

Student Handbook for September 2020

Dear Students,

This handbook has been written to help you to understand what returning to school will be like in September so that you can feel confident and prepared for the new school year. We have answered what we feel are the common questions that you may have about returning to school in September.

All our systems follow Government guidance and we have prioritised our responsibility to keep you and staff safe. This is important because it also helps to keep our families and communities safe too. With these new systems in place, the Government is confident that schools will be safe places for students to learn and enjoy being back in school.

All the teachers and support staff are really looking forward to welcoming all students back to school. Many of you have been out of school since March and we know that you have missed school as much as your staff have missed working with you and seeing you 'in person'. School life is an important part of your social and emotional development as well as your academic progress. On-line learning can never fully replace the range of roles that school life provides. We may need to use our online learning in the future and we are really grateful for the way in which our students got to grips with their work, kept in contact with their teachers and continued to work hard and make progress even when you couldn't be in school regularly.

For September, our focus will be to support every student to return confidently and safely to school. We hope the information in this handbook is helpful to you. If you do have any questions, then please don't hesitate to ask. On Thursday 3rd September or Friday 4th September, you will have a meeting with your tutor, who will go through all the important details and answer any of your questions.

In the meantime, have a great summer, stay safe and see you soon!

Mr A Lingard

Headteacher

What are 'bubbles' and how do they work?

School 'bubbles' are groups of students who work together in school. If you are in Years 7, 8 or 9, your school bubble will be your tutor group. If you are in Years 10 and 11, your bubble will be your year group. Year 12 & 13 will be together as a 6th form bubble. Within your bubble you will be asked to social distance from other students whenever you can. This means that, if possible, you keep at least 1m apart from other students in your bubble.

Where it is difficult to stay 1m apart e.g. in a classroom or in the corridor, you are allowed to be closer to other students, but we must keep this to a minimum. You must not be in contact with students in other bubbles – we have carefully planned the school day to ensure that each bubble remains separate from the others.

School bubbles have to be separated as much as possible: on the way to school, in school and on the way home. This is to minimise the number of contacts you have with other students and reduce the risk on any infection spreading.

Teachers and staff will move between different bubbles: we have to, to be able to teach all our students. So students must try to stay 2m away from all our staff. This is important otherwise staff will be at risk of catching, and spreading Coronavirus (older people are also more at risk than younger people). You can help us by staying separate from students in other bubbles and staying 2m away from the staff team.



done within 24 hours, and you should get the results within 2 days. You, or any of your brothers or sisters living with you, cannot come into school until you get the results and we know that you do not have the virus. You must 'self isolate' while you are waiting for the results of your test.

Whilst you are off school, you can keep up with the work being done in class by using Microsoft Teams and Show My Homework where you will find the resources your teachers have been using in the lessons. (We will go through this with you at the start of term.)

You can help us by making sure you come to school when you are well and stay at home if you are poorly. Make sure you let us know and get a test for Coronavirus as soon as possible if you need to.



What happens if I feel ill while I am in school?

Our first aid team will look after you as usual. Tell your teacher and you will be collected from your class.

If you have symptoms of Coronavirus then our first aid team will get your parents to collect you as soon as possible. Staff will wear masks and gloves to look after you while you are waiting to be collected, just in case.

Remember you will need to have a test and your parents/carers must let us know the results as soon as possible.

Don't come into school until you know that you do not have the virus.

What about travelling to school?

The school will be open to students from 8.30am. Please don't arrive early as staff will not be on duty to look after you and we can't have you hanging around with others not in your bubble.

On your way to school, you should stay 1m apart from other students where you can and you must stay at least 1m apart from students who are in a different school bubble to you.

If you come to school on a school bus then you will also be in a 'bus bubble' – in other words you will be with the same students travelling to school and back each day. On the bus you **must wear a mask** and you must sit in the same seat each journey. If there is room, you should sit next to a spare seat. If there is another student in the same year bubble or class bubble as you, then sit next to them instead of anyone from another bubble. Anyone not following these rules, will not be allowed to travel on the school buses.



When you get to school, there will be staff on duty to help you. Your route into school will have social distancing markers next to the entrances and you need to stay separate from other students whenever you can.

Your bubble will have its own entrance to the building and you must use the entrance and route that is allocated for your bubble. Duty staff will be on site to provide you with hand sanitiser.

Why do I have to wash my hands and how will I do this in school?

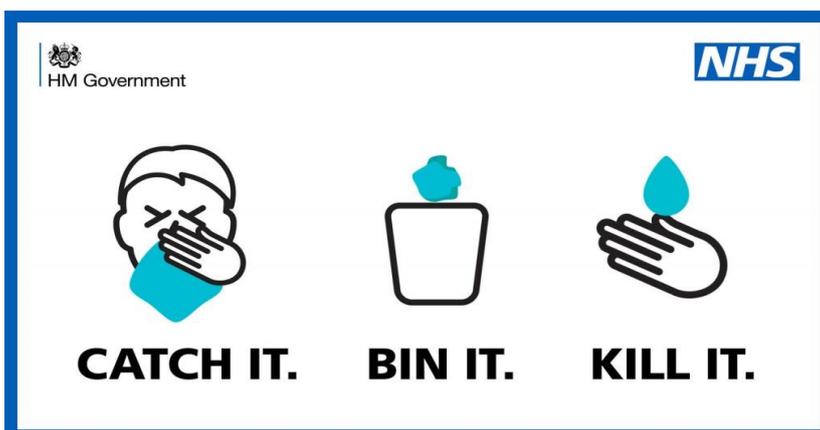
Hygiene is very important to reduce the risk of spreading infection. You will need to wash (or sanitise) your hands thoroughly and often during the school day. Wash your hands before you leave home and on arrival in school use the hand sanitiser we provide. You should also wash your hands as soon as you return home.

Sanitise your hands as you enter and leave a classroom, at lunchtime (before and after you eat) and if you need to use a tissue. Try to keep your hands away from your face, particularly your eyes, nose and mouth.

Remember that surfaces that other people touch (like door handles) can pass on the virus, so regularly sanitising your hands will help to reduce the risk of infection.

The school has plenty of sanitiser available but you may bring your own if you want to.

If you sneeze or cough, remember to 'catch it, bin it, kill it'. If you don't have a tissue, sneeze or cough into your elbow.



Do I have to wear school uniform?

Yes, we would like all students to return to school as usual, in their full school uniform. Remember that the classroom windows will be open to get good ventilation and air flow, so it may be a bit cooler than usual. A plain T shirt under your school shirt might be a good idea if the weather is cold, or you can wear a plain black v-neck sweater.

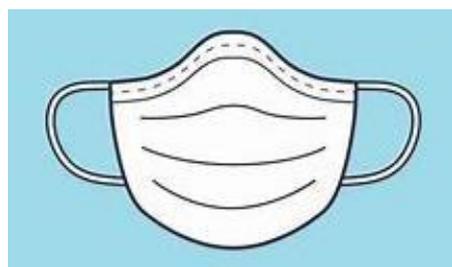
You can help us by being in the correct uniform every day. And remember we do not permit facial piercings, jewellery or nail varnish. We prefer you not to wear make-up, and if you do wear it, it should be discrete. If it is 'heavy', you will be asked to remove it. If you have dyed your hair whilst the school has been closed, remember that it must be a natural colour before you return in September and not be an extreme style.

You can find full details about our uniform policy on the school website.

Do I have to wear a face mask in school?

Following further guidance since the start of summer, we are now asking all students to have a face mask with them every day from Monday 7th September. We want students to wear them on arrival to school until you get into your tutor room. You must also wear them when moving from classroom to classroom and in the hall/canteen. You don't need to wear them outside or in the classroom. You must have a proper face mask and not a bandana. Some of your staff will be wearing face visors, some may wear masks and some may need to wear gloves too.

We will train you in the correct way to put on and take off masks when you return.



What happens at break and lunchtime?

The school day has been changed so there will staggered breaks and lunches. Year 7 and Year 9 will have a slightly earlier break and lunch than the rest of school. This is to make sure we can keep the different bubbles separated. We **strongly advise bringing in a packed lunch if you can** as this will help to reduce the numbers of students using the canteen. The canteens will **only be available at lunchtime**, not at break, so whether you bring in a packed lunch or not, it is definitely advisable for everyone to bring in a snack for morning break. **Please also bring a water bottle to school**, We are sorry but the school water fountains cannot be used at the moment so make sure you bring plenty of water with you.

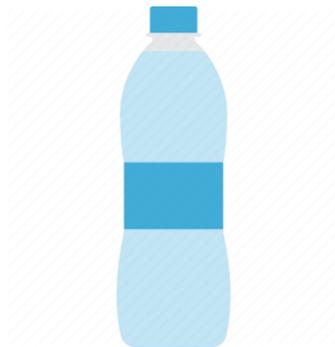
At lunchtime, you will be able to use the canteen and outdoor space allocated to your bubble. This will give you chance to socialise and take a proper break from learning. If you are in a class bubble (years 7, 8 & 9), you will be allowed to mix with others in your year group **if you are outside and stay at least 1m apart**.

If you can't or don't wish to bring in a packed lunch, the canteen will be serving food (with a reduced menu to start with) where you can buy a hot lunch, drinks and snacks.

Staff will be on duty and please follow their instructions about where you can go, and which areas of the school are open to your bubble.

Remember, as usual, we do not allow fizzy drinks, energy drinks or chewing gum.

You can help us by washing or sanitising your hands before and after eating.



What will the school day be like then?

As you know, we have changed from five 60 minute lessons to four 75 minute lessons each day. Tutor time will be in the mornings, no longer after lunch. As mentioned previously, Year 7 and Year 9 will have a slightly earlier break, so the days will run as follows:

Tutor 8.45- 9.10	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 10.05 – 10.25		Lunch 12.30- 1.15		New Hall Old Hall 6 th Form Kiosk
8		Break 10.25 – 10.45		Lunch 1.15-2.00	
9	Break 10.05 – 10.25		Lunch 12.30- 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	

Year 11 will have access to the New Hall canteen half-way through lunch, once Year 8 have been in. The tables and other surfaces will be cleaned before the next year group arrives. We hope to be able to provide Y12 & 13 with their own kiosk, however, Y12/13 are also allowed to get lunch off-site or to use the kitchen facilities in the common room.

What if I need the toilet?

Your bubble will have an allocated set of toilets. School toilets will work on a 'one in, one out' basis and staff will be on duty to help with this. You must remember to stay at least 1m apart from students who are not in your bubble.

If you need to go to the toilet during a lesson, ask your teacher. If you need to go during the lunchbreak, then please follow the social distancing markers in the corridor. Remember it is 'one in, one out' so you may need to queue for a short time.

Toilets will be cleaned regularly during the school day to reduce the risk of infection.

You can help us by making sure you wash your hands thoroughly after using the toilet. Under no circumstances should anyone be hanging around the toilets unnecessarily.

Will I still have access to Learning Support?

Some students have additional adult support in lessons or at lunchtime. If you usually have this support, a teaching assistant or keyworker will be there to help you. Each class bubble in Years 7, 8 & 9 have been allocated a teaching assistant. As they won't be working across bubbles, this will allow them to work next to you, but they may need to wear a visor or gloves. We know this may feel strange but we have to do this to reduce the risk of infection. Your teaching assistant or keyworker will help you in the same way as usual with your lessons and during social times.

We will continue to run Games Club for a small number of students. We will talk to you in September about how this will work.

Can I still use Tic Tac?

Tic Tac will still be open, but only available by appointment on Mondays, Wednesdays and Fridays. To book an appointment email Tic Tac directly (tictacliskeard@gmail.com), contact Ms Kelly, your Assistant Head of Year or your key worker, if you have one.

On Tuesdays and Thursdays, there will be the usual text, email and phone service.



What will classrooms be like?

Because all students are returning to school, the number of students in class will be the same size as usual. The teacher will give you a set place to sit in the classroom. We will also rearrange the desks so that you are facing forwards wherever possible.



Most of your lessons will take place within your zone. You will study English, Maths, most of your Science (sorry, not as much science practical work will be possible as normal), geography, history, French/Spanish, and EPWV in this area. When you study technology, art, music, drama, computing and PE you may need to use the specialist rooms as usual. Your teacher will collect you and take you to the correct room.

Your teachers will have a 'safe zone' marked out at the front of the class. Students must keep 2m away from their teachers as much as possible. Only if absolutely necessary (e.g. in an emergency, or to help you with your work in a way that cannot be done from further away) will teachers work more closely with you. This also applies to our teaching assistants and to all staff in school.

Will lessons be the same as usual?

You may find your lessons feel more formal than usual. Your staff have to keep 2m away from you, which may feel strange.

We won't be able to do as much practical work in Science and Technology lessons (at least to start with). We will also have to reduce group work whilst we all learn to adapt.

Support your teachers by concentrating and working hard in lessons. Follow their instructions and act responsibly towards other members of the school community. This will help us all to stay safe and enjoy being in school together, making the most of lesson time.

EFFORT



Remember: if you don't understand something ask your teacher for help. You might have missed something important from the online learning, or mis-understood something. We are expecting this to happen more often in September and your teachers will help you if you are confused or finding things more difficult than usual.

What about PE lessons?

PE lessons are really important and all students will be able to do PE in September. As we don't have enough space for you to change into your PE kit safely, **you will need to come into school in your PE kit on the days you have PE.** You can wear blue or black tracksuit bottoms, or non-see-through leggings, and a blue/black top over the top of your normal PE kit. Remember not wear clothing with large logos. You can, of course, wear the school tracksuit bottoms or training top.

We won't be doing contact sports like rugby and your PE teachers will be updating their lessons with some different fitness activities.

Wherever possible your PE lesson will take place outside, so make sure you have the right kit to stay comfortable. If it is raining, you will complete your lesson indoors, so that you don't spend the rest of the day wet.

If you have taken GCSE PE or Sports Studies at Year 10 or 11 then you will be able to get changed from your uniform as usual for practical lessons. This is due to the small groups in these classes and the need to use outside facilities when it is raining – we don't want you getting wet and not being able to change into dry uniform.



Will there be clubs after school and what about school trips and visits?

We will not be running our usual clubs or any trips or school visits in September. We will keep this under review, and when we can, our clubs and trips will start again. This is because we have to keep students separate in their different bubbles.

How will I move around the school?

Your bubble will spend most of the day in their zone, separate from students in other bubbles. You must not leave your zone unless you have permission or in an emergency.

You will need to move to a different classroom to study some subjects (art, music, drama, PE, computing, technology etc). These classrooms will be cleaned between lessons.

When you are in the corridor, try to stay at least 1m away from other students. You must stay 2m away from staff as well. This is really important. Remember to sanitise your hands when you enter or leave a classroom. This will help reduce the risk of infection.



Do I need to bring anything different with me to school?

Not really. You need the same basic equipment each day: pen, pencil, ruler, rubber, calculator, planner, glue stick, DIT pen, highlighters. **You must not borrow equipment from other students.** If you do need something, ask your teacher and make sure you wipe it with a disinfectant wipe before and after use.



Will school be 'stricter' than usual?

We have always had high standards for student behaviour. We have not changed our standards. However, there are more 'rules' around managing the school day. Once we have got used to them, these will become routine. At the beginning it may feel strange, but it will soon feel normal and become part of our everyday life in school.

Support your teachers and follow the instructions you are given to help keep everyone safe. Our time in school is very precious and many students have been absent for school since March. This is

likely to mean that some learning has been missed, or perhaps misunderstood without the direct support of teachers. We will be helping all students to make as much progress as possible, giving you the support you need.

Help yourself to make the most of your time in school, and help your classmates to do the same, by working hard and supporting your staff. You will get lots of praise and encouragement and we will be making sure that there are lots of merits awarded for great work, helping others, and when you contribute positively to the school.

HIGH STANDARDS



Remember, our high standards apply to every student and our classrooms are safe places to learn and enjoy being together. Support your own learning, and that of others, by working together supportively and with dedication. We cannot allow anyone to disrupt learning in our school. **Any behaviour putting others at risk will be taken very seriously.**

Will there be extra homework in the Autumn Term?

No. We know that returning to school after a long time is likely to be tiring for students (and possibly staff too!). We will be setting homework, but no extra than normal. We may even set a little bit less at first to help you get settled back in!

Will the school close if there is a case of Coronavirus?

No. If there is one case of Coronavirus the school would not be closed. Students who had worked closely together may need to get a test and Public Health England would advise us on what we would need to do.

Remember that you must not come to school if you are unwell, and you must use the NHS Test and Trace system if you have symptoms. This way we can help contain the virus and make sure it doesn't spread.

Only if there were two or more cases would a class or bubble have to stay off school.

We will do all we can to reduce the risk of infection, stay open, and ensure that our school is safe for all our students and staff. This is so that you can return to school and carry on with your learning, without it being disrupted again.

How can you stop coronaviruses spreading?

If you need to cough or sneeze			You should wash hands with soap & water or hand sanitiser					
								
Catch it with a tissue	Bin it	Kill it by washing your hands with soap & water or hand sanitiser	After breaks & sport activities	Before cooking & eating	SCHOOL ETC. On arrival at any childcare or educational setting	After using the toilet	Before leaving home	

 Try not to touch your eyes, nose, and mouth with unwashed hands	 Do not share items that come into contact with your mouth such as cups & bottles	 If unwell do not share items such as bedding, dishes, pencils & towels
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What if there was an emergency in school?

If we had to evacuate the school we would still ask students to remain 1m apart, as long as it was safe to do so. Students will practice the fire evacuation drill in the first few weeks of term. Follow the instructions you are given by your staff and keep at least 1m apart where possible.

Who do I ask if I have questions?

Students will get additional time with their form tutors in September who will be able to answer any questions. On your first day in school you will be given important information and staff will continue to be on-hand to provide support and advice in the weeks that follow.



What day do I come back?

Year 7 will have two induction days on Thursday 3rd and Friday 4th September.

Years 8, 9, 10 & 11 will be invited in for individual tutor meetings on either Thursday 3rd September or Friday 4th September (you will receive personal letters detailing your meeting date and time). These meetings will be 20 minutes long with your tutor and one of your parents.

Year 12 will have an induction day on Thursday 3rd September and Year 13 will have Study Skills Day on Friday 4th September.

Normal school returns for everyone on Monday 7th September

	Thursday 3rd September	Friday 4th September	Monday 7th September
Year 7	Induction Day 1	Induction Day 2	The full school timetable starts as normal. Students should make their way to their tutor rooms for 8.45am.
Year 8	Individual 20 minute tutor meetings with parent/carer and tutor. (Exact date and time to be confirmed in a separate letter.)		
Year 9			
Year 10			
Year 11			
Year 12	Induction Day		
Year 13		Study Skills Day	

How long will school stay like this?

We will review our school routines regularly in the Autumn Term. We plan to do this at the end of September, just before half term, and at the end of the Autumn Term. We may adjust our plans and arrangements to make sure they are working as well as possible. Each time we review, we will ask students for feedback. You can help us by sharing your views and by listening to the views of others.

If we can, or if we need to, we will update our routines. For example, we may be able to re-start our afterschool clubs, or start to run school trips. We also may be able to relax the class bubble restrictions in Years 7, 8 & 9 and return to sets in English, maths and science.

And finally

We are all delighted that the school will be fully re-open in September. We are looking forward to welcoming you back to school and to supporting you to make a 'flying start' to the Autumn Term.

Our careful planning and dedicated staff mean you can look forward confidently, optimistically and enthusiastically to returning to school. We will do all we can to support you, to provide advice and to help you to settle in happily and make excellent progress in your learning.

If you do have any questions that were not covered in this handbook, please email us and a member of staff will be happy to help you.

In the meantime, have a great summer, stay safe and see you soon!