

# Returning to school safely

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## Handbook for parents and carers of C10 learners June 2020

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# 1. Welcome Back

For the last few months, our school has remained open to a small number of learners (those in priority groups as specified by the government). Following the announcement by the government that schools will reopen further, we have been preparing to open the school to more learners whilst protecting the safety of our learners and staff and maintaining social distancing wherever possible.

This handbook serves as a guide to our wider reopening and outlines the changes to our school routines that are taking place to ensure learners and staff can return to school safely at the appropriate time.

I hope that the information within this handbook will help both learners and families to understand what will be different and what they can expect on a day-to-day basis as well as providing the necessary reassurance to all members of our school community of the steps we are taking to ensure that the school is "Covid-19 Secure."

We look forward to welcoming our C10 learners back into school at this time to reflect on the experience of the last few months, consolidate their learning and support them in their preparations for examinations next year.

Whilst the steps we have taken are small in the wider context of the whole school, we are looking forward to welcoming back our young people as they are the lifeblood of a school. Coming to work in an empty building is not the same. I am confident that for learners and staff alike a renewed zest will emerge once we get back into the swing of things. Understandably, we are looking forward to a time when it is safe for all cohorts and all learners to return in the Autumn term.

Learners, staff, parents and visitors are reminded that they should not come onto the school site if they (or a household member) have any of the symptoms of coronavirus.

We thank you for the overwhelming support and kindness you have shown over the last few months. You have all shown me what it means to be part of a community. Like you I have had ups and downs over this period - what has kept me going and what has made it all worthwhile is the spirit of our Honywood community. I knew it was an important aspect of a school and was what brought me to Honywood in the first place - I wasn't wrong.

Please use this handbook to familiarise yourself with our C10 offer. A separate survey will be sent to accompany this handbook so that you may confirm whether you intend to take up our C10 offer. Should you still need the link it can be found here:

[https://docs.google.com/forms/d/e/1FAIpQLSfvXWu9Jvbw56Kgk6zbhgH1Fpq6yya9 DoNlwP\\_CKSfZA1Kg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfvXWu9Jvbw56Kgk6zbhgH1Fpq6yya9 DoNlwP_CKSfZA1Kg/viewform)

James Saunders, Headteacher

## 2. My child's timetable

Schools are expected to limit the number of children in school at any one time and to limit contact between different groups of children. Secondary schools are expected to bring in no more than 25% of a year group at any one time.

We are therefore creating four learner populations within C10, each comprising approximately 46 learners (2 or 3 learning groups). These groups will attend school and receive face-to-face contact with teachers every day for a one week timetabled block. This will run for a four-week period with a different set of learning groups and learners each week. Your child will attend school for one week according to the following rota:

<b>Week 1 (22<sup>nd</sup> June – 26<sup>th</sup> June):</b>	<b>DCa (Mr Calver) &amp; PBI (Mr Bilby)</b>
<b>Week 2 (29<sup>th</sup> June – 3<sup>rd</sup> July):</b>	<b>ASa (Miss Sadler &amp; KGu (Miss Guy)</b>
<b>Week 3 (6<sup>th</sup> July – 10<sup>th</sup> July):</b>	<b>EPe (Miss Pearce) &amp; LBo/SAr (Mrs Borella/Miss Armstrong)</b>
<b>Week 4 (13<sup>nd</sup> July – 17<sup>th</sup> July):</b>	<b>SAa (Mrs Aravinthan), HGi (Miss Ginn) &amp; RHo/LMo (Mrs Hoogakker/Mrs Morrow)</b>

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:45	Registration 8.45 - 8.55	Registration 8.45-9.30 Learning Group Time	Registration 8.45-9.30 Learning Group Time	Registration 8.45-8.55	Registration 8.45-8.55
08:55	Welcome back Assemblies 8.55 - 9.30 JSA 9.35 - 10:05 SHa	Careers 9.30-10.05	Wellbeing 9.30 -10.05	Science	Science
10:05	Break	Break	Break	Break	Break
10:20	Guided mock assessment reflection Wellbeing	English	English	MFL	English
11:35	Maths	Science	Maths	English	Maths
12:55	Lunch	Lunch	Lunch	Lunch	Lunch
13:20	English	Options Subjects	Options Subjects	Options Subjects	End of Week Assembly - JSa/SHa
14:35	End of school day	End of school day	End of school day	End of school day	End of school day

**NOTE: this is the draft timetable and we may change the order of lessons based on staffing.**

We know you will appreciate that due to the necessary restrictions, it will not be possible for learners to be taught with existing friends and classmates and they are likely to be taught by different specialist teachers to their regular ones. We have grouped them with their learning group and have timetabled their learning group leader to be in for the week with them.

Learners will be taught within the same learning group in the same room each day and will receive: three lessons of Maths, and Science; five lessons of English (2 language, 2 literature and one study skills); 3 lessons of option subject time; one lesson of MFL, and a programme of other enrichment activities to support them with their wellbeing and to prepare the for the year ahead.

Due to the many different combinations of options subjects studied by learners, it is regrettably not possible to provide face-to-face teaching in every subject for a number of reasons, including the need to limit contact between different groups of children and staff.

Learners will be set home learning tasks as per our present arrangements during all the other weeks that they are not in school.

### 3. Organisation of the school day

The school day will start at 8.45am and end at 2.35pm for ALL C10 learners. Learners will be grouped according to learning group and will be based in one learning space - either the main hall or the PE hall. Staff will come to the room to deliver their learning sessions and teaching will be from the front of the room. Each learning space will have access to its own outdoor area for break and lunch as well as a separate toilet block for that block. (see section on toilets).

### 4. Reporting your child's absence

If your child is unwell or will not be attending school you should inform the school in the normal way by contacting our Attendance Officer via telephone 01376 561 231 or email [attendance@honywoodschool.com](mailto:attendance@honywoodschool.com)

You only need to inform the school of your child's absence from school on the day on which they are expected to be in school. We recognise that some children are clinically vulnerable, some families may be self-isolating and that some parents/ carers may choose not to send their child to school.

Home learning will continue to be set as usual for learners and will be accessible to any learner not attending school.

### 5. Travel to and from school

Our school buses will not be running at this time therefore learners are likely to be walking, cycling or travelling by car/public transport. Our initial survey of C10 suggested that almost all learners will be travelling in by car. If learners are being driven to school by a parent/carer, we request that consideration is given to our neighbours, other road users and pedestrians to avoid congestion or potential accidents. Learners who cycle to school must do so with the knowledge of their parent/ carer and will be expected by the school to wear appropriate clothing, including a cycle helmet. In line with government guidance, learners should not be travelling to school together by car unless they live in the same household.

Learners must not congregate in large groups in school, at bus stops or shops in the local community. We ask parents/carers to reinforce with their child the importance of safe social distancing when outside school.

### 6. Drop off and pick up

To support us with the organisation of learners and to maintain social distancing of learners there will be two different drop-off and collection points - one for each learning group.

Once places have been confirmed families will be sent confirmation of drop-off and collection points. Point 1 will be the bus turning circle and point 2 will be the front of school. A coned off area will be created to assist. We ask that families use the designated drop off zone and don't drop off children at other points. This will allow us to manage entry one at a time.

Staff will be on hand at drop-off to use a digital thermometer to check each learner's temperature. Should this be unusually high they will make a note and record it a further two times at 20 minute intervals. If it remains high then the learner will be isolated and the family will be contacted to collect the learner.

### 7. Classrooms

The C10 programme will be delivered in one of two learning spaces: the main hall and the PE hall. These rooms will act as large classrooms so that social distancing can be maintained. Each learner will have a designated seat and an

exam desk to work on during the day. Seats and tables will be spaced apart at two metre intervals. Teaching will be predominantly from the front of the class

## 8. Social distancing around school

We have introduced signage around areas of the school open to learners and staff to help support social distancing wherever appropriate. This includes highlighting the maximum occupancy of rooms and offices; putting markers in corridors and around the outside of school to indicate two metre intervals; increased hygiene and hand washing signage, and identifying routes to and from drop-off and collection points.

## 9. Handwashing

We will be reminding staff and learners of the importance of regular handwashing. Learners and staff will be expected to wash their hands when arriving on the school site at the start of the school day. Handwashing and hand drying facilities are available in washrooms - one assigned to each learning space. In addition to existing facilities, we have introduced additional hand sanitising stations across the school. All learning spaces in use will also have pump dispensers, which will be available for learner use as they enter and exit the room. We recognise that learners may also have their own hand sanitiser with them in school for personal use throughout the day and, whilst not compulsory, we would certainly encourage and support this measure.

## 10. Hygiene

Our school buildings and classrooms have been deep-cleaned since closure. Enhanced daily cleaning routines are in place and regular cleaning by our site team and cleaners will be taking place throughout the day of washrooms and high-frequency contact points, with additional cleaning at the end of the school day. When the learning spaces are vacated for lunch and break a sweep of surfaces will also be completed.

All communal water fountains have been decommissioned for health and safety reasons and to avoid cross-contamination. Learners are therefore encouraged to bring a pre-filled water bottle with them to school with an adequate supply for the day.

Where possible, doors will be kept open to reduce the need for staff and learners to touch access handles. We will be keeping more windows open than normal to ensure a constant flow of fresh air into the school buildings and classrooms.

A supply of tissues, anti-bacterial wipes and hand sanitiser will be available in all classrooms together with lidded bins for the safe and hygienic disposal of any waste.

## 11. PPE (Face Masks/Coverings)

According to government guidance on PPE, wearing a face covering or face mask in schools or other education settings is not recommended. However, face coverings may be beneficial on public transport. Should you wish your child to wear a face covering in school, this is your decision. We have PPE available for staff should they need it too for any scenarios that may require a break of the two metre social distancing rule such as a trip to the medical room.

## 12. Toilet Facilities

We will be restricting the number of people in a washroom at any time to support social distancing. Each of the learning spaces will have its own toilet block accessible to only the learning group in that week. There will be a one in one out system and learners will be able to go at any time. We would encourage them not to go at break to assist us in managing the group more effectively however, no one will be restricted. Staff also have allocated toilets and operate a one in one out system too. All toilets will be stocked with the relevant materials and signs supporting good

handwashing and hygiene will be in place. Each learning space will have a cleaner assigned to it and there will be an enhanced cleaning rota in place for the toilets.

Should there be a need to queue outside a toilet floor markings indicate where learners should queue.

## 13. Equipment

Within the learning spaces, the use of shared resources will be restricted and practical work will not be taking place for hygiene reasons. Learners are requested to bring in and use their own equipment and not share with other members of the class. Learners should arrive with everything they need for the day:

- **pen, pencil, ruler, rubber, pencil sharpener and calculator**
- An **iPad fully charged** (they will **NOT** have access to a plug socket to charge whilst in school due to the configuration of rooms)
- A set of **headphones** should learners need to listen to any videos to support learning?
- A full **water bottle**
- A **packed lunch** (see next section)
- **Maths, English & Science exercise books**

## 14. Break and lunch times

Learners are requested to bring a packed lunch. Those entitled to free schools meals will be catered for in school.

Each group will be provided with an outdoor space at break and lunch time. The main hall will use the field area at the front of school and the PE hall will use the back field.

We recognise the importance of learners socialising with their peers as part of a return to school and want to support this whilst observing safe social distancing. No ball games or contact sports will be allowed at these times. We will require learners to stay with their learning group and not attempt to mix with the other learning group that will be on site. Duty staff will be supervising learners and will remind learners to observe social distancing, as required.

## 15. School Uniform

Learners are requested to wear either your school uniform (trousers/skirt, shoes & shirt) OR Honywood PE kit (PE top with Honywood logo or plain white polo shirt, plain sports shorts and trainers). Learners are discouraged from bringing anything other than what is necessary to school.

## 16. First aid and medication

Should your child be unwell at any point during the school day, they should report this to their teacher or a supervising member of staff who will radio the medical room. A dedicated room is available in school for learners presenting with symptoms of Coronavirus and staff have appropriate personal protective equipment. Parents and carers will be asked to collect their child from school where they present with symptoms.

If your child normally takes medication during the school day they will be collected and taken to the medial room to take this at the appropriate time.

## 17. Mobile phones

Learners are reminded that phones must not be seen or used on the school grounds during the school day. With such a limited amount of time with our learners we want to avoid distractions. Our normal school policies will still apply. If

parents/carers need to make contact with their child or the school during the school day, they are asked to contact reception.

## 18. Visitors to school

All but essential visitors to the school site will be restricted. Meetings with external agencies and contacts continue to be hosted remotely where possible. Parents/carers are asked only to come onto the school site in an emergency and are requested to inform school reception before doing so.

## 19. Learner Behaviour

Our behaviour management policies remain in force. An addendum to our behaviour management policy has been published to support the current situation. Where learners are not observing social distancing, do not respond to warnings and put their own safety and the safety of others at risk, in discussion with parents and carers they will be returned to the 'home learning' environment and will no longer receive face-to-face support.