

Planning for September Opening – A Parents' Guide

Introduction

In September, all pupils will be expected to be back in school full-time. Rotas or reduced teaching time are not permitted. In planning for full opening in September, we are asked to make judgements that balance minimising any risks from coronavirus (COVID-19) with providing a full educational experience for pupils. The measures set out in the Government Guidance provide a framework to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress.

This document provides key information from the Government Guidance which is relevant to our school together **with information as to how it will be implemented at Stewards**. It is organised as sections in line with the Government Guidance.

Section 1. Public Health England advice to minimise COVID-19 risks

Schools must follow advice given by Public Health England, known as the **PHE-endorsed System of Controls**, which will effectively minimise risk. The way in which schools will implement these will differ from school to school and these will be set out in the school risk assessment.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Avoiding contacts will depend on the school's circumstances and will include (as much as possible):

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. **The measures that will be taken at Stewards are shown in blue.**

Prevention:

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

- It will be made clear to pupils and staff that they should not come into school if they are unwell.
- A clear procedure will be in place for when a pupil or adult becomes unwell whilst in school.

2) clean hands thoroughly more often than usual

- Pupils will be asked to wash their hands or sanitise at key points throughout the day. This expectation will form part of the behaviour policy.
- Sanitising stations will be positioned at key point around school and sanitiser will be provided for teachers and key associate staff.
- Pupils will be asked to bring their own hand sanitiser.

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- Pupils will be reminded regularly about good hygiene measures.
- All classrooms will have a lidded bin and tissues will be available (Catch it, Kill it, Bin it).

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

- A cleaning schedule will be put in place that includes enhanced cleaning of frequently touched surfaces.
- Dining rooms and toilets will be cleaned more frequently.

5) minimise contact between individuals and maintain social distancing wherever possible

- Social distancing will be instigated wherever possible.
- Year groups will be organised into bubbles, so that they do not mix with each other. Where possible, pupils will be allocated toilets, dining rooms and outside spaces to minimise shared areas.
- Pupils are to sit facing the front of the classroom.
- Staff are to keep 2m from pupils and other staff as much as possible and stay at the front of the classroom when teaching. Short periods of time within one metre of others is permissible but this will be kept to a minimum.
- Assemblies are permissible but should not involve more than one bubble (year group).
- Any visitors to the school will be given guidance on social distancing and hygiene before arrival. A record will be kept of all visitors.
- Pupils are to have their own equipment and not to share. Classroom resources, including textbooks and ICT equipment, will be shared but will be cleaned frequently and always between bubbles (year groups). Pupils will be asked to bring their own headphones/earphones for their music lessons, where possible.
- Pupils will be asked to limit the number of belongings that they bring into school to essentials only. Pupils and teachers can take books home and share these, but unnecessary sharing will be avoided.

6) where necessary, wear appropriate personal protective equipment (PPE)

- PPE will not be required for the majority of staff and pupils.
- This will only be necessary when routine intimate care is given, or a pupil or member of staff is suspected of having COVID-19; the wearing of PPE forms part of a procedure that is in place currently.
- Pupils who choose to wear this on the way to school will be asked to remove this on arrival. There will be a lidded bin available for disposable PPE or they will be asked to put it in a plastic bag they can take home with them.

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

- Clear guidelines will be given to all staff, parents, and pupils regarding this.
- Registers must be taken within the first 10 minutes of every lesson.
- Seating Plans must be adhered too. Any temporary alterations should be recorded and kept if needed.

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

- A clear procedure is in place for the management of this.
- Guidance will be sought from the health protection team if pupils or staff need to be sent home following a confirmed case
- A letter will be sent to parents if necessary.

9) contain any outbreak by following local health protection team advice

Section 2: School Operations

Transport

Parents, staff, and pupils are to be encouraged to walk or cycle to school if at all possible.

The Nazeing Bus will arrive at school at 8:20am and leave school at 4:40pm. Some pupils will need supervision before and/or after school depending on the timing of their school day. Pupils that use the **Nazeing bus** which is provided by the Local Authority will be asked to sanitise before entering the vehicle and wear a mask when travelling. Parents will need to ensure their child has a mask and some personal sanitiser. The pupils will be asked to remove their mask before coming into school. The mask will need to be stored in a plastic bag within their school bag until their return journey. The vehicle will be cleaned regularly, and the pupils will sit apart as much as possible.

Attendance

In March when the coronavirus (COVID-19) outbreak was increasing, it was made clear that no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, and **school attendance will therefore be mandatory again from the beginning of the autumn term**. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. As always at Stewards, we will only issue sanctions once the use of all other support mechanisms has been explored and will work with families to achieve consistent attendance of their children.

The majority of pupils will be able to return to school. Please note:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating.
- shielding advice for all adults and children will pause on 1 August, pupils that remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). More advice can be found here: [COVID-19 - 'shielding' guidance for children and young people](#).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, **we will give the pupil immediate access to remote education (section 5)**. We are asked to monitor engagement with this activity. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

We understand that there may be pupil and parents who may be reluctant or anxious about returning. In this case we will put the right support in place to address this. We will be working with families to secure regular school attendance from the start of term as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development. We will identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.

Section 3: Curriculum, Behaviour, and Pastoral Support

The key principles that underpin curriculum planning are that the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.

We are advised that up to and including key stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. **We will be following the timetable as originally planned, where possible.** In the new model as proposed in section 6, you will see that some opportunity for catch-up in the core for Y7 and 8 will be provided. KS4 will be expected to take the **full range of subjects from September**. Where necessary Schemes of Learning have been adapted to accommodate any learning missed and to identify and address any gaps in learning.

Pupil wellbeing and support will be particularly important when pupils return. Place2Be have been commissioned for five full days from September. The Behaviour Policy has been amended to incorporate social distancing and hygiene measures. This will also include an emphasis on moving quickly to lessons following break and lunch.

Section 4: Assessment and Accountability

The full suite of GCSEs is planned for the summer, but there may be some adaptations. This is under consultation and all details will be shared with parents when available.

Section 5: Contingency Planning for Outbreaks

For individuals or groups of self-isolating pupils, remote education plans will be in place. These will meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. We will need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, it is expected that we have the capacity to offer immediate remote education, **by the end of September**. In the early weeks of the term we will ask individual teachers to work with the PSMs to provide suitable work until the whole school contingency plan is in place. It may be possible to have this plan in place sooner.

Section 6: What will this look like for Stewards

We have developed a model for September that allows teachers to stay in their own classrooms and for the pupils to move around school. This will provide a high quality of education, ensuring pupils have a broad and balanced curriculum and the use of the full range of facilities. To do this, the timings of the day for each year group will need to be staggered. This will mean that not all bubbles will not be moving around school at the same time, and will be separated at break, lunch, and transition time as much as possible. This model will be used for the first term in the first instance and reviewed, as necessary. It is **shown overleaf**.

You will note that in just a few cases teaching periods overlap. For example, if a teacher is timetabled to teach Y9 during period 1, their lesson will finish at 11am. If they are then teaching Year 7 period 2, this is scheduled to start at 10:30am. The model is designed so that years 9, 10 and 11 pupils will always have full lessons of 75 minutes. Where Y7 and 8 are 'waiting' for their teachers they will be taught in the Sports Hall by English and Maths teachers to complete intervention work. For Y7 this will be in the form of Catch-up booklets based on the KS2 curriculum in English and maths. In Y8, similar booklets will address gaps from Y7. These booklets will be provided for all pupils in Y7 and 8. Support mechanisms for catch-up will be in place for pupils whose timetables do not incur overlaps. We have looked in detail at where these overlaps occur and have made timetable changes to try to keep these to a minimum. Where tutors are not available for Morning Prep, tutor groups will be covered by alternative staff.

Stewards Academy
Temporary timings of the School Day
(Pupils to arrive up to 15 minutes before Morning Prep but no sooner)

| | Year 7 | Year 8 | Year 11 | Year 9 | Year 10 | | |
|-------------|-------------------------------|-------------------------------|-------------------------------|----------------------|--|--|---|
| 08:30-08:45 | Morning Prep | | | | | | |
| 08:45-09:00 | Period 1 8:45-10:00 | Morning Prep | | | | | |
| 09:00-09:15 | | Period 1 9:00-10:15 | Morning Prep | | | | |
| 09:15-09:30 | | | Period 1 9:15-10:30 | Morning Prep | | | |
| 09:30-09:45 | | | | Period 1 9:30-10:45 | Morning Prep | | |
| 09:45-10:00 | | | | | Period 1 9:45-11:00 | | |
| 10:00-10:15 | Break Area B/ INTERVENTION | BREAK Area A/ INTERVENTION | BREAK Area B/ INTERVENTION | Period 1 9:30-10:45 | Period 1 9:45-11:00 | | |
| 10:15-10:30 | Period 2 / Intervention | | | | | BREAK Area A/ INTERVENTION | BREAK Area B/ INTERVENTION |
| 10:30-10:45 | | Period 2 10:30- 11:45 | LUNCH Dining Room 2 Area B | Period 2 11:15-12:30 | BREAK Area B/ INTERVENTION | | |
| 10:45-11:00 | Period 2 / Intervention | | | | | LUNCH Dining Room 3 Area A | BREAK Area A/ INTERVENTION |
| 11:00-11:15 | Period 2 10:30- 11:45 | Period 2 10:45-12:00 | Period 2 11:00-12:15 | Period 2 11:15-12:30 | BREAK Area B/ INTERVENTION | | |
| 11:15-11:30 | | | | | | LUNCH Dining Room 3 Area A | Period 2 11:30-12:45 |
| 11:30-11:45 | | | | | | | |
| 11:45-12:00 | Period 3 / Intervention | Period 3 12:30-13:45 | Period 3 12:45-14:00 | Period 3 13:00-14:15 | LUNCH Dining Room 2 Area B | | |
| 12:00-12:15 | | | | | | Period 3 12:15- 13:30 | BREAK Area A/ INTERVENTION |
| 12:15-12:30 | Period 4 / Intervention | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | Period 4 2:45-16:00 | | |
| 12:30-12:45 | | | | | | Period 4 14:00- 15:15 | Period 4 14:15-15:30 |
| 12:45-13:00 | Period 4 14:15-15:30 | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | End of School Day (Exit Back Gate) | | |
| 13:00-13:15 | | | | | | Period 4 14:15-15:30 | Period 4 14:15-15:30 |
| 13:15-13:30 | Period 4 14:15-15:30 | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | End of School Day (Exit Front Gate) | | |
| 13:30-13:45 | | | | | | Period 4 14:15-15:30 | Period 4 14:15-15:30 |
| 13:45-14:00 | Period 4 14:15-15:30 | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | End of School Day (Exit Front Gate) | | |
| 14:00-14:15 | | | | | | Period 4 14:15-15:30 | Period 4 14:15-15:30 |
| 14:15-14:30 | Period 4 14:15-15:30 | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | End of School Day (Exit Front Gate) | | |
| 14:30-14:45 | | | | | | Period 4 14:15-15:30 | Period 4 14:15-15:30 |
| 14:45-15:00 | Period 4 14:15-15:30 | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | End of School Day (Exit Front Gate) | | |
| 15:00-15:15 | | | | | | Period 4 14:15-15:30 | Period 4 14:15-15:30 |
| 15:15-15:30 | Period 4 14:15-15:30 | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | End of School Day (Exit Front Gate) | | |
| 15:30-15:45 | | | | | | Period 4 14:15-15:30 | Period 4 14:15-15:30 |
| 15:45-16:00 | Period 4 14:15-15:30 | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | End of School Day (Exit Front Gate) | | |
| 16:00-16:15 | | | | | | Period 4 14:15-15:30 | Period 4 14:15-15:30 |
| 16:15-16:30 | Period 4 14:15-15:30 | Period 4 14:15-15:30 | BREAK Area B/ INTERVENTION | Period 4 14:45-16:00 | End of School Day (Exit Front Gate) | | |
| | | | | | | Academic Prep 15:45-16:30 Compulsory End of School Day (Exit Front Gate) | Afternoon Prep 15:30-16:00 (Directed pupils only) |

Section 7: An A-Z of September Planning

Arrival of Pupils

Pupils will arrive via the Student Entrance, up to 15 mins before Morning Prep starts for their year group. They will use this entrance to facilitate the supervision of handwashing or sanitising by their PSM. The new toilet block will be used for this process. They will then be instructed to go straight to their allocated form room for the day or to the quad to line up for assembly and community briefing.

Academic Prep

Year 11 pupils are to be instructed to attend compulsory Academic Prep on Monday, Tuesday, Thursday, and Friday. Over the course of the fortnight they will have an extra session for each of their subjects. This will be in the form of an intervention workshop to address potential gaps from Year 10. Mrs Coates (PSM) will be supporting with attendance and follow up with parents.

Allocated Areas – Social Time

At break and lunch, pupils must remain in one of two allocated outside spaces whilst not in their allocated dining room. Only one bubble (year group) will be in an area at any one time.

Area A:

- Dining Room 3
- Corridor outside Dining Room 3, grassed area between block 1 and 2, and locker corridor (undercroft) to line up for food in Dining Room 3.
- Space outside Dining Room 3 at the front of school.
- New toilet Block (near English)

Area B:

- Dining Room 1 or 2
- Corridor outside Dining Room 1 and 2, benched area between Block 2 and 3.
- Toilets near dining rooms.

Some areas of the school will be known as **thoroughfares**. Pupils and staff will be allowed to walk through these areas but not stop or congregate. All areas not included in Area A and B will be thoroughfares, including the quad. The basketball court, back playground and fields will not be in use. Other pupil toilets will be out of service and locked. A map will be provided to ensure that the use of all areas of the school are clear for staff and pupils.

Assembly and Community Briefing

We will continue to have assemblies and community briefings as these will be important for the personal development of pupils and for clear communication. These will only take place in year group bubbles as per the guidance. Pupils will have washed their hands or sanitised before entering the hall.

Afternoon Prep

This will take place in the Sports Hall, which has been separated into two halves with a dividing curtain and separate entrance and exit for each side. for separate year groups as follows:

- **Year 7** – 3:15-3:45pm
- **Year 8** – 3:30-4:00pm
- **Year 9** – 4:00-4:30pm
- **Year 10** – 4:00-4:30pm
- **Year 11** – WEDNESDAY only – 15:45-16:15

Bike Sheds

Pupils will be able to store their bikes in the bike shed but are not permitted to enter the school using the back gate. They are asked to enter via the Student entrance for supervised handwashing.

Breaktime

Pupils will be able to purchase food and drink during their morning break in their allocated dining room. When not in their allocated dining room they must remain in their allocated areas. Pupils will be provided with a coloured lanyard

to support staff in identifying the year group of pupils when ushering them to the next period. (Year 7 – grey, Year 8, green, Year 9 – blue, Year 10 – yellow, Year 11- Gold).

Breakfast Club and Study Hub (including provision for those pupils that are travelling to and from school with siblings and those travelling on the Nazeing Bus)

A limited Breakfast Club and after school facility (Study Hub) will be on offer for vulnerable families, and pupils who are travelling with siblings or on the Nazeing Bus. Breakfast Club will run from 8:30am until 9:30 in Dining Room 1. Study Hub will run between 3:15pm and 4:30pm in the ICT rooms.

The places available will need to be booked by parents. We ask parents to only request a place at these facilities if it is absolutely necessary, rather than just convenient. We will aim to keep numbers low and to ensure social distancing of year groups. To book a place at either of these facilities please email DDaVighi@stewardsacademy.org.

Classroom Hygiene

In classrooms the teacher will be provided with disinfectant spray and cloths to spray and wipe pupil desks between different classes/bubbles, where practicable. Pupils will be asked to bring in their own hand sanitiser. Teachers will be provided with hand sanitiser for themselves and pupils (without sanitiser) to facilitate availability in each classroom on arrival and departure. Each classroom will have a lidded bin and tissues will be provided. The new bin is to be used for the “catch it, bin it, kill it’ approach only and not for general waste.

Contacting the School

Parents can contact school as previously. Contact information is provided on the school website.

COVID-19 (Suspected and Confirmed Cases)

There are very prescriptive procedures for these situations that we must follow. These will be in place for September.

Dining Room

Pupils will sit on alternate seats diagonally, not opposite. New outside areas will facilitate additional sheltered seating for year group bubbles as social distancing in the dining hall will reduce capacity.

Extra-curricular Clubs

Where staff timetables allow, these can continue, but will not involve mixed year groups.

Fire Safety

Fire drills will take place separately for each year group. In the event of the emergency evacuation will take place in the usual way with year groups advised to maintain social distancing from other bubbles as much as possible.

Home Learning Booklets

Teachers are asked to collect homelearning booklets completed over the partial closure period. These will be used to assess gaps in learning and misconceptions that should be addressed in the usual teaching hours. Feedback will be given. Pupils will not be chastised in any way for the non-completion of work. It is important that pupils do hand in their work so teachers will know how to support them best. Praise and recognition will also be an important part of the process.

Intervention

Y7 and 8

All Year 7 pupils will take a GLS English and Maths Progress Test in the first few weeks of the term. This is marked externally and provides detailed analysis of strengths and gaps. This information will be shared with staff so that any gaps can be addressed swiftly.

All Year 7 and 8 pupils will be issued with a Intervention Programme Booklet for English and Maths Pupils will complete this during Intervention sessions held in the Sports Hall if their timetable allows or as homework. This work will be assessed, and feedback given; further support put in place where possible.

Pupils' timetables will be colour-coded so that they are clear when they should go to an intervention session rather than straight to their next lesson. Pupils will be dismissed from intervention at the appropriate time and asked to make their way directly to their lesson.

Year 9 and 10

A programme of intervention and support will be put in place in September. English and Maths intervention will take place during extended breaks and possibly during core PE.

Year 11

Year 11 will have an extended day to support them prepare for their GCSEs.

Lockers

Pupils will not be given access to lockers during the temporary timetable model as access requirements may result in bubbles not being kept apart at lunch and break.

Lunchtime

Year groups will have allocated dining rooms to allow cleaning between bubbles. Each Dining Room will have a hot trolley, so that all pupils will have access to hot food. Free School Meals will be provided in the usual way and vouchers will no longer be provided.

Medical Room

The medical room will be staffed from 8:30 to 4:30pm daily to cover the staggered day.

Mental Health and Wellbeing

It is important that we do not underestimate the impact that the crisis has had on our pupils, so do need to consider their mental health and wellbeing on their return to school. We should be mindful of the fact that pupils will have found social distancing very difficult. They may have been unwell or had to self-isolate, their family relationships may have been under strain, and some of them may have lost loved ones.

The return to school will bring with it, added pressures. As well as having to rebuild relationships with staff and other pupils, and having to learn again, the routines and expectations of the school day, some pupils may be feeling anxious about the practical side of being back in school.

Pupils will be fully supported on their return to school, by their form tutors, PSM and Bridge Staff. Place2Be will now be in school for five days rather than three. If parents have any concerns about their child's mental health and wellbeing, then they should contact the PSM. Contact details are provided on the academy website.

Morning Prep

Pupils are asked to arrive no sooner than 15 minutes before Morning Prep and to go straight to their tutor rooms. We ask that tutors have their tutor rooms open and supervise the arrival of pupils.

Music

Pupils will not be allowed to sing or chant in lessons. Only two pupils will be permitted in practice rooms and only when their year group is currently in a music lesson. Pupils will be asked to bring their own earphones/headphones where possible. Music tuition will continue for Y10 and 11 and will take place during their music lesson or during their break times.

One-way systems and corridors.

- **Block 1:** Pupils will enter and exit this block by taking the stairs at the front of English, going past the library and the staffroom, keeping to the left as they do so.
- **Block 2:** Pupils will enter via the central stairs at the bottom of English and exit through the double doors from English. Again, pupils will be asked to keep to the left.
- **Block 3:** Pupils will use the main stairwell to enter and exit the upper floors following the usual one-way system. Pupils will access the new labs by using a new corridor facilitated by moving the current science coffee room to Prep Room 3.
- **Block 4:** Pupils will use the existing one-way system.

Parent Consultation

Parents were sent an overview of the proposed September opening. This was not a formal consultation as timescales do not allow for this. The only concerns that have been raised are in relation to siblings travelling to and from school together. This will be resolved by a limited Breakfast Club and Study Hub provision.

Parental Visits to School

All parental meetings will take place over the phone until further notice. There may be some instances where Microsoft Teams is used to facilitate meetings if necessary. In exceptional circumstances parents may be invited into school for a meeting.

Payment for school meals and snacks

If your child would like to purchase lunch and/or snacks, we ask that you **use ParentPay** to ensure that funds are available in their account before the term begins. **Pupils will not be able to access the cash top-up facility in school whilst we run the temporary staggered timetable.**

PE

Points to consider for PE

- Pupils will change as usual into their PE Kit.
- Contact sports are to be avoided – some changes to SOL will be necessary
- Limited indoor space will mean that backup classrooms will be allocated for extreme weather
- Fixtures will not be going ahead until further notice.

PPE

Pupils are not asked to wear PPE. The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained.
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

Pupils leaving lessons

Pupils are not permitted to leave lessons at any point and should not be asked to run errands. Exceptional circumstances in relation to visiting the toilet and for those with toilet passes remains the same. Pupils with toilet passes are permitted to use the allocated toilets for their year group or the disabled toilets situated in all blocks. Pupils should only be asked to stand in the corridor for a short period of time and only if they can be trusted to stand where they have been instructed and not wander off.

Science

- Whole class practical activities will not take place
- Where possible practical activities should be replaced by teacher led demonstrations

- If practical activities need to be undertaken by pupils, this should be done by no more than 10 pupils at any one time.
- Pupils conducting practical work, in addition to the usual health and safety requirements linked to that practical, should do the following
 - Work individually
 - Not share equipment
 - Work around the edge of the room, using a designated place
 - Should not face another pupil or member of staff when conducting the practical

School Trips

We will not be running any school trips in the Autumn Term. We may decide to introduce day trips in the Spring Term.

School Uniform and Staff Dress

We will resume our usual policy for school uniform and staff dress in September.

Shouting

This should be avoided by staff and pupils as it may result in water droplets being projected further, particularly when close to pupils. Staff will be able to use voice projection when addressing larger groups.

Social Distancing in the Classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain a 2-metre distance from each other, and from children. We know that this is not always possible, but if adults can do this when circumstances allow that will help. It will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.

Student of the Day

This will be suspended until further notice.

Water

Pupils will be asked to bring their own filled water bottle (or two) as they will not be permitted to use the water fountains.