



Spring Term 2021 Planning for a safe return

(Implemented from 8th March 2021)

Parmiter's School

High Elms Lane, Garston. WD25 0UU





The government informed schools to prepare for a full-time return of all students from 8th March with the following essential measures in place.

- a programme of Lateral Flow Device (LFD) testing
- a requirement that people who are unwell or a confirmed COVID contact 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.

All school risk assessments have been updated in-line with government coronavirus (COVID-19) guidance and specific considerations for minimising contact between groups of students have been made. These include:

- Reducing contact between Year Groups through staggered lunch times, designated toilet facilities and break spaces and consideration of extra-curricular activities.
- Consideration of teaching spaces to allow as much social-distancing as possible within the classroom and students seated facing away from each other.
- Procedures for staff to ensure distance from students and other staff is maintained as much as possible.
- Enhanced cleaning arrangements across the school with a particular focus on areas used by more than one Year Group.

Further information and guidance is available at the following links:

[Government Guidance on Coronavirus](#)

[Government Guidance for Schools: Coronavirus \(COVID-19\)](#)



Planning For a Safe Environment



Spring term dates

Monday 8 March:	Year 11, 13 and siblings LFD testing
Tuesday 9 March:	Year 10, 12 and siblings LFD testing Year 11 and 13 students return to school
Wednesday 10 March:	Remaining Year 7, 8 & 9 LFD Testing Year 10 and 12 students return to school
Thursday 11 March:	Year 7, 8 and 9 students return to school
Friday 26 March:	End of Spring Term

Timings of the school day

The timings of the school day will remain as normal. Students are expected to be on-site by 8.30am. Registration will begin at 8.35am and the school day will end at 3.20pm.

Safety measures

Risk assessments have been updated to cater for the current situation and with the support and guidance of the academy governors, we have developed a protocol to facilitate a return to school which best ensures the safety of all members of the Parmiter's Family. We recommend that students and parents take some time to re-familiarise themselves with the protocols prior to their return to school. Form Tutors will remind students of these expectations during form time following our return to school. All measures in place have been implemented in the interests of the whole school community and in-line with government guidance. As has been the case throughout this academic year it will be necessary to update these protocols as public health advice is updated on a regular basis.

It is expected that students will adhere to our protocols at all times. Whilst we appreciate that adapting to new protocols will take time, any deliberate and wilful defiance of these measures that puts other students or staff at risk will be managed accordingly.

Parents will not be able to enter the school buildings, but in the event of an emergency, specific arrangements will be made with parents to allow safe collection of their child.

Principle of prevention

To minimise risk, we are adopting an approach of prevention. This requires good hygiene practices across the school, with all staff and students expected to follow protocol regarding hygiene and cleaning.

Please reinforce these messages for young people:

Wash Hands with soap regularly for at least 20 seconds

Catch Your Cough – use a tissue to catch it, then bin and kill it (give your child tissues to carry)

Don't Touch Your Face to help prevent spreading germs

Keep Your Distance – where possible stay 2m away from others from outside of your household.



Coronavirus asymptomatic testing programme

Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping us to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. We have a team of staff who have been trained to deliver on-site testing and this has been in place to test staff throughout the first half-term.

Each student will be tested three times on-site, prior to a nationwide move towards a home testing model. The first of the three on-site tests will take place prior to students returning to the classroom.

Following the initial on-site testing, students will be supplied with LFD test kits to self swab and test themselves twice a week at home. Parents must report the result of the test to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Once home testing is underway, we will provide details of how you inform the school of the test results.

A negative test result does not completely remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures at all times, including after a negative LFD result.

This testing programme does not replace the current testing programme for those with symptoms. Anyone who is showing symptoms of coronavirus (COVID-19) should not attend school and should book a PCR test through the government website. Close contacts of confirmed coronavirus cases must still isolate for 10 days from that contact, irrespective of a recent negative test result.

Contact tracing

In addition to the NHS Test and Trace currently in operation, the school will continue to implement an in-house contact tracing system, whilst informing Public Health England of any action taken. The tracing applies to anyone who has had contact with a confirmed coronavirus case in the 48 hours prior to the development of symptoms. Where the school is aware that a member of the school community has tested positive for coronavirus the school will contact the parents of any student who may have been in contact with that individual. Any confirmed contacts will be required to isolate for 10 days from the time of contact.

The school is committed to keeping all members of the school community informed when confirmed cases are identified and this will be communicated via email to parents.



Social distancing

Minimising contacts and mixing between people reduces transmission of coronavirus, this is important in all contexts. Whilst the government is clear that maintaining social distancing expectations of 2 metres are not possible within a school environment, schools have been asked to minimise contacts and mixing while delivering a broad and balanced curriculum. Secondary school age students are able to understand the risks and will be expected to act responsibly, distancing from others whenever possible, whilst both on and off the school site.

Face coverings

From 8th March, unless exempt, all students and staff will be required to wear a face covering at all times whilst on site other than in the following situations:

- Whilst outside at break and lunchtimes
- Whilst eating in indoor dining areas
- Whilst participating in Physical Education lessons and sports clubs

Staff will be permitted to remove their face covering whilst teaching only where 2m social distance from students can be maintained.

These measures are due to be reviewed by government prior to the Summer Term and will remain in place until at least Easter.

Members of the school community will not be required to wear face coverings in outside areas other than whilst travelling between lessons.

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

Where a child is unable to wear a face coverings, it is essential that parents/carers inform of us of this via the following link [Face Covering Exemptions](#).

It is essential that unless exempt students have a face covering with them at all times. It is responsibility of the parent to provide a face covering for their child. Unless exempt, refusal to wear a face covering will result in students working in isolation from their peers to ensure the safety of all members of the school community.

Deliberate and repeated refusal to adhere to the government guidelines on wearing a face covering will incur sanctions in-line with the school behaviour policy and may result in students being required to work from home until social distancing requirements are lifted.



Uniform

Students must wear full school uniform including blazers. As current government guidance states that we are required to continue to ventilate classrooms by leaving doors and windows open where possible, students should be reminded to wear additional layers of clothing during cold weather in-line with our Uniform Policy.

Movement around the school site

Students can move around outside without restriction. It is expected that students will adhere to the 2m social distancing guidance at all times where it is practicably possible.

Where it is possible, buildings will have a one-way system in operation. This will be clearly signposted and must be adhered to by all members of the school community. Details of these restrictions of movement inside of buildings will be communicated to students and clearly signposted.

All students will be required to line up outside at the start of each lesson. This will minimise the number of students together in the corridors and allow staff to carry out the hygiene protocol at the start of lessons.

Classroom protocols

This protocol supports our approach of prevention. All staff and students are required to follow protocol regarding hygiene and cleaning. Staff will lead on this, clearly instructing students as to the expectations.

- Before students enter a classroom, the teacher will spray each desk/work area with a sanitising product.
- As students enter the room they sanitise their hands; they may use their own sanitiser or that provided by the school.
- As students enter the room they collect a paper towel. They thoroughly wipe the desk and chair before they get out their equipment / sit down. Students should leave the paper towel under their desk and dispose of it as they leave the classroom.
- Where it is possible, students will be spaced around the class and not facing each other.
- Once the lesson has begun, students must not move around the classroom unless it is absolutely necessary, or there is sufficient space that they can maintain an appropriate distance from other students and the teacher.
- Windows and doors will be kept open to allow air to circulate.
- Air conditioning will not be used in any room.
- Where possible staff will maintain an appropriate distance from students. This will mean that staff will be unable to circulate around the class in the usual manner. Staff have been advised that they should avoid close face to face contact and minimise time spent within 2 metres of anyone.

Planning For a Safe Environment



Hygiene

All students and staff are expected to maintain excellent levels of hand and respiratory hygiene, and there will be increased signage around the school and reminders to students to encourage safe and responsible hygiene. Hand sanitiser will be available in teaching rooms and school entrances. Students and staff will also be encouraged to carry their own, personal supply of hand sanitiser.

Students must only use the toilet facilities allocated to their Year Group. This includes break / lunchtimes and during lessons. The only exception is an emergency during a lesson, when the student will be allowed to use the nearest available toilet.

Year 7 - MFL block

Year 8 - Gymnasium toilets

Year 9 - Geography block

Year 10 - Science and D&T blocks

Year 11 - English block

Sixth-Form - Conference Centre and Kester Ball House

Students with specific medical needs will also have access to the toilets in the Main Block outside Matron's Office.

Equipment

It is essential that students bring all of their required equipment with them on a daily basis. A list of essential equipment can be found in the pocket planner.

In practical subjects where shared equipment is essential, thorough cleaning procedures are in place to ensure that all equipment is sanitised between use.

In the event of closure

In the event of an increase in the coronavirus infection rate, Parmiter's School will follow all government guidance including enforced school closure. As has been the case during previous enforced school closures, our priority will be the ongoing safety, wellbeing and education of all young people in our care. We are well placed to make any necessary transition to online learning quickly and effectively, with as little disruption to our students' education as possible.





Work for students who are isolating

We fully appreciate the concerns you might have about your child's learning if they are required to isolate.

Staff will offer live streamed lessons to all students who are unable to attend school on a short term basis as they are isolating or shielding in line with government guidelines. It also extends to students who are absent for other **authorised** reasons.

Live streamed lessons involve the student accessing their usual classroom based lesson remotely, using the functionality within their Google Classroom. To do this they will need a suitable electronic device, such as a laptop, computer, tablet or chromebook. Mobile phones can be used if no other device is available, but are not ideal. As a minimum, the device needs speakers and a microphone (which will often be built into the device anyway). It is helpful, but not essential, if the device has a camera.

We expect your child to attend the live streamed lesson. We recognise that in some circumstances, a student may be too unwell to attend. Once well enough, they must start attending. As when students miss 'normal' lessons, if they miss a live streamed lesson they are expected to copy up work from one of their peers. Attendance at live streamed lessons will be logged by the teacher and monitored by Heads of Year.

Live streamed lessons will be available in all subjects, except for Years 7, 8 & 9 PE and Year 10 & 11 Games lessons. Instead, we ask that you encourage your child to remain active during their absence from school. There are a range of suggested activities available in their Google Classroom if they need ideas and inspiration.

Appendix 4 from our school [ICT & e-Safety policy](#) details our expectations of student conduct, good practice and acceptable use when attending a live streamed lesson. We respectfully remind you that the audience for live streamed lessons are the students of Parmiter's school. Students are expected to join a live streamed lesson from a suitable workspace that means other members of the household are not listening in or may disrupt a live streamed lesson. If this is not the case, the teacher may ask the student to leave the lesson.

Joining a live streamed lesson cannot replicate the learning experience in a classroom. There may be some classroom activities that students joining virtually cannot actively participate in. A live streamed lesson may vary in length; teachers will use their professional judgement as to whether the student is required to remain on the live streamed lesson for the full lesson, or whether once they have received instruction regarding the work they complete the set tasks offline.

We expect student behaviour in the virtual classroom to mirror that in the physical classroom, and I trust that we can rely on your support with this. The school [Behaviour Policy](#) applies, including rewards and sanctions. The school reserves the right to turn off a student's microphone, remove them from a live streamed lesson and/or deny them access to future live streamed lessons if their behaviour causes any disruption.



School attendance will be mandatory for all pupils from 8 March. The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Due to growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician.

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.

In the event of illness

Students should not attend school if they have coronavirus symptoms, or have tested positive in at least the last 10 days.

It is essential that the school is informed immediately of any student who develops coronavirus symptoms and that the school is also informed of any coronavirus test results at the earliest opportunity, irrespective of whether the result is positive or negative. This information should be communicated via email to attendance@parmiters.herts.sch.uk.

Parents of students who develop symptoms during the school day will be contacted via telephone. Students should be collected immediately and will be advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus infection', which sets out that they should self-isolate for at least 10 days. Students who have developed symptoms whilst at school will be isolated from the rest of the school community until they are collected.

If a student tests positive for coronavirus we have a duty to contact the health protection team, who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.



Attendance guide in the event of illness

What to do if...	Action Required	Only return to school when...
My child has coronavirus symptoms.	<ul style="list-style-type: none"> Do not attend school Contact school daily * attendance@parmiters.herts.sch.uk Self-isolate Take a coronavirus test Inform school immediately of the test result via the email address above 	The test result is negative.
My child tests positive for coronavirus.	<ul style="list-style-type: none"> Do not attend school Inform school immediately of the test result * Self-isolate for at least 10 days 	<p>Your child feels better and has self-isolated for 10 days.</p> <p>Symptoms such as a cough and loss of taste/smell may remain for several weeks after the infection has gone and pose no risk to others.</p>
Someone in my household has coronavirus symptoms.	<ul style="list-style-type: none"> Do not attend school Contact school daily * Self-isolate The household member should take a coronavirus test Inform school immediately of the test result via the email address above 	The household member's test result is negative.
Someone in my household has tested positive for coronavirus.	<ul style="list-style-type: none"> Do not attend school Contact school * Self-isolate for 10 days 	The student has completed 10 days of self-isolation.
NHS Test and Trace have identified my child as a 'close contact' of someone with symptoms or a confirmed case of coronavirus.	<ul style="list-style-type: none"> Do not attend school Contact school * Self-isolate for 10 days 	The student has completed 10 days of self-isolation.
We/my child has travelled abroad and has to self-isolate due to government quarantine regulations.	<ul style="list-style-type: none"> Do not attend school Contact school * Self-isolate for 10 days <p><i>Quarantine requirements and FCO advice should be considered before booking travel. Information regarding any absence should be provided to the school as per the school Attendance Policy.</i></p>	The quarantine period of 10 days has been completed.
We have received medical advice that my child must resume shielding.	<ul style="list-style-type: none"> Do not attend school Contact school * <p><i>Contact will be made by school within 24 hours regarding virtual learning provision.</i></p>	Restrictions are lifted.

* Year 7 - 11 via attendance@parmiters.herts.sch.uk
Sixth Form via K.Smith@parmiters.herts.sch.uk



Travel to and from school

We recommend that students and parents follow current government regulations whilst travelling to and from school.

In order to reduce the number of students in the same place at any one time we have made some changes to school entry and exit points.

Arrival at school

- Students arriving by car at the turning circle will come straight on to the school site via the traditional student entrance (Gates by D&T). Students should not gather outside the school gates or wait for others.
- Students arriving by bus must move away from the Sports Centre car park as soon as they get off the bus.
- Students who walk to school must enter through the Music Centre gate or the gate to the public footpath adjacent to the Crematorium.
- Students who cycle to school follow the usual protocol of getting off their bike in the turning circle and walking it down the pedestrian path next to the main drive.

Leaving school

- Students being collected by car at the turning circle may wait at the turning circle, but duty staff will disperse any groups that gather and remind students about social distancing protocol.
- Where possible parents are encouraged to collect students from an alternative point away from the school entrance. This will help to reduce the number of students gathering in this area.
- Buses will leave from the Sports Centre playground at 3:30pm. Students get straight on to the buses, adhering to the protocol below.
- Students who walk home must leave through the Music Centre gate or the gate to the public footpath adjacent to the Crematorium.
- Students who cycle home follow the usual protocol of walking their bike up the pedestrian path next to the main drive.

Protocol for students who travel on the school bus

- As it will not be possible to maintain social distance on school transport, **students must wear a face covering at all times**. Students will need to bring their own face covering as this will not be provided for them.
- Students must sit in their allocated seat on the bus. The Finance Team on bus duty will have details of allocated seats. Students who do not adhere to the seating plan will not be permitted to travel on the school buses.
- Students must use the hand sanitiser when they get on the bus.
- Students cannot buy a 'day pass' for the buses.

Lunchtime Procedures



In order to maintain a degree of distancing between Year Groups and to allow for cleaning between sittings, a number of procedural changes have been implemented.

Additional indoor and outdoor space has also been allocated with sufficient staffing present in each of the areas.

Lunchtime canteen arrangements

- Students are encouraged to bring a packed lunch to minimise the number of students who need to go through the canteen.
- Access to the canteen will be staggered so there is minimal overlap between students in different Year Groups.
- Period 4 teachers will accompany the Year 7 classes to the canteen for the time listed below.
- All Year 7 students are expected to remain in the Old Dining Hall or the Main Hall until 1:20pm.

Year group	Time students to arrive at canteen	Location	Additional information
7	1:00pm	Main Hall	All Year 7 students must come to the Main Hall/Old Dining Hall at 1:00pm. Students must not leave until 1:20pm. At 1:20pm students may go to the tennis courts.
10	1.20pm	New Dining Hall	Year 10 students may choose to eat their packed lunch under the covered seating area or on the Sports Centre playground. Students may take food bought in the canteen outside to the covered seating area.
11	1.20pm	Old Dining Hall	Year 11 students may choose to eat their packed lunch under the covered seating area or on the Sports Centre playground. Students may take food bought in the canteen outside to the covered seating area.
8	1.30pm	New Dining Hall	Year 8 students may choose to eat their packed lunch on the tennis courts or in the New Dining Hall. Food purchased from the canteen must be eaten in the New Dining Hall.
9	1.30pm	Old Dining Hall	Year 9 students may choose to eat their packed lunch under the covered seating area on the Sports Centre playground or in the Old Dining Hall. Food purchased from the canteen must be eaten in the New Dining Hall.
12 & 13	From 1.00pm	Old Dining Hall Cafe 6	Sixth form students must queue separately from students in other Year Groups.



Additional canteen arrangements

- Students queueing for the canteen must queue in pairs. It is not practical to enforce the 2m social distancing rule in this situation, but students should stand a sensible distance from each other so there is no physical contact. There will be markings on the floor/wall to indicate where students must stand.
- Site and canteen staff will be on hand to sanitise tables between Year Groups.
- Fingerprint scanning will be back in use with additional sanitising points to be used after a student touches the reader.
- Parents are encouraged to top up WisePay accounts online. Students who need to top up their accounts using cash can only do so using the machine in the Old Canteen.

Arrangements for students not eating in the canteen

Year Groups	Areas students may use
7 & 8	<p>Tennis courts. In use 1:20pm - 2:10pm. Subject to weather conditions students may use the grass area adjacent to the courts. Football will be allowed on the grass area. Some seating will be available on the tennis courts. Students are allowed to eat/drink in this area.</p> <p>LRC / Library. In use 1:20pm - 2:10pm. LRC will be staffed. Student numbers will be limited. Hygiene and cleaning routines must be followed.</p> <p>In the event of wet weather Year 7 students will have access to the Sports Hall and Year 8 access to the Gymnasium.</p>
9, 10 & 11	<p>Covered seating area / table tennis area. In use 1:20pm - 2:10pm.</p> <p>Sports Centre playground. In use 1:20pm - 2:15pm. Students are allowed to eat/drink on this playground. Students may play football.</p> <p>Subject to weather conditions students may use the grass area adjacent to High Elms Lane. In use 1:20pm - 2:15pm</p> <p>LRC / Library. In use 1:20pm - 2:10pm. LRC will be staffed. Student numbers will be limited. Hygiene and cleaning routines must be followed.</p> <p>In the event of wet weather, students in Years 9, 10 & 11 will have access to the following areas once their Year Groups have accessed the canteen.</p> <p>Year 9 - Old Dining Hall / Year 10 - New Dining Hall / Year 11 Main Hall</p>
12 & 13	<p>Sixth-Form students may use the Pavilion Patio and surrounding paved areas between 1:20pm - 2:10pm. No ball games will be permitted. Students are not allowed on the grass or the Astro. Students are not allowed inside the Pavilion.</p> <p>Students may use all Sixth Form areas but are only permitted to eat in Cafe 6 and the Common Room. Numbers in each area will be limited. There will be a booking system in place to pre-order food. Students will be encouraged to collect/eat food during period 4 when they are not in lessons.</p>

Breaktime Procedures



The canteen will be closed at breaktime. Students may bring snacks to school so they have something to eat at breaktime. During breaktime students may use the following locations.

Year Groups	Indoor	Outdoor
7 & 8	<p>New Dining Hall. Students may stay inside in the event of poor weather but will be encouraged to be outside at all other times.</p> <p>LRC / Library. Student numbers will be limited. Students will need to follow the hygiene cleaning protocol before using the computers or sitting at the tables on the library side.</p>	<p>Tennis courts. Subject to weather conditions students may use the grass area adjacent to the courts. Football will be allowed on the grass area. Some seating will be available on the tennis courts. Students are allowed to eat/drink in this area.</p>
9 & 10	<p>Old Dining Hall. Students may stay inside in the event of poor weather but will be encouraged to be outside at all other times.</p> <p>LRC / Library. Student numbers will be limited. Students will need to follow hygiene cleaning protocol before using the computers or sitting at the tables on the library side.</p>	<p>Covered seating area / table tennis area.</p> <p>Sports Centre playground. Students are allowed to eat/drink on this playground. Students may play football.</p> <p>Subject to weather conditions, students may use the grass area adjacent to High Elms Lane.</p>
11	<p>Main Hall. Students may stay inside in the event of poor weather but will be encouraged to be outside at all other times.</p> <p>LRC / Library. Student numbers will be limited. Students will need to follow hygiene cleaning protocol before using the computers or sitting at the tables on the library side.</p>	
12 & 13	<p>Cafe 6, Sixth Form areas.</p> <p>There will be a limit on the number of students allowed in each of the Sixth-Form areas. Eating is only permitted in Cafe 6 and the Common Room. If necessary, the Old Library will also be available. A contact free system for ordering food will be in place.</p>	<p>Sixth-Form students may use the Pavilion Patio and surrounding paved areas. No ball games will be permitted. Students are not allowed on the grass or Astro. Students are not allowed inside the Pavilion.</p>



Before and After School



Before school

Students should not be on site before 7:45am. Students who are on site before 8:30am may go to the following locations. Students can buy breakfast from the canteen. All students must be seated. There will be a member of staff on duty from 8:00am. Unless students are eating they will be encouraged to be outdoors.

The Learning Resource Centre and Library will be open to students in Years 7-11 from 8.15am.

Year Groups	Indoor	Outdoor
7 & 8	New Dining Hall	Covered seating area / table tennis table area. Students may eat/drink in this area.
9 & 10	Old Dining Hall	
11	Main Hall	
12 & 13	Cafe 6, Sixth Form areas, Form Rooms (where possible)	Pavilion Patio and surrounding paved areas. No ball games will be permitted. Students may eat/drink in this area.



After school

Students should not be on site after 3:45pm unless they are involved in a staff supervised activity or in the LRC / Library / Sixth form areas specified below.

Year Groups	Areas students may use
All	LRC / Library. In use 3:20pm - 4:30pm. LRC will be staffed. Student numbers will be limited. Hygiene and cleaning routines must be followed.
12 & 13	Common Room and Old Library only. In use 3:20pm - 4:30pm, Monday - Thursday.



Sixth Form students will adhere to all the guidance outlined in this document. However, the nature of the Sixth Form timetable means there are additional considerations and protocols:

- Kester Ball House - Sixth Form students must enter and leave via the main doors, keeping left both on the stairs and in the corridors. Sixth Form students **must not** use the English Block stairs (by Mr Porter's Office).
- Conference Centre - entrance via the main doors; exit via the fire doors.
- Sixth Form LRC - entrance via the main doors adhering a strict keep left policy on the stairs.
- Cafe 6 - entry via the doors next to E7; exit via the two fire doors (towards the Sports Hall and the Sports Centre playground).
- The area around the Sports Pavilion will be allocated for Sixth Form students. We will endeavour to make benches, tables and chairs available for use outdoors.
- Lunches must be pre-ordered via a Google Form - food will be bagged for collection. Students are encouraged to collect food during study periods.
- Cafe 6 will be not be serving food at breaktime but will be serving food that has been pre-ordered through Google Forms. However, students can use the seating in this area.
- To promote distancing, seating will be limited in the Common Room, the Old Library, the Sixth Form LRC, the Conference Centre, Cafe 6 and the Sixth Form Teaching Rooms. **The rule will be one student per seat.** We appreciate that there will be issues with space at breaktime and lunchtime, but it is important we are mindful of health and safety. Students are encouraged to be outside during these times. Some form rooms will also be available.
- Students will be expected to wear face masks in all Sixth Form areas unless they are eating. Any student who is exempt from wearing a face covering must inform either Mrs Rowland or Mr Porter.
- Students will be expected to stay in the same area during study periods. They should not wander around the site or move between the Sixth Form areas.
- Students will obviously be expected to follow the classroom hygiene and cleaning protocols in study areas, ie they wipe down the workspace and chair before they use it. Appropriate cleaning materials will be available.
- Year 12 & 13 do not have to attend registration **unless** they have a lesson period 1. Where a student does not have to attend registration, the expectation is that they arrive on time for their first lesson of that day. **Students must tag in.**
- Year 12 and Year 13 students will be allowed to leave the school site once their lessons have finished for the day. **Students must tag out.** Sanctions will be put in place if students abuse this privilege.
- Sixth Formers can leave the school site at lunchtime but must ensure they return promptly for period 5. Students will lose this privilege if they are late to period 5.
- Sixth Formers bringing cars on to the school site must park at the far end of the car park (past the Tennis Courts).

Sixth Form students take responsibility for their own behaviour and be mindful how they use the space afforded to them.

It is important that all students are considerate of why these protocols are in place.



We're aware that the lockdown has been a difficult time for many of us, in particular our students.

Please let us know if you think your children might need extra support when returning to school, such as if they feel anxious about coming back or they're experiencing bereavement. The best way to communicate this is via email to your child's Form Tutor and Head of Year. Our SENCO Miss Wood will be working with our Learning Support team to ensure our students with SEND receive any additional support that they may require.

Your child's Form Tutor should be the first point of contact for all general questions and enquiries. Our pastoral leaders listed below will be able to help with more significant concerns.

Head of Key Stage 3	Mr B Cummings
Head of Key Stage 4	Miss M Hall
Heads of Sixth Form	Mrs W Rowland (Pastoral) / Mr A Porter (Academic)
SENCO	Miss J Wood

Year Group	Head of Year	Deputy Head of Year
Year 7	Mr R Boyce	Mrs D Mullett
Year 8	Miss N Lincoln	Miss L O'Malley
Year 9	Mr J Buchanan	Mr B Swaile
Year 10	Mr T Perkins	Mr P Clark
Year 11	Mr B Poulton	Dr N Monks

Medical Enquiries

For any enquiries of a medical nature please contact our School Matron, Mrs Craigie on 01923 671424.

