

## Standard Operating Procedures for Staff

As you will be aware, the government requires that all students from all year groups return to school on a full-time basis in the Autumn term; we intend to welcome them back to a learning environment that is engaging, upbeat and positive.

For some students, that will be 6 months out of the school environment, so we recognise that many will be apprehensive or anxious about their return, as will their parents/carers. Of course, through the efforts of our dedicated staff, many students have been able to access their education on site and all students have benefitted from quality online study and many receiving regular contact from tutors and/or pastoral staff.

We also understand that you too may be apprehensive or anxious about what is a step change from how we are used to operating, so it is hoped that the following operating procedures for September 2020 will help to reassure you that we have considered all of the prevailing risks and put in place appropriate mitigations by taking account of the current advice and guidance.

As always, if you have concerns or are anxious about our working practice/environment, please do not hesitate to speak up. Our wonderful Health Champions are also available to listen and support.

### Background

The full return to school arises from the government's assessment of the landscape for September in which they acknowledge that the circumstances have changed, that the prevalence of COVID-19 has decreased, that the NHS Test and Trace system is up and running, and that they are clear about the measures that need to be in place to create safe environments within schools.

Government guidance acknowledges that it is not possible to ensure a totally risk-free environment, that the balance of risk is now overwhelmingly in favour of children returning to school, that the benefits of being back in school far outweigh what they describe as the very low risk from COVID-19, but most importantly, that if we follow their guidance and put in place proportionate protective measures for students and staff, then we can be confident we are managing risk effectively.

Our routines during the summer term worked well, informed and underpinned by our risk management approach, and these provide us with a sound baseline from which we have been able to develop our plans and procedures for September. Many things will be different, so I ask that we all familiarise ourselves with this operating procedure and our September 2020 risk assessment, seeking clarification where required. The principles underlying our risk assessment are quite simple and can be explained as 3 steps:

	What is our message for September?	Why are we doing it?
Step 1	<b>Stay away</b> if you have the <b>any of the COVID-19 symptoms and get tested as soon as possible:</b> <ul style="list-style-type: none"><li>• a new continuous cough</li><li>• a high temperature</li><li>• a loss of, or change in, your normal sense of taste or smell (anosmia)</li></ul>	To keep infectious or potentially infectious people away from the school
Step 2	<b>Keep your social distance</b> by staying at least 2 metres away from others wherever you can	If anyone is infectious, but not showing symptoms (known as pre-symptomatic or asymptomatic), the

	Where this is not achievable, follow the “1 metre plus” guidance - aim for 2 metres but accept 1 metre for as short a time as possible) In the rare circumstances where “1 metre plus” is not achievable, avoid close face to face contact and minimise the time spent within 1 metre of anyone	transmission risk from them to you is reduced by distancing, by minimising the amount of time you have to spend in close proximity to others and by not directly breathing on each other
Step 3	<b>Wash or sanitise your hands</b> regularly and <b>avoid touching your face</b>	The virus can survive on surfaces you may have touched, and it needs an entry point like your mouth, nose or eyes to cause infection

## COVID-19 - Advice and Guidance

### How we will Operate from September 2020

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## Overview

We appreciate that staff and students will have had a wide range of differing experiences of the lockdown and the pandemic, including losing loved ones, and we have signposting in place so that staff and students can access support.

In managing the full return, we and the students have to function within our robust set of operating procedures, and I can confirm that ours are more stringent than those recommended by the DfE, to ensure the safety and wellbeing of our learning community.

We will be asking parents/carers to ensure that their child understands and accepts our expectations, as we will treat any breaches of our procedures with the degree of sanction that the current circumstances deserve, including, in extremis, requesting that parents/carers collect their child from the site.

The information provided to parents at the start of the summer holidays (re-issued this week) forms a key part of their child's return and we have asked that they discuss it with them before returning to school and that they feed back as to whether their child feels safe or whether there is anything else we can do. We will review our operating procedures and risk assessment in light of any feedback. The scheduled tutor meetings for Y8 - 11 will also provide an opportunity to emphasize and clarify our expectations.

## Risk Assessment - which category are you in?

The guidance provides for all staff to return to work, including those that were previously shielding. However, there are some variations in our risk mitigation measures for certain staff and students. We have retained the previous categories that define who is at risk, so that if the situation develops to a point that we have to put in place additional measures, we can do this knowing the circumstances that define each category. It is important that you know which category you are in and follow the mitigating action for that category.

Staff that have been classed as **clinically extremely vulnerable** will have been advised by letter to shield until 31 July 2020. In the risk assessment, you are now classed as "CEVA" (clinically extremely vulnerable adult). The advice is that you can return to work as long as you maintain 2 metre distancing. Further advice for those who are clinically extremely vulnerable can be found on the [www.gov.uk](http://www.gov.uk) website.

Staff that have been classed as **clinically vulnerable** (but not clinically extremely vulnerable) are those considered to be at a moderate risk of severe illness from coronavirus. Expectant mothers are included in this category. In the risk assessment, you will have been classed as "CVA" (clinically vulnerable adult). Advice for those who are clinically vulnerable is available can also be found on the [www.gov.uk](http://www.gov.uk) website.

Staff from black, Asian or minority ethnic (BAME) ethnicity groups might have additional concerns following press reports and the publication of the Public Health England report that examined the disparities in risks and outcomes associated with COVID-19. While the underlying reasons, and therefore the mitigating actions, are not yet known, we have recognised that our staff could be at a moderate risk of severe illness from coronavirus. Therefore, in the risk assessment, you will have been classed as "BAME" and are currently assessed in the same way as clinically vulnerable (but not clinically extremely vulnerable) staff, though this could change as the underlying causes are established.

If you **live with** a clinically extremely vulnerable or clinically vulnerable person, including those who are pregnant, the government advice is that you can come to work. For our school, if you **live with** someone from a BAME ethnicity group, we currently adopt the same approach as living with a clinically vulnerable person. In the risk assessment, you will have been classed as "LWCEV", "LWCV" or "LWBAME".

If you are not in any of the vulnerable groups described above, then you will be assessed as “A” (adult).

Should you believe that your personal circumstances are not recognised in any of the risk assessment categories, **please let me know**.

### **Assessing the Risk**

The risk assessment identifies and assesses the risks for each of the categories of people (including for young people and children - YPC) and sets out the mitigating actions to reduce or eliminate the risks.

The hazard (contracting COVID-19) and hazardous event (direct or indirect transmission of COVID-19) are further analysed against those arising from the location, those arising from the activities and those arising from the equipment and substances that we use.

The mitigation action is recorded for each of these and for each category of person that might be affected; sometimes these are the same actions, but sometimes they are very different for each of the categories of people we are considering.

### **What You Need To Do**

Workplace health and safety is everybody's responsibility.

Once you have identified what risk assessment category you are in, **you must look at the mitigation that we have put in place and follow it**, reporting to me where you think there may be scope for further improvement.

We are currently on version 3 of our September 2020 risk assessment. Subsequent updates that identify the changes from the previous version will be forwarded to you via email.

### **Health**

Any member of our learning community with **any one of the COVID-19 symptoms** must **stay away**:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

We would ask that the individual (and members of their household bubble) follows the government guidance, including testing.

Equally important is to ensure household bubble isolation where a member of your household presents with any of the symptoms, and we would strongly recommend that person accesses the testing service to provide clarity to the family.

In addition, anyone contacted by the NHS Test and Trace service that has been advised to isolate for 14 days as a precaution must follow that advice and must not attend school (or drive someone to and from school if it is a family member).

Staff returning from abroad must ensure they follow the government guidance on quarantine. Staff (or students) returning from a country that requires quarantine must isolate for 14 days before returning to school. Please note that the situation across the world is fluid, with some countries experiencing their first wave and others at risk of a second wave, so the list of countries requiring quarantine on return to the UK could change at any time.

To assist in the national effort to contain the spread of the virus, we encourage all staff (and students) to download the NHS tracking app in due course and to keep their phones on themselves throughout the day, including when travelling.

As an additional precaution, we will undertake temperature checks on a random basis using contactless digital thermometers (with the consent of the individual). We will also aim to check temperatures of all Y8 - 11 students (and accompanying parent) on their arrival to school for their initial tutor meeting (3<sup>rd</sup> and 4<sup>th</sup> September).

## **Hygiene**

On arrival, before and after eating, when putting on or removing a face covering (as required when using public transport) and at regular intervals during the school day, you should use hand sanitiser or wash your hands for at least 20 seconds with soap and water.

We have installed sanitiser stations in many locations around the school and we will have them available for students on entry to the site in their zones and in the bus loading areas. Personal hand sanitiser bottles will also be provided to staff, with a refill station in the site office.

We need to maintain good respiratory hygiene by following the 'catch it, bin it, kill it' approach. Basically, if you need to cough or sneeze, please use a tissue wherever possible, dispose of it sensibly and wash or sanitise your hands immediately. In an emergency, where there is no time to obtain a tissue, clothing or the inside bend of the elbow can be an effective way of containing a cough or sneeze, followed by the immediate washing or sanitising of hands.

Avoid touching your mouth, eyes and nose, as these are entry points for the this and many other viruses and germs.

Classrooms and other spaces will need to be well ventilated - please ensure at the start of each lesson that windows and doors are open, where possible.

Items of personal equipment or stationery should not be shared by students.

For Options subjects, where possible, low cost curriculum resources and equipment can be allocated to a student for the remainder of the term and stored in a box or tray with their name on it for future use.

School resources and equipment can be shared within a bubble, but fixed or shared-use equipment that is used across different bubbles should be cleaned between users.

Anyone that develops COVID-19 symptoms during the school day will be asked to go home and will be segregated until such time that they can be collected - please notify SLT immediately if you suspect someone is showing symptoms. The allocated area for segregation is the side room by the entrance to Reception. The single disabled toilet, along the Old Corridor will be used by that individual only while they are awaiting collection, the cleaning of which will be undertaken in line with the guidance.

If staff need to support students that are unwell with COVID-19 symptoms they should remain 2 metres away, but if there is a need to get closer, you will need to wear the appropriate PPE in line with the guidance. There is no need for staff to isolate having dealt with a symptomatic student.

## **Cleaning**

The school has been deep cleaned over the summer holidays. The cleaning frequency during the school day has been increased, with particular focus on communal touch-points. Daily cleaning will continue after each school day.

We have plenty of cleaning products and equipment available to staff and students, should people wish to clean their own work area or equipment before or during use. We recommend that staff who take over from a colleague at lesson changeover sanitise the teacher work area on arrival and on departure. Spray and paper towels will be provided in each classroom and office. For common equipment, such as photocopiers, we will also use a clean before and after use protocol. Easier to use alcohol wipes will be available for photocopiers.

In some communal areas, e.g. sixth form common room, staff room, we will be trialling the use of 'Fumican' an aerosol fogging that can fumigate an entire room (COVID-19 and any other unwanted germs, bacteria and viruses) and it also decontaminates the equipment within, including electricals. The process takes about an hour per room, and the disinfectant remains on surfaces for 30 days.

Items for personal use, such as cutlery, crockery and cups, should not be piled up in sinks. We ask that you bring these items in and take them home with you if you have no suitable place to store them on site.

## **PPE**

The government guidance on the wearing of appropriate personal protective equipment states that it is not required in schools for staff or students, except for:

- specific activities, where the activity risk assessment dictates;
- or the when using school or public transport;
- when in local lockdown

However, to help build confidence and to add additional mitigation, we will be asking all students to have with them daily a face mask (not a bandana) as part of their uniform/kit. These will need to be worn\* on arrival to school (until they reach their tutor room), moving between lessons and in communal areas, e.g. canteen/hall. Masks can be removed when outside, eating and when in class. We do not expect students to wear masks in the classroom unless there are exceptional circumstances.

We strongly advise staff to wear a face covering when 2m distancing is not possible. Anne and Tom have kindly provided face visors for staff should you wish to wear one and have also made some door handle hooks to help reduce contact with common surfaces.

\*However, poor use, poor care and poor hygiene around face coverings introduce new risks, for example if students put it on back to front having previously used it, or that wet face coverings become ineffective - we therefore need to educate all students around the safe use of face coverings. We will share the following video with staff/students/parents/carers - it is by an authoritative source (WHO), but omits the point about not re-using it back to front:

[https://www.youtube.com/watch?v=9Tv2BVN\\_WTk](https://www.youtube.com/watch?v=9Tv2BVN_WTk)

## **Social Distancing and Bubbles**

The key aim of bubbles and keeping apart is to reduce contact and mixing between people, as much as is reasonably practical. While the guidance recognises that 2 metre distancing is not always possible, it also acknowledges that doing this for some of the time will help to reduce the risk. We therefore aim for the 2 metre distancing wherever we can between staff and staff, between staff and students and between students and students. Where this is not possible, we adopt the "1 metre plus" approach for as short a time as is possible.

The guidance recognises that in certain settings and in certain circumstances, the "1 metre plus" approach may not be achievable, so the advice is to do this for the least amount for time and to avoid direct face to face contact and thereby not breathe on each other. This will apply to our students when in a classroom situation and it will apply to student to student interaction, but we expect it to not apply routinely to staff to student interaction. This is because we believe we can either maintain the 2 metre distancing between staff and students or use visors as a physical barrier.

The guidance recommends that in these circumstances we adopt a "bubble" approach and minimise contact between bubbles. Students will be allocated to a bubble, but staff will not need to be included in the bubble because of our distancing measures. The exception to this is for some TAs who may need to work in close proximity with individual students, so we have allocated these TAs to a class bubble where possible and to two class bubbles where not.

For KS3, each class will be treated at a bubble. For KS4, each year group will be a bubble, and in the event of a confirmed case, the individual's timetable will be examined to establish which students from the year group they might have interacted with in their Options lessons, and for how long.

In addition, we have agreed for a small number of additional a bubbles due to the educational, emotional or social needs of students, e.g. Games Club, Transition groups, Young Carers.

### **Zones, Classrooms and Student Bases**

In planning the timetable and allocating classrooms, we have aimed to bring students in to their allocated zones via specified entrances and exits as per below:

**Year 7 - Humanities corridor** - enter/exit via external door from the basketball courts (the middle stairwell) - access from the front of the school will be around the side of the New Hall canteen.

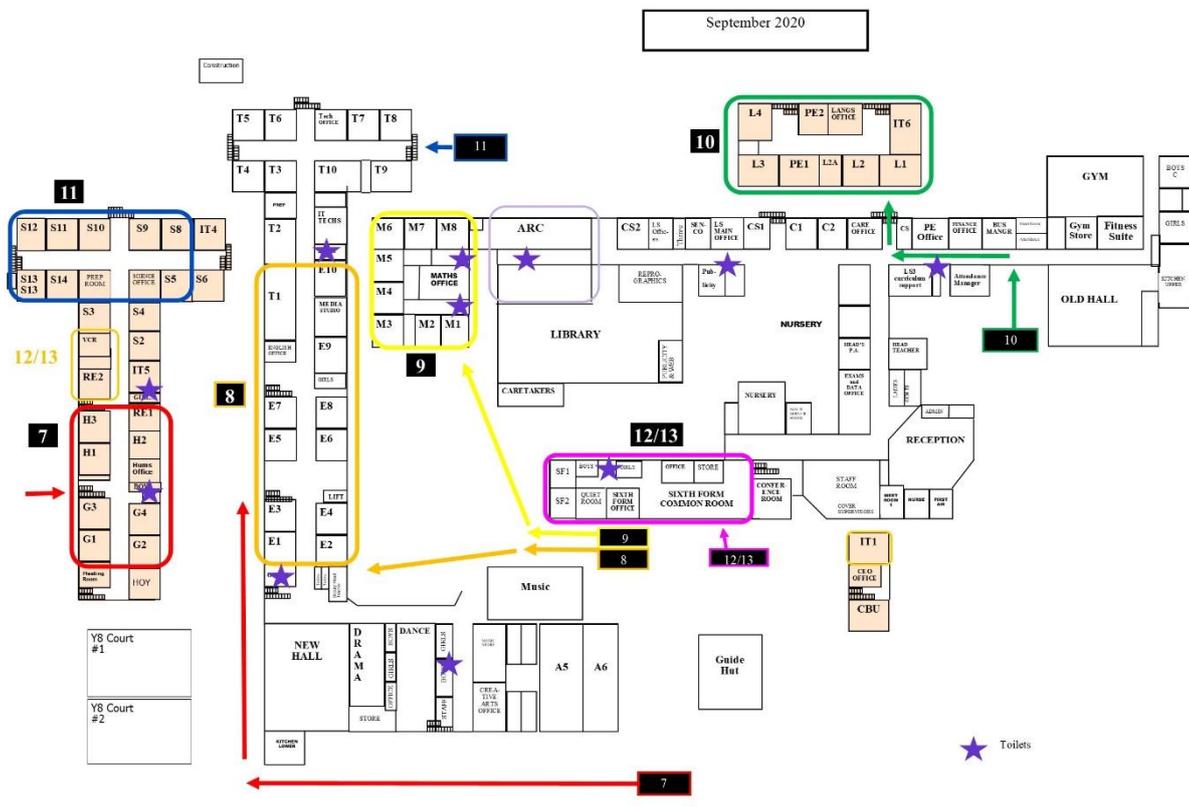
**Year 8 - English corridor** - enter/exit via the New Hall Kiosk entrance - access from the front of the school will be through the blue gates by music.

**Year 9 - Maths block** - enter/exit via the maths entrances/exits - access from the front of the school will be through the blue gates by music.

**Year 10 - MFL/PE corridor** - enter/exit via the Old Foyer entrance

**Year 11 - Science corridor** - enter/exit via the science/technology entrance from the field - access from the front of school will be via the tennis courts round the back of school and across the field

The zones are colour-coded as per below. Students will receive coloured lanyards in due course to help us ensure they remain in their allocated zones.



In the event of a fire or other emergency evacuation, please use the nearest available exit, as per the emergency signage and disregard the social distancing requirement due to the potential for immediate danger to life.

The intention is that staff will move between lessons and where possible, students will remain in their allocated rooms, accepting that KS4 will be more mobile than KS3. With students entering and exiting via external doors and using dedicated stairwells, staff can circulate via the corridors. Please note that brief, transitory encounters, such as passing in a corridor, is low risk.

Because of the staggered breaks and lunches, the only bell that will ring will be the warning bell at the start of the day.

**Entering and Leaving Classrooms**

Access to each classroom is via the designated external door for students and internal door for staff.

Students must be reminded to use hand sanitiser or wash hands before entering the room, waiting, with the appropriate distancing, for the person in front to finish. They should then go straight to their allocated seat.

On leaving for break, lunch and at the end of the day, staff in each corridor should allow one class to leave at a time to avoid congestion and keep noise to a minimum. Should noise be an issue, we may have to insist on students being escorted from classroom to hall/outdoor space by their teacher. (With staggered breaks/lunches, we need to be mindful that lessons will be taking place whilst others are socialising.)

## Tutor Time, Staff Briefings and Morning Duties

To help avoid students hanging around school before the start of the day, we don't expect students to arrive before 8.30am, if possible. From 8.30am, we will need tutors be in tutor rooms ready to welcome students. Staff without tutor groups will be on duty between 8.30am and 8.42am in various locations around the site to supervise, to help direct students and to encourage social distancing between students.

We will not be able to run our usual morning briefings, so please ensure you read the weekly bulletin. I will aim to record a whole staff briefing (available online) each week. If you have any messages that need passing on to staff, please forward to me (via Rosemary) by 2pm each Monday, for inclusion in my briefings. Within the bulletin each week, we will include any student updates.

The usual SLT morning briefings at 8.15am will take place via Teams.

## After School Department and Leadership Meetings

Teachers from each department will be teaching in different locations throughout the day and some will have breaks/lunches at different times. On weeks where department meetings are scheduled, we are giving each department the option to hold two 30 minute after school meetings instead of the normal one hour meeting. This is to allow more regular contact within each team. Staff should meet in a classroom where social distancing can be maintained. If required and agreed by colleagues these can take place online via Teams etc.

Leadership meetings, such as SLT/HOY/ELT meetings will take place in a classroom to enable social distancing, or again via Teams if required.

## Breaks, Lunchtimes and Toilets

Break and lunch times will be staggered as per below, so the volumes of students moving around the school at any given time will be reduced. Please note that canteens will only be available at lunchtime.

Tutor 8.45 – 9.00	Period 1 9.10 – 10.45	Period 2 10.45 – 12.00	Period 3 12.00 – 2.00	Period 4 2.00 – 3.15
7	Break 10.00 – 10.25		Lunch 12.00 – 1.15	
8		Break 10.25 – 10.45		Lunch 1.15 – 2.00
9	Break 10.00 – 10.25		Lunch 12.00 – 1.15	
10		Break 10.25 – 10.45		Lunch 1.15 – 2.00
11		Break 10.25 – 10.45		Lunch 1.15 – 2.00
12/13		Break 10.25 – 10.45		Lunch 1.15 – 2.00

New Hall
Old Hall
6 <sup>th</sup> Form

Students should be encouraged to bring in a packed lunch and will be expected to eat outside in good weather and in their tutor bases for extreme weather.

Canteen usage, outdoor spaces and toilets are allocated as follows:

Year	Canteen	Outdoor/Social Space	Toilets	Wet Weather*
7	New Hall (12.30 - 1.00pm)	Basketball courts	Humanities	Tutor Rooms
8	New Hall (1.15 - 1.35pm)	Basketball courts	English (girls), Art (boys)	Tutor Rooms**
9	Old Hall (12.30 - 1.00pm)	Quad/Astro	Maths***	Tutor Rooms
10	Old Hall (1.15 - 1.45pm)	Tennis Courts/Astro	Old Corridor	Old Hall
11	New Hall (1.40 - 2.00pm)	Field/Astro	Technology	New Hall
12/13	SFCR/ Offsite	SFCR/offsite	SF Block	SFCR

\*Wet weather will be confirmed by Chris Pickles via email before the start of break/lunch and/or by the SLT member on duty.

\*\*On wet weather days, Y11 will be based in the New Hall. We will cordon off a section, so that Y8 are able to go to the NH canteen to collect food then return to their tutor bases.

\*\*\*With a limited number of toilets available for Y9, please allow Y9 students in your class to use the toilet on request, but only one student from each class at a time.

## Teaching

There are a number of changes for staff to get to grips with: 75 minute lessons; moving from room to room for each lesson; getting to know the various layouts of each room; understanding where to find subject resources and so on. It may feel overwhelming at first, but once into a routine any issues should be minimal.

We strongly advise logging on to the computers in each of your classrooms before your first lesson as the first time on a machine takes longer than normal to log in. There should be time during the two INSET days to do this.

Classrooms and learning spaces have been laid out to conform with the recommendation that students face forward. 2m zones have been marked out where possible in classrooms to facilitate the 2m distancing between teachers and students.

IT rooms will be available for IT lessons, other than that there won't be much availability to book an IT suite, but please liaise with Sarah and Trudi should you need access to IT. Students should use the paper towels and spray to wipe the keyboards before and after use.

Certain practical rooms will be available for KS3 classes, so long as the cleaning capacity can support this where another class uses it during the day. Please liaise with Dawn should you have any queries with the rooms you have been allocated. If you are teaching KS3 in a specialist room, you must collect your class from their tutor room and take them to your room. Please then take the students back to the tutor room before the end of the lesson. Although this will reduce the teaching time you have, it will help allow the cleaning staff time to clean the shared classrooms in between.

There isn't capacity however to have cleaners available to clean specialist classrooms after every lesson. We therefore ask that for Y11, 12 & 13 lessons, students clean their own work space ready for the next class. We will show you a recommended way of doing this during the INSET Day.

Seating plans for KS3 will be provided by tutors in agreement with the relevant HOYs. These will be completed at the start of term. If you have concerns about a seating plan, please liaise with the tutor in the first instance. (Please see the section below regarding any behavioural issues.)

For some students, remaining in their chair in the same room for a significant part of the day, if not all day, may cause some difficulties with concentration, frustration or motivation. Please think about how you will best teach students to keep them engaged and active within the limitations of the safety measures in place. An increased focus on oracy should be something to consider. Teachers are allowed to plan lessons that involve students turning round for discussion work or to bring students up to the front to present to the class, however such activities should be kept to a minimum. Students shouldn't move seats, but getting students to stand up/change their position from time to time is recommended, especially older students working on stools in science labs.

Science classrooms are generally being used as 'normal' classrooms and as practical laboratories. To enable this to happen we must ensure various additional actions are in place for everyone's safety, e.g. removal of specialist equipment; removal of chemicals; gas turned off; constant supervision of students; locking of rooms when not in use; no eating or drinking at any time.

There will no doubt be discussion at faculty level about adaptations to schemes of work and how to address gaps in knowledge/skills for those who struggled or didn't work during lockdown. It's not for me to direct you about these areas, but I will be advising ELT on not having any formal assessments during the autumn term. I would also advise to avoid using the term 'catch-up' to prevent students feeling overwhelmed with what they may or may not have missed/mis-understood over the last 6 months.

### **Home Learning and Using Microsoft Teams**

We have a duty to provide for students who are isolating or who have been advised to stay at home for medical reasons. We have invested in some software ('Locker') that links SIMS to Microsoft Teams. This means that class groups will be available automatically on Teams. We therefore are asking staff as a matter of course to save any lesson resources to their class groups on Teams. This will enable those unable to attend school to access any essential resources used by the class. We will show you how to do this during the INSET Day.

In the event of further school closure, either partially or fully, we will be expecting staff to use Teams to provide online lessons for their classes. Teachers will be expected to deliver a 15 minute Teams 'lesson' providing students with instructions of what they need to do for the following 60 minutes. These sessions should take place at the usual time and be recorded for those that didn't attend.

### **Exercise Books, Marking & Feedback**

In each classroom, there will be a plastic box for each subject for students to keep their exercise books. When collecting in books, one student should be assigned to take the box around the class, seat by seat, for the other students to place their book into the box. The box should be left on the side until needed for the next lesson. When giving out books, the student should take round the box in reverse order, seat by seat, so the students can take their book out of the box.

We recommend that staff wait 48 hours before accessing exercise books and another 48 hours before returning them. (If any resources are inadvertently passed from student to staff, we advise that the staff member washes or sanitises hands.)

As lesson and homework frequency varies quite considerably between subject to subject, especially at KS3, and given the quarantine issues about taking in books, I don't want to be overly prescriptive about what or how marking/feedback is achieved within each faculty. The options as I see them are as follows:

- continue with current practice, just allowing 48 hours for quarantine before marking
- have a separate book/folder for assessments (as already in place for some subjects) – this will allow exercise books to be available when assessments are being marked
- no marking of books, but provide feedback in another way, e.g. digitally, as we did during home learning

This is something I will discuss further with middle leaders, as what may work for some subjects, may not for others.

Obviously, there will still be options for self and peer assessment.

### **Teaching Resources**

Each classroom will have a set of generic resources, e.g. stationery, paper etc. Spares will be based in the DTO Room for each year group. In each classroom, there will also be a set of mini whiteboards and pens.

Subject resources have been distributed to each zone as per instructions from HOFs. These will be stored in the DTO room in each zone. These should be distributed and collected in, in the same manner as the exercise books (see above), where possible. If possible, resources should be left unused for 48 hours. Where this isn't possible, resources should be cleaned between use. If text books need to be shared between bubbles (within 48 hours), students should sanitise hands before and after use, and the outside of text books should be wiped using the available spray and paper towels (assuming they have wipeable surfaces).

Staff will be issued with a set of boards pens for their use only. Please carry with you your own pencil case! Spare pens will be available from the finance office (tbc).

### **IT**

Over the summer all PCs have been re-imaged and Windows 10 has been distributed to all appliances. We have also improved our wi-fi coverage, capacity and speed. We have ordered more visualisers, so that all teaching rooms within each zone has one. A number of webcams have also been ordered, to give us greater capacity for using PCs for online lessons etc. As stated previously, we strongly advise teachers to log on to all the PCs in each of your teaching rooms before your first lesson, as it takes longer the first time.

Remember to wipe the PC keyboard and remote control before/after use. Spray the disinfectant on to a paper towel, then wipe the appliance, rather than spraying the appliance!

### **Classroom Behaviour**

As you will all be aware, getting behaviour right is essential in any school in any circumstance. More than ever, we need to work together to ensure that behaviour is the best it can be. With the additional health & safety risks that comes with the pandemic and 6 months out of routine for many students, we need to establish good behaviour as an absolute expectation. We will make this explicit to students and parents through the tutor meetings and subsequently through assemblies and lessons. We have a good and clear BfL system so we have looked hard at ways to enable us to continue using the system as much as possible given the constraint of bubbles.

Staff should follow the usual BfL classroom procedures, issuing strikes as normal. 1 strike remains as a warning, a second strike results in a lunchtime detention (see below) and 3 strikes means the student is sent to DTO and completes and after school detention.

With class bubbles in KS3, we can't run DTO's in the same way. In each year group zone (Y7 to 11), there will be a classroom assigned as the DTO room. This will be staffed as much as is feasibly possible. Where it is not possible, certain colleagues will be available via radio/email to assist. The same room will be the base for lunchtime year group detentions.

Year	DTO Room
7	G2
8	E7
9	M2
10	L2a
11	S3

### **Detentions and Missed Homework**

Students will sit lunchtime detentions within their year group in an allocated room. For KS3, students from different class bubbles, need to be sat 2m apart (or 1m+ if they have a mask). To enable us to have the capacity to do this, we need to take a different approach to students who haven't completed homeworks. As we usually do for subjects, we will use teaching staff on a rota to supervise these.

Missed homework = teacher issues the student with a behaviour point via Class Charts

After 3 missed homeworks = parent is alerted automatically via Class Charts

After 6 missed homeworks = student receives an after school detention

After 9 missed homeworks = HOY meets with parent and students and agrees an action plan, including attendance at HW Club; review of learning needs etc

3/6/9 missed homeworks refers to all HWs, not just in one subject.

After school detentions will take place in Room A or in the New Hall dependent on numbers. Students should meet Mr Knipe at 3.15pm in the New Hall.

### **Extreme Behaviours**

Escalations should be treated as usual – calling patrol for support. In addition, there is the option to call the member of staff supervising the DTO room if necessary.

Students persistently breaking the rules and/or not adhering to the health & safety requirements will be isolated (for extended periods of time, if necessary), sent home or excluded.

### **Staff Work/Social Spaces**

As per the key aims of the risk assessment/operating procedures, we must minimise contact as much as possible. Keeping 2m apart and reducing surface contacts are a major part of this. This means that some staff spaces will be limited in their use or access. In staff offices and in the staff room, where feasible, seats should be allocated to individuals. 2m distancing should be maintained as much as possible. Where 2m is not manageable 1m+ should be adhered to for the shortest time possible. (The current Test and Trace system requires individuals to name those who have been within 2m of them for 15 minutes or more.)

Despite most departments working across the site, departmental offices will remain in their current locations. Staggered breaks and lunches will mean that not all staff will have breaks/lunches at the same time every day. We advise that the various department offices are kept to their own departmental bubble.

The following rooms/spaces are available for staff to complete work when not teaching/supporting classes:

- Work stations in the staff room
- Allocated work stations in the library
- Maths lobby area
- E9
- Classrooms not in use during that period
- The Learning Support Office

### **Transport and Travel**

School and public transport operators will conform to the government guidance for the public transport industry and staff and students should follow the government's guidance for passengers, which requires that face coverings must be worn.

It is advisable that student put their face covering on shortly before boarding, particularly on wet days. Supervising duty staff should guide students in the safe and hygienic use of face coverings.

It is recognised that the bubble system will not apply for school transport journeys and this will be taken into account if there is a confirmed case.

Due to social distancing, those travelling by private vehicle should not share a vehicle with any person from outside of their household.

### **Student Drop Off and Collection**

Staff will be on duty, as per the duty rota, to receive students and to supervise their departure.

On arrival, students must go straight to their allocated tutor room, keeping their distance from others.

We will not be using lockers, but if they need anything from their locker, as many students went unexpectedly to lockdown, staff will allocate them time at the start of their tutor session on Monday 7<sup>th</sup> September.

Parents/carers should stay in their vehicles and only enter the school by appointment. Duty staff can answer general questions, but be sure to adhere to social distancing.

### **Student Bags, Lockers and PE Kit**

Students will keep their bags and coats with them in the classroom. Please ensure that they are tucked out of the way to eliminate trip hazards.

Lockers will not be used for storage between lessons and students will need to keep everything in their bag, and take their bag home.

For days when they have PE, students should arrive to school in their kit to reduce the interactions in the changing rooms (we don't have the space for students to change and adhere to the guidance). Students can wear blue or black tracksuit bottoms/leggings and tops over the top of their kit if they wish to. The exception to this is for the GCSE and KS5 PE students who will be able to change using the changing rooms. If the weather is wet, PE lessons will take place inside to prevent students remaining in wet clothes for the rest of the day.

### **Other**

Movement by students around the site should be external, where possible.

Students and staff will be asked to bring their own drink or can still purchase drinks from the canteen. Water fountains will not be accessible. We can, of course provide water to students in an emergency or for medical needs.

Open evenings, parents' evenings, trips and fixtures etc are not planned for the foreseeable future. The running of these will be reviewed regularly and in conjunction with the latest advice before making further decisions. We have scheduled a fortnight window for parent consultations during the academic year just in case the parents' evenings can't run. We will be asking staff to use this directed time to contact parents. Details of how this will work will be communicated in due course.

The Open Evening for prospective students will not take place as usual. Instead, we aim to share a series of short videos similar to what we put in place for Y6 Transition programme.

The normal monitoring calendar for teachers and TAs will be suspended until further notice as there will be practical difficulties in conducting learning walks, lesson observations and book trawls. The purpose of the usual programme is two-fold: to quality assure our provision and to help us develop our practice. We ask that departments and individuals keep their focus on high quality teaching and how to best adapt to the new procedures. Please liaise with your line manager/HOF/SLT link should you require assistance, guidance or support. The Faculty Reviews will focus on plans for this academic year and how well teams are managing the adjusted procedures.

We have ordered student planners as per usual, however, we have changed the format slightly so that they can also be used as 'draft/rough' books. The HW diary pages have been halved in number and replaced with spare notes pages. Please can I encourage staff to get students to use these notes pages instead of making rough notes or answers to quick tests in the back of their exercise books.

### **Complacency**

We cannot afford for anyone to become complacent or dilute our measures, so, in line with the government's "stay alert" message, we continue to adopt our safeguarding mantra of "**it could happen here**" so that we remain vigilant.

### **Questions, Advice and Further Guidance**

We will keep our website updated with all the latest advice, guidance and correspondence on COVID-19, as well as our current risk assessment. These can be found here in the folder labelled "Coronavirus Information".

Should you have any questions or need additional advice or guidance, please let me know.

Yours faithfully,  
Alex

Enclosed:

1. LSCC COVID-19 September 2020 Risk Assessment (v1).