collect your Year 5 child on your own.

We recognise that these procedures will need time to work most effectively and may require some modifications once they are in practical operation for the first time. We do appreciate your patience and forbearance should there be any waiting times whilst this new procedure is in place.

### **Nursery, Year 1, Year 2, Year 3, Year 4 and Year 5**

**DROP OFF AND PICK-UP** – Parents to park in Visitors' Car Park and queue up to the Nursery Entrance, queuing at 2-metre distance at all times. Marking for this will be in place. Parents are asked to return to their cars as soon as possible. For pickup at the end of the day or after activities, parents queue at 2m distance, up to the Nursery Entrance - children will be called for by radio and will be released from this door, one at a time.

### **Year 6**

**COLLECTION AND DROP OFF** – Main School Entrance at the front, this will be a set down area so parents do not leave the vehicle and students will be collected in the same way.

### **Year 7**

**COLLECTION AND DROP OFF** - Rear Staff Car Park, (ie Cricket Pavilion side of the School), this will be a set down area, so parents do not leave the vehicle and students will be collected in the same way. Students will enter and exit the building via the Door of Rear Staff Car Park outside Maths 1 and 2.

### **Year 8**

**COLLECTION AND DROP OFF** – Old Prep Playground (Dining Hall access gate), this will be a set down area, so parents do not leave the vehicle and students will be collected in the same way. Students will enter and exit the building via the door off Prep Playground near Lab 3.

### **Year 9**

**COLLECTION AND DROP OFF** – Main School Back Door after being dropped off in the Visitors' Car Park. Parents to wait in Plot car park for students to walk to them for pickup.

### **Year 10**

**COLLECTION AND DROP OFF** – Main School Entrance at the front, this will be a set down area so parents do not leave the vehicle and students will be collected in the same way.

### **Year 11**

**COLLECTION AND DROP OFF** – Main School Back Door after being dropped off in the Visitors' Car Park. Parents to wait in Plot car park for students to walk to them for pickup.

### **Year 13**



COLLECTION AND DROP OFF – Sixth Form Fire Escape after being dropped off in the Visitors' Car Park or parking in the Staff Car Park. Parents to wait in Plot car park for students to walk to them for pickup.

AFTER ACTIVITIES: As above. For Buses, line up on grass area outside Main School Back Door in lines or Sports Hall in bad weather grouped by Bus Route.

## **PROPOSED SHAPE OF THE DAY**

### **Nursery**

Sessions will be run as usual following the new timings for this year.

### **Reception, Year 1 and Year 6**

The start and end of the day will be as usual, with pupils following bespoke lessons with their subject teachers as per their timetables. NB. See below for changes necessary for breaks, lunch and some subject lessons.

### **SENIORS**

The start and end of the day will be as usual, with students following bespoke lessons with their subject teachers as per their timetables. NB. See below for changes necessary for breaks, lunch and some subject lessons.

## **PROPOSED LESSONS TO BE DELIVERED AND THOSE WHICH CANNOT (OR ARE TBC)**

### **Nursery**

Sessions will be run with a focus on outdoor activities as much as possible.

### **PREP**

- Computing will be in the specialist suite with cleaning in between group use and the use of external doors for entry/exit.
- Food, DT, Drama and Music will be delivered in the Prep Classrooms initially, with subject specialists.
- Science lessons that usually take place in the Senior School labs will be delivered in Prep classrooms initially, potentially in the Labs for practicals in the future, using external doors for entrance/exit.
- Swimming – no swimming initially until further government guidance released (sessions used to ensure full coverage of curriculum). At time of writing the swimming pool has not yet been opened to the public.
- PE – outside if possible or within the classroom if wet weather (may be more theory based in this instance)
- Games and Forest School lessons will keep bubbles separate when timetabled together and sporting activities will be risk assessed in line with the most up to date Government guidance.
- Peripatetic lessons will not take place in the first instance and additional risk assessments will be undertaken before they are commenced in the future.



- It is intended for Cricket coaching to continue for Cricket scholars, albeit with different arrangements respecting bubble protocol and also guidance from the ECB and associated bodies

## **SENIORS**

### **Years 7-9**

- Computing will be in the specialist suite with cleaning in between group use and the use of external doors for entry/exit.
- Science, Food, DT, Drama and Music will be delivered in the Zoned classrooms or specialist rooms if viable, with subject specialists.
- Games lessons will keep Year group bubbles separate when timetabled together and sporting activities will be risk assessed in line with the most up to date Government guidance.
- Peripatetic lessons will not take place in the first instance and additional risk assessments will be undertaken before they are commenced in the future.
- It is intended for Cricket coaching to continue for Cricket scholars, albeit with different arrangements respecting bubble protocol and also guidance from the ECB and associated bodies

### **Years 10-13**

- Separate risk assessments will be completed with subject specialists for: Science, DT, Food & Nutrition, PE, Music and Drama.
- Science, Food and DT lessons will be in the specialist rooms with cleaning in between group use when necessary.
- Games lessons will keep Year group bubbles separate when timetabled together and sporting activities will be risk assessed in line with the most up to date Government guidance.
- Peripatetic lessons will not take place in the first instance and additional risk assessments will be undertaken before they are commenced in the future.
- It is intended for Cricket coaching to continue for Cricket scholars, albeit with different arrangements respecting bubble protocol and also guidance from the ECB and associated bodies

**NB.** The intention is to run School activities, but within bubbles, supervised by class teachers or LSAs if appropriate. A socially distanced-specific timetable will be produced for activities. Where possible external coaches will still be used but this will need to be cost effective as a result of no year group crossovers of students. Offsite activities (Horse-riding and Boxing) will not take place during the autumn term. No activities to start until w/b 7 September at earliest to ensure that appropriate arrangements can be put in place

## **HOW HOME LEARNING WILL OPERATE AND DUAL HOME/IN SCHOOL LEARNING**

All children are expected to be in School from September but remote learning strategies will be deployed should a pupil be required to self-isolate or shield as per the Government's guidelines or in the case of a partial or whole School/geographical lockdown.

## **Prep School**



## **Home Learning**

- Remote learning contingency available and ready to be 'switched-on' when needed. NB. this includes if some year groups are required to learn from home with others in School
- Remote learning to be delivered through Teams from Year 1 – 6. Tapestry for Reception students.
- Zoom meetings with teachers 9am, 11am and 3pm (11am flexible)
- Teams to be reassigned/created for the new academic year.
- Training for all new staff, staff who have not been using Teams, and parents to be provided.

## **Dual Home/In School Learning**

Children at home will be able to access lessons through Teams or Tapestry. For pupils in R-Y4 who are not using Teams in class as a usual way of working, there may be a live video feed or just core subject resources shared. Teachers may not be available during the school day to support home learning enquiries due to face to face teaching commitments. Feedback will continue to follow School policy but will not be daily as was often the case during the full distance learning programme.

## **Senior School**

### **Home Learning**

- Remote learning contingency available and ready to be 'switched-on' when needed. NB. this includes if some year groups are required to learn from home with others in School.
- All students have their own devices and should have a power bank to support their more frequent use in School.
- Lessons to be delivered through assignments in Teams using Office 365 as the central platform as a usual way of working as much as possible

### **Dual Home/In School Learning**

- As lessons mainly delivered through assignments in Teams using Office 365 this will allow blended learning for those at home and those in School. Video meetings may be utilised also.

## **SUPERVISION ARRANGEMENTS**

### **Nursery**

There will always be a Level 3 Nursery Practitioner to supervise the sessions with the support of a Nursery assistant, adhering to the EYFS guidance on staff to child ratios.

### **Years 1, Year 2, Year 3, Year 4, Year 5 and Year 6**

- Wherever possible, lessons will be supervised by a teacher and groups will remain unchanged.
- Should a teacher be well but unable to attend School, teaching may be delivered by a video link with a supervising adult in the classroom. When this is not possible then alternative arrangements will be made in consultation with the Head of Prep and Assistant Principal (Academic) for Senior School staff.



- In the case of significant teaching staff absence, other adults, such as LSAs, may be deployed to supervise a class. Groups may also be collapsed within their bubble should numbers allow for this.
- Guidance to be given on what cover staff can and cannot do when covering – and this to be on cover lesson plans as well.
- Break and lunchtime activities will be closely supervised as part of a rota, calling on Prep based staff in the first instance.

## **SENIORS**

- Wherever possible, lessons will be supervised by a teacher and groups will remain unchanged.
- Should a teacher be well but unable to attend School, teaching may be delivered by a video link with a supervising adult in the classroom. When this is not possible then alternative arrangements will be made in consultation with the Head of Department.
- In the case of significant teaching staff absence, other adults, such as LSAs, may be deployed to supervise a class. Groups may also be collapsed within their bubble should numbers allow for this.
- Guidance to be given on what cover staff can and cannot do when covering – and this to be on cover lesson plans as well.
- During lesson interchanges and at breaks and lunch there will be a specific supervision rota in place to ensure that students maintain social distancing in a safely supervised manner. Students will use designated doors to enter and exit the building and one-way systems will be in place.

Other members of SLT and the Support staff on site will be able to assist in the management of any class or group should the need arise to increase levels of adult supervision, e.g. in the event of an accident, or another eventuality requiring further adults to assist the class teacher.

## **SOCIAL DISTANCING ARRANGEMENTS**

### **Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6**

The Government guidelines acknowledge and take into account that early years and primary aged children cannot always be expected to remain socially distanced from each other and staff, especially when a child needs comforting or medical care.

As the National alert level regarding Covid-19 has reduced, in line with Government guidance, pupils will be allowed to sit side by side, facing forward but where there is capacity additional spacing of furniture and children will be in place as per the teachers' seating plans.

Where it is appropriate, children will be encouraged to self-soothe if needing emotional support, but social distancing will not be a barrier to supporting the children's wellbeing.



Whilst each class will be taught in their individual learning zone and mixing within bubbles will be minimised as much as possible, to accommodate consistent and streamlined play areas and toileting facilities, year groups will be bubbled as follows:

Bubble 1: Nursery

Bubble 2: Reception and Year 1

Bubble 3: Year 2 and Year 3

Bubble 4: Year 4 and Year 5

Bubble 6: Year 6

## **SENIORS**

Entry and exit procedures, as explained elsewhere in this document, will contribute to social distancing. All parents are to stay in cars and drop children off at designated points.

Seniors will be restricted to certain key 'home base' rooms, to include specialist teaching rooms where necessary. When moving between lessons, students will be released by staff gradually to go to their next classroom, with all those staying in the same room remaining. Staff, including SLT, will be posted around the main building to ensure social distancing is maintained at lesson crossovers.

As the National alert level regarding Covid-19 has reduced, in line with Government guidance, pupils will be allowed to sit side by side, facing forward but where there is capacity additional spacing of furniture and children will be in place as per the teachers' seating plans. Teachers will maintain 2m distance from the students and staff.

### **LSAs In Class Support and 1:1s (Prep and Senior)**

- LSAs will move between groups and will, as far as possible, maintain 2m social distancing from the teachers and children but may circulate the room if required to do so, trying to maintain 1m distance from the children.
- LSAs will minimise contact with pupils although it is recognised that with Prep aged children this may not always be maintained.
- For paid 1-1 support, in class and out, LSAs will sit next to the child with 1m distance between them, if appropriate. When in class, teachers will incorporate this into their seating plans so the maximum distancing can be achieved.

### **Wraparound Care**

Breakfast club – pupils will enter the school from the dining hall doors and will be escorted to their zone classroom or the SEN dept, where there is more than one pupil, then a zone classroom will be shared and cleaned down after use by the Wraparound Care provider

Late club – pupils will remain in or go to Meadow court after Activities, they will be escorted to their zone classroom. Where there is more than one pupil, then a zone classroom will be shared and cleaned down before use by the Wraparound Care provider and cleaned after by the cleaning team.

The Vice Principal will continue to oversee bookings and ensure roomings are agreed in advance with the appropriate staff





## **CLASS HOME BASES AND WHERE LESSONS WILL TAKE PLACE**

### **PREP**

Following new Government guidance, we are now able to have children in their class base, ensuring that they are not sitting face to face and that the class teacher follows social distancing guidance. With this in mind, except for Computing and PE, all lessons will take place in each Year class base to begin with, Year 1 in the Year 1 classroom, Year 2 in the Year 2 classroom etc.

### **SENIORS**

#### **Year 7**

LEARNING ZONE - Music, Maths 1 & Maths 2 plus other classrooms when necessary.

#### **Year 8**

LEARNING ZONE - Lab 3, Maths 3 & MFL2 plus other classrooms when necessary.

#### **Year 9**

LEARNING ZONE – Geography & REPs Room, using the Principal's staircase for access, plus other classrooms when necessary.

#### **Year 10**

LEARNING ZONE – MFL 1, History and Library plus other classrooms when necessary.

#### **Year 11**

LEARNING ZONE – English Rooms 1, 2 and 3, using the Principal's staircase for access, plus other classrooms when necessary.

#### **Year 13**

LEARNING ZONE – Sixth form area, using the Principal's staircase for access, plus other classrooms when necessary.

## **FOCUS ON WELLBEING**

### **All Pupils**

It is important that the needs of all pupils are met in these unusual times, especially as this will be the first time many will have returned to School for many months. All staff will have a focus on pupil wellbeing (and their own of course), with dedicated sessions at the start of term from pastoral staff to engage with how pupils are feeling now, how to reorient them to the return to School both practically and emotionally, and from academic staff in terms of addressing any gaps in learning to ensure that, wherever possible, lessons can be pitched at the right level and content which has been missed covered again. This will be a developing process and not limited only to the first few days of term, a principle which will be shared for staff as well as pupils.



## **NEW BEHAVIOUR RULES**

### **Prep**

An age appropriate social distancing charter created for and with the children (Including instructions how to line up, use of toilet, moving around the classroom, amended expectations of playtime etc). The charter will be re-visited and modelled many times a day with lots of praise for adherence.

### **Senior School**

Head of Pastoral to review the new rules produced in Summer 2020, which included:

- following the altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school and how to retain the security of each bubble
- moving around the school as per specific instructions (ie one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- telling an adult if you are experiencing symptoms of coronavirus
- rules about not sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system

## **ENFORCING OUR NEW BEHAVIOUR RULES AND SANCTIONS FOR NOT FOLLOWING THEM**

### **All Pupils**

Teachers will show children correct procedures at the start of every day and find appropriate ways to build in the rules re hygiene and social distancing as part of lessons and play and there will be clear posters outlining the new rules.

There will be age appropriate consequences identified for breaches of observation of the guidelines. These will be provided as a ladder of consequences, leading to meetings with Head of Prep/Head of Pastoral for Seniors and parents if necessary.

Action plans will be put in place for children who cannot observe the guidelines and are putting themselves and others at risk. These action plans will be put in place in advance for any children we are aware may find observance of the guidelines difficult.

Should the action plan not be successful then withdrawal of the child from education in School for a period will be discussed with parents.



The Principal will have the final decision on whether a pupil can stay in School following repeated low-level breaches of guidelines or following one only should it be deemed significant enough.

### **HYGIENE REGIME**

Hand sanitisers, tissues and antiseptic wipes/cleaning materials will be available in every classroom.

Hand Sanitiser is available at every entrance and exit from the buildings

Good practice hand washing methods will be modelled and promoted every day promoting the NHS “washing your hands for 20 seconds”

All classrooms and learning areas will have access to sinks either in the classrooms or outside the classrooms. This will mean the School will purchase standalone sinks with dedicated water provision for rooms currently without.

The school will follow the government guidelines for personal and respiratory hygiene promoting the “catch it, Bin it, Kill it” approach.

### **PPE AND FACE COVERINGS**

The use of face coverings is encouraged in communal areas of the school and in cases where 2m social distancing cannot be kept

The use of face coverings within the school is down to the individual choice of staff and students

The school has supplied staff with 2 ply face coverings for school use

The school also has a supply of temporary masks for those students who wish to use a mask but do not have one with them

Face coverings will be used on school transport

When pupils and staff who use them arrive at school, they must not touch the front of their face covering during use or when removing it

They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Donning and Doffing of face masks and coverings will be made available to staff and students via posters and emails

PPE will be referred to as:

Fluid resistant face shield (also known as Type IIR). Disposable glove, disposable plastic apron, eye protection (example a face visor or goggles)

PPE will be required by a supervising adult when a student or staff member is suspected of COVID 19 symptoms while in school and they cannot maintain a distance of 2 meters while awaiting collection

PPE will be required if child or young person has a routine intimate care plan



PPE is **NOT** required beyond what is normally required for activities

Estate team to monitor stock levels

Estates and Facilities Manager will order stocks when they fall below the set level

## **HOW BREAKS / LUNCH / TOILETING WILL OPERATE AND WHERE THEY WILL TAKE PLACE**

### **PREP**

All break and lunchtimes will be appropriately supervised.

Children will be released to use the bathroom in small numbers at a time and directed to use the designated area for their year group.

### **Nursery**

TOILETS – Nursery Toilets

LUNCHES – Will be brought to the room by the Catering team

LUNCH AND BREAK AREAS – Nursery play area

### **Reception**

TOILETS – Reception Class toilets

LUNCHES – Will be brought to the classroom by the Catering team

LUNCH AND BREAK AREAS – Reception playground (shared with Year 1)

### **Year 1**

TOILETS – Reception Class toilets

LUNCHES – Will be brought to the classroom by the Catering team

LUNCH AND BREAK AREAS – Reception playground (shared with Reception)

### **Year 2**

TOILETS – Main Prep toilets (shared with Year 3)

LUNCHES – Will be brought to the classroom by the Catering team

LUNCH AND BREAK AREAS – Half Meadow Court playground (with Y3)

### **Year 3**

TOILETS – Main Prep toilets (shared with Year 2)

LUNCHES – Will be brought to the classroom by the Catering team

LUNCH AND BREAK AREAS – Half MC playground (with Y2)

### **Year 4**

TOILETS – Repurposed Meadow Court staff toilets (shared with Year 5)

LUNCHES – Will be brought to the classroom by the Catering team

LUNCH AND BREAK AREAS – Half MC playground (with Y5)

### **Year 5**

TOILETS – Repurposed Meadow Court staff toilets (shared with Year 4)

LUNCHES – Will be brought to the classroom by the Catering team

LUNCH AND BREAK AREAS – Half Meadow Court playground (with Y4)

### **Year 6**

TOILETS – Ground floor Visitors' toilets in the Main Building

LUNCHES – Will be brought to the classroom by the Catering team



LUNCH AND BREAK AREAS – Prep playground in the Senior School

## **SENIORS**

Toilets will be supervised to ensure that only one Year Group is accessing them at any one time. Students will need to alert a member of duty staff that they need to go to the toilet. At the start of break and lunch part of the routine will include washing hands in a sink located in the classroom or their allocated toilet facility if the student is eating at break and always before lunch. Students will be given the opportunity to go to the toilet at the start of break and lunch.

Students will be on a rota for their lunch time and if not on first lunch will go outside first and then come back into School to their Home Base classroom to eat their lunch.

### **Year 7**

TOILETS – Pavilion;

LUNCHES – Will be brought to the classroom by the Catering Team;

LUNCH AND BREAK AREAS – Cricket outfield in front of the Pavilion.

### **Year 8**

TOILETS – Ground Floor toilets;

LUNCHES – Will be brought to the classroom by the Catering Team;

LUNCH AND BREAK AREAS – Walled garden exit via Staff Entrance outside Lab 3.

### **Year 9**

TOILETS – Upstairs English Corridor Toilets and Sports Hall;

LUNCHES – Will be brought to the classroom by the Catering Team

LUNCH AND BREAK AREAS – Back lawn in dedicated Year 9 area - exit via Back Door.

### **Year 10**

TOILETS – Ground floor toilets;

LUNCHES – Will be brought to the classroom by the Catering Team;

LUNCH AND BREAK AREAS – Back lawn in dedicated Year 10 area - exit via Back Door.

### **Year 11**

TOILETS – Upstairs English Corridor Toilets and Sports Hall;

LUNCHES – Will be brought to the classroom by the Catering Team;

LUNCH AND BREAK AREAS – Back lawn in dedicated Year 11 area - exit via Back Door.

### **Year 13**

TOILETS – Sixth Form area

LUNCHES – Will be brought to the classroom by the Catering Team;

LUNCH AND BREAK AREAS – Grass area opposite Shelter or Sixth Form area.

## **MOVEMENT AROUND SITE**

### **PREP and NURSERY**

Will remain within their classroom/home base for most of the day, unless accessing outdoor provision, therefore reducing movements. They will be supervised by staff when moving to their



designated play or lesson area, and by specialist staff if they must move to a specialist area, e.g. Forest School.

### **SENIORS**

Will be given instructions on safe movement around site. All students to use their allocated entry and exit doors and follow one-way systems in place. Additional supervision, by way of a rota, will be in place for all times of movement.

### **UNIFORM EXPECTATIONS**

The DfE guidance is that full school uniform should return for full re-opening.

#### **Nursery**

Nursery T-shirt, shorts and sun hat. Nursery Hoodies should be worn if needed.

#### **PREP**

- Winter uniform including ties, although summer uniform may be worn until half term if the weather supports this.
- PE kit to be worn all day if there is PE or Games.
- Forest School kit to be worn all day on days with Forest School.
- NB. A spare set of clothing is required on the days when Forest School or PE are timetabled in case a change is needed.

#### **SENIORS**

- Full school uniform including ties
- PE kit to be worn all day if there is PE or Games.
- Forest School kit to be worn all day on days with Forest School.
- NB. A spare set of clothing is required on the days when Forest School or PE are timetabled in case a change is needed.

#### **SIXTH FORM**

- Business clothing including ties for gentlemen
- PE kit to be worn all day if there is PE or Games.

### **WHAT ITEMS TO BRING IN AND WHAT NOT TO BRING IN**

#### **Nursery**

- Pupils should bring in a bottle of water and their planners.
- A pair of wellington boots should be brought in to remain in School for Forest School.
- A separate set of clothes should be brought in to stay in Nursery in case they are needed.
- Sunscreen should be applied before each session.
- Children are not permitted to bring in any toys from home.

#### **Reception, Year 1 and Year 2**



Resources shared between home and School should be limited as much as possible, prioritising essential items as listed below. Children are not permitted to bring in any toys from home.

Stationery will be provided for pupils' sole use, so no stationery will be required from home.

Pupils should bring in:

- One or two snacks (as usual) and a bottle of water. (Snacks should be healthy as well as nut free and ideally the children will be able to open all packaging themselves.)
- Book bags with planners and reading logs.
- A spare set of clothing on the days when Forest School or PE are timetabled in case a change is needed.
- Wellington boots for Forest School – these will remain in School.

### **Year 3 and Year 4**

Resources shared between home and School should be limited as much as possible, prioritising essential items as listed below.

Pupils should bring in:

- One or two snacks (as usual) and a bottle of water. (Snacks should be healthy as well as nut free and ideally the children will be able to open all packaging themselves.)
- Book bags with planners and reading logs.
- Year 3 and 4 pupils are permitted to bring their own essential stationery to School, preferably in a wipe clean pencil case. Pupils will not be permitted to share resources.
- A spare set of clothing on the days when Forest School or PE are timetabled in case a change is needed.
- Wellington boots for Forest School – these will remain in School.

### **Year 5 and Year 6**

Resources shared between home and School should be limited as much as possible, prioritising essential items as listed below.

Pupils should bring in:

- One or two snacks (as usual) and a bottle of water. (Snacks should be healthy as well as nut free and ideally the children will be able to open all packaging themselves.)
- Book bags with planners and reading logs.
- Year 5 and 6 pupils are permitted to bring their own essential stationery to School, preferably in a wipe clean pencil case. Pupils will not be permitted to share resources.
- A spare set of clothing on the days when Forest School or PE are timetabled in case a change is needed.
- Wellington boots for Forest School – these will remain in School.
- Electronic devices such as a laptops/Chromebooks to support blended learning when required. To this end, a power bank and headphones would also be useful.

### **Year 7, Year 8 and Year 9**



Resources shared between home and School should be limited as much as possible, prioritising essential items as listed below.

Students should bring in:

- Charged Laptops/Chromebooks as well as a power bank if charge does not hold well in the device and headphones.
- One or two snacks (as usual) and enough water to keep them hydrated throughout the day. (Snacks should be healthy as well as nut free).
- Senior Students are permitted to bring their own essential stationery to School, preferably in a wipe clean pencil case. Students will not be permitted to share resources brought from home.
- Exercise books and backpacks may travel between home and School but content should be limited to essential items for each day.
- A spare set of clothing on the days when Forest School or PE are timetabled in case a change is needed.
- Wellington boots for Forest School – these will remain in School.

### **Year 10, Year 11 and Year 13**

Resources shared between home and School should be limited as much as possible, prioritising essential items as listed below.

Students should bring in:

- Charged Laptops/Chromebooks as well as a power bank if charge does not hold well in the device and headphones.
- One or two snacks (as usual) and enough water to keep them hydrated throughout the day. (Snacks should be healthy as well as nut free).
- Senior Students are permitted to bring their own essential stationery to School, preferably in a wipe clean pencil case. Students will not be permitted to share resources.
- Exercise books and backpacks may travel between home and School but content should be limited to essential items for each day.

## **AVOIDING SHARED RESOURCES AND EQUIPMENT**

### **Nursery**

Wherever possible, separate resources will be provided. As with social distancing, it is acknowledged that children of early years age will be less likely to maintain strict social distancing and this will therefore include shared materials. However, only resources and equipment that can be easily cleaned will be provided.

### **Reception**





Whilst Reception are of early years age and could find it harder to avoid sharing resources, due to the small size of Gosfield's class, it is feasible to provide each child with the resources that they need and therefore minimise the need to share.

### **Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6**

Pupils will not be sharing any resources brought in from home but may share classroom based resources within their bubble to support learning and development.

### **Seniors**

Students should not be sharing anything that they bring into school. Students may share classroom based resources within their bubble to support learning and development.

Equipment will be cleaned between each bubble's use or left for 48 hours (72 hours for plastics).

### **ARRANGEMENTS FOR PARENTS VISITING SITE**

Parents are discouraged from coming into school, if they need to drop off items, these should be delivered to the Front Door. Where face to face meetings are required, parents must follow the same protocol as visitors:

- On arrival, visitors should report to reception
- Visitors should be kept out of classrooms and should avoid entering "learning hubs"
- Visitors will be required to complete a short health questionnaire
- Visitors to be encouraged onto site after school hours where possible
- All visitors should follow school's hygiene regimes

### **ATTENDANCE EXPECTATIONS**

#### **All Pupils**

From the start of the Autumn Term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- The School's responsibility to record attendance and follow up absence

### **HOW TO REPORT ABSENCE**

**NB.** To assist with efficient management of these procedures and care for all our pupils and staff, please can you ensure that you have advised the School of any absence **before 8.30am on the day of absence**

#### **Nursery**

Absence should be reported by the parent via email to the Nursery supervisor, copying in Mrs Smith.

#### **Prep**

Parents should report Absences by calling the Absence Reporting Line on 01787 47 40 40, selecting option 2.



### **Seniors**

Parents should report Absences by calling the Absence Reporting Line on 01787 47 40 40, selecting option 2.

### **Staff**

Should follow the usual procedures and ensure they contact Mrs Bougeard and their line manager before 7.30am.

## **HOW TO REPORT ILLNESS**

**NB.** To assist with efficient management of these procedures and care for all our pupils and staff, please can you ensure that you have advised the School of any illness **before 8.30am on the day of absence from School because of the illness**

### **All Pupils**

If out of School, parents must advise the details of the child's illness when emailing in to report the absence. If Covid-19 symptoms are suspected, the School Office should also be contacted by the parent, and the procedure laid out below must be followed. Please note that if Covid-19 symptoms are suspected by any member of the family then the child must not come back to School until their period of self-isolation has ended.

If in School, the relevant member of staff will report any illness immediately to the Senior Leadership Team. If Covid-19 symptoms are suspected, the procedure laid out below must be followed.

### **Staff**

Should follow the usual procedures out of School and in School report any illness immediately to the Senior Leadership Team. If Covid-19 symptoms are suspected, the procedure laid out below must be followed.

## **WHAT TO DO IF SUSPECTED COVID-19 OUTSIDE OF SCHOOL**

Parents of relevant returning year groups must contact the School if there is suspected Covid-19 for their child, or if their child must self-isolate as a result of suspected Covid-19 in the family group, or one of their recent contacts.

Staff must follow the same procedure and contact their line manager and members of SLT.

We will relocate teaching rooms so cleaning can take place if it hasn't already been done. SLT will be notified, the lead First aider will be notified who will record on Bromcom and notify the local public health team. Mr Bird will be notified who will inform cleaning teams.

Access to [testing is already available to all essential workers](#), and all pupils returning to School. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. Education settings, as employers, can [book tests through an online digital portal](#). There is also an option for employees to book tests directly on the portal. All members of the public can now access testing by calling 119 or by following this link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>



Parents and staff should be notified that an individual has displayed symptoms especially those who have been in close contact or within the school setting. Cleaning teams will sanitise areas and clean following gov.uk guidance.

If an individual tests positive for COVID 19, the health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the school will send home those people who have been in close contact 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 the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there maybe an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

### **WHAT WILL HAPPEN IF SUSPECTED COVID-19 IN SCHOOL**

SLT will be notified. The lead First aider will be notified who will treat the individual and help them to isolate, will record on Bromcom and make PHE aware. Mr Bird will be notified and he will inform cleaning teams. Parents will be notified to collect their child.

Next of kin will be contacted if a member of staff displays symptoms. Access to [testing is already available to all essential workers](#). This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. Education settings, as employers, can [book tests through an online digital portal](#). There is also an option for employees to book tests directly on the portal. Parents and staff should be notified that an individual has displayed symptoms especially those who have been in close contact or with the school setting. All members of the public can now access testing by calling 119 or by following this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Cleaning teams will sanitise areas and clean and we will follow gov.uk guidance.

If a child is awaiting collection, they should be moved, if possible, to the first aid rooms where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres **cannot** be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area



with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

If an individual tests positive for COVID 19, the health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the School will send home those people who have been in close contact 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 the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and the School must continue to work with their local health protection team who will be able to advise if additional action is required.

### **CLEANING REGIME**

The school already has high expectations of cleanliness and sanitisation, but during these different and challenging times our standards and eye for key details are heightened.

We have completed an enhanced cleaning schedule, which has highlighted key areas that will be regularly cleaned and sanitised, more attention will be paid to social hotspots and classroom spaces where students will spend time within their learning groups and will include the cleaning of classrooms, as detailed below, during the school day if they are used by different “bubbles”.. Staff have been briefed on actions to be taken should the event arise where a student or staff member becomes unwell or becomes symptomatic. The Government issued guidance on PPE and cleaning materials has been followed and purchased, with staff given guidance and training in its use.

All areas will be cleaned thoroughly daily, and the cleaning team will be cleansing all high use areas during the school day. Rooms will be cleaned and sanitised between use where applicable. Tissues, sanitiser and disinfectant wipes will be available in all rooms and will be monitored by the cleaning team.

The ‘cleaning regime’ will mean the wiping down of high contact items in all areas including classrooms such as door handles, bannisters, desks, entry points and toilet areas. High contact items in classrooms will be cleaned regularly during the school day including before a new bubble enters them.

The cleaning teams will clean all classrooms and office spaces during the normal shift

The cleaning team will be aware of all school activities and general day to day timetable to ensure minimal contact

All staff are encouraged to leave the school site by 18.00 to allow the cleaning teams to operate without the potential for mixing or contact.

### **TRANSPORT ARRANGEMENTS**

The school will return to running a normal school minibus service with the following additional arrangements in place:

- Students will sanitise hands when boarding and disembarking



- Additional cleaning will be carried out before and after journeys
- Students will observe social distancing when waiting to board school transport
- Students over the age of 11 will wear face coverings and spare face coverings will be provided by the school in case any student fails to have one
- Drivers will wear face coverings (unless medically they are unable)
- Windows will be opened to aid ventilation
- Driver should try to maintain distance
- Driver will open and shut doors
- No member of the public should approach or be allowed on the vehicle
- School minibus policy should be adhered to
- Students will fill the minibus from the back to the front
- Students will be dropped off at the designated areas in the morning
- Students will be collected from the Plot car park (students will wait to board the bus at the appropriate area while observing social distancing)

### **TEST AND TRACE PROCEDURES**

CR has access to testing requests via Employer Referral Portal. All requests to be made direct to NHS, by dialling 119, following this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or to CR.