



Autumn Term 2020

Planning for a safe school environment

(Updated 14 November 2020)

Parmiter's School

High Elms Lane, Garston. WD25 0UU





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

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

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.

For more information and guidance please follow this link: [Government Guidance on Coronavirus - Covid-19](#)

Available at the following link is a statement from the [UK Chief Medical Officers on schools and childcare reopening](#)



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Autumn term dates

Monday 2 November: Second half-term begins
Thursday 26 November: INSET Day (School closed)
Friday 27 November: Queen's Holiday (School closed)
Friday 18 December: Last day of term, school finishes at 12pm

Timings of the school day

The timings of the school day will remain as normal. Students are expected to be onsite 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 familiarise themselves with the protocols. Form Tutors will also go through these new procedures and logistics with all students during form time on the first day of term. All measures in place have been implemented in the interests of the whole school community and in-line with government guidance. 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 the new protocol at all times. Whilst we appreciate that adapting to this new protocol 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. A programme to educate students in the new protocol and practices will be put in place from September; all staff will be responsible for helping students understand, adapt and adhere to these.

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.

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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 previous social distancing expectations of 2m and 1m+ 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.

Testing

The UK Government advice does not currently support testing of asymptomatic individuals within a school setting. Anyone displaying symptoms of coronavirus will be isolated immediately – staff will be sent home, and parents will be asked to collect students straight away. We expect that anyone with symptoms will attend a testing facility, and will not be allowed to return to school until they obtain the test result and have followed any required period of self-isolation.

Contact tracing

The government has set up a contact tracing system to enable a swift and effective response to preventing the spread of the virus. The tracing applies to anyone a person lives with and anyone else who that person has been in close contact with in the 48 hours before the symptoms started and up to seven days after that person is isolated. 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.

Face coverings

From 2nd November, unless exempt, all students and staff will be required to wear a face covering in the following situations:

- Whilst travelling between lessons, both indoors and outdoors
- In all indoor communal areas unless seated in the dining rooms or communal work spaces.
- Students will continue to be required to wear a face covering on all school transport.

Members of the school community will not be required to wear face coverings in outside areas other than whilst travelling between lessons. There is no requirement to wear a face covering in lessons unless an individual risk assessment is in place for that particular teacher.

We are aware that there are some circumstances where students may not be able to wear a face covering. Where a child is unable to wear a face covering parents are asked make us aware of this via the following link [Face Covering Exemptions](#).

There is an expectation that all members of the school community are respectful of each other's right to wear PPE if they choose to do so.



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 as the weather gets colder 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 1m+ 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 on their return.

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 / fans 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 1 metre of anyone.

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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 the short term there will be no use of shared textbooks and students will not have their exercise books collected by staff, this will be reviewed regularly. Students may be issued with textbooks for their own use only. Until the decision is made to allow staff to collect exercise books, alternative methods of assessment will be used to gauge student progress.

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 was the case during the last forced school closure, our priority will be the ongoing safety, wellbeing and education of all young people in our care. As a school we have invested heavily in the development of our digital provision over the past few months, including training for the entire staff body. 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.



National lockdown - from 2nd November

The government has issued additional guidelines that apply during the period of national lockdown. As a result we have had to implement the following measures.

- Suspension of extra-curricular activities after the school day.
- Suspension of after school detentions.

During this period, we ask that all students leave the school site by 3.30pm at the end of the school day. Supervision of those students for whom it is essential that they remain in the LRC for child care reasons will be supervised by the Senior Leadership Team until 4.30pm. All students must be collected by this time. The Sixth Form LRC and Study areas will be closed to all students from 3.20 each day.

We are disappointed to not be able to deliver any extra-curricular provision after school hours as we appreciate the benefits and enjoyment that this brings. We are grateful to our Music department staff who are planning to deliver extra-curricular sessions during registration, morning break and lunchtimes. Similarly, our PE staff who will offer clubs during lunchtimes. Students who attend lunchtime sports clubs will be able to remain in their kit for Period 5 lessons. If your child plans to attend a lunchtime club, please provide them with a packed lunch as they will not have the opportunity to get an early lunch in the school canteen.

Educational visits

The UK government continues to advise against domestic overnight and overseas educational visits at this stage, but there are plans to allow non-overnight domestic educational visits in the Autumn term. We will continue to monitor the latest government advice and will keep parents and students informed of any developments.

Our Duke of Edinburgh programme has continued during the Autumn Term with amendments made to ensure that we are compliant with government guidelines.





Curriculum

We are committed to all Parmiter's students studying a broad curriculum. Despite some recent media suggestions that schools may reduce the breadth of curriculum available, this is not an approach that we will be taking at Parmiter's. Having the opportunity to study a wide range of subjects is crucial in developing a breadth of knowledge, a range of skills and allowing students the opportunity to explore where their future interests and passions may lie.

All subject leaders have interrogated their schemes of work and carefully thought about the topics students will study when they first return to full-time school in September. They have reflected on the key concepts, skills and knowledge needed in order to allow students to progress in their subject, both in the short and long term. Teachers will be ensuring students are secure in these key areas. This does not mean students will be formally tested on return, but that teachers will be assessing on an on-going basis in lessons and adapting teaching and support as needed.

In some subjects, students are taught in groups other than their form groups. Where these groupings are organised by ability, departments will be reviewing groups more regularly than in previous years. We ask that you respect the judgement of our teachers and subject leaders who have placed your child in the group they think most appropriate for September.

Bring your own devices (BYOD)

In the current circumstances we appreciate that staff and students may be keen to use their own laptop devices during lessons. We have changed our school BYOD policy to reflect this. Before bringing a laptop device in to school, parents/carers and students must read the BYOD policy. ([LINK](#))

We encourage all Sixth Form students to bring a laptop or a tablet, not just for lessons but also for their study periods as some study areas do not have IT facilities.

There is **no requirement for Parmiter's students to bring their own laptop device into school**, but they may if they wish and believe it would be beneficial to their learning. Students will **not** be at a disadvantage in class if they do not have their own device. Students will use their device under the direction of the class teacher and must recognise that there may be some activities where the use of a laptop device is not appropriate. Usual confiscation rules apply with the teacher's permission.

Please be reminded that **the school accepts no responsibility for loss or damage of devices and has no insurance in place for such issues.**





Work for students who are unable to attend school

We fully appreciate the concerns you might have about your child's learning if they are required to isolate. Please be assured we are adapting our plans to the ever changing circumstances and we are constantly reviewing how we best support students both on site and remotely.

Google Classroom

In the Google Classroom, under the 'Classwork' section, students should look for a section titled 'Work for absent students' (they may need to scroll down to find this section). Here, teachers will document the work covered in each lesson. We ask that you are understanding that staff have full timetables and whilst they are endeavouring to post instructions and any relevant materials as the lesson takes place, this is not always possible. We ask that you and your child are flexible, and complete the work as it becomes available even if this does not follow their usual school timetable.

Where it is possible, staff will use the Google Meet function within Google Classroom to allow students to attend the lesson remotely. This is currently focused on students in Year 11, 12 and 13, but some staff may be able to offer this for students in other year groups where group sizes etc allow this. Please be understanding that 'live' lessons are not always possible depending on the activity and/or the room in which the lesson takes place; please bear with us whilst we all explore this new way of working.

Where a 'live' lesson is offered, we would expect your child to attend. Their teacher will let them know that they are able to join the 'live' lesson - usually this will be done by a notice on the stream of the Google Classroom. The link to join the 'live' lesson is in the header section when you are in the stream section/tab of the Google Classroom. Any students joining a 'live' lesson must read the Student conduct, good practice and acceptable use when using Google Meets (live lessons) document attached to this e-mail. Failure to conduct themselves appropriately when joining a lesson via Google Meets will result in them being unable to use this functionality in future.

Show my Homework

Until the end of the Autumn Term, students in all years must note that homework will continue to be set on Show My Homework, so they must continue to check this as well.

In the Event of Home Learning

During any period of learning at home, we expect students to be proactive and independent. They should regularly check Google Classroom, Show My Homework and their school e-mail. Where necessary they should independently research topics covered in lessons so they can complete any set tasks. Working at home will not replicate being in the classroom, but our aim is that your child can re-join their class without any significant gaps in their learning.

Your child will need a suitable device (e.g. laptop, tablet, chromebook, mobile) with internet access to use Google Classroom. When joining a live lesson, your child will need a device with a microphone, and ideally a camera so they can interact with the teacher. If your child does not have access to such a device, please contact the relevant person listed below so we can find a way to support you.

- Sixth Form students please contact Mr Porter at a.porter@parmiters.herts.sch.uk
- Year 10 & 11 students please contact Ms Hall at m.hall@parmiters.herts.sch.uk
- Year 7, 8 & 9 students please contact Mr Cummings at b.cummings@parmiters.herts.sch.uk



Attendance will be mandatory from September, as the government expects all students to attend school. The usual rules will apply, meaning we'll be recording attendance and following up on any absences.

If your child has been staying at home due to shielding guidance, the government paused this guidance on 1 August. Currently the government expects all students to return to school from September and this guidance will be continuously reviewed in relation to local and national infection rates. However, if you've received clinical or public health advice that your children should still remain at home, please let us know and continue to follow that guidance.

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 and should arrange to have a test to see if they have contracted coronavirus. 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 14 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 via 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 via attendance@parmiters.herts.sch.uk 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 via attendance@parmiters.herts.sch.uk 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 via attendance@parmiters.herts.sch.uk Self-isolate for 14 days 	The student has completed 14 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 via attendance@parmiters.herts.sch.uk Self-isolate for 14 days 	The student has completed 14 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 via attendance@parmiters.herts.sch.uk Self-isolate for 14 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 14 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 via attendance@parmiters.herts.sch.uk <p><i>Contact will be made by school within 24 hours regarding virtual learning provision.</i></p>	Restrictions are lifted.



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 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.
- The school bell will ring to indicate the times Year 9, 10 & 11 can come to the canteen.
- All Year 7 students are expected to remain in the Dining Halls or the Main Hall until 1:20pm.

Year group	Time students to arrive at canteen	Location	Additional information
7	1:10pm	Old Dining Hall & Main Hall	All Year 7 students must come to the Old Dining Hall / Main Hall at 1:10pm. Students must not leave until 1:20pm. At 1:20pm students may go to the tennis courts.
8	1:20pm	New Dining Hall & Main Hall	At 1:20pm Year 8 students must go to either: The New Dining Hall / Main Hall or the tennis courts.
9	1:30pm	Old Dining Hall & Main Hall	Year 9 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 seated area.
10	1:45pm	New Dining Hall	Year 10 students may choose to eat their packed lunch under the covered seating area or on the Sports Centre playground at any time. Students may take food bought in the canteen outside to the covered seating area. The school bell will ring at 1.45pm to indicate to students that they can access the canteen.
11	1:45pm	Old Dining Hall	Year 11 students may choose to eat their packed lunch under the covered seating area or on the Sports Centre playground at any time. Students may take food bought in the canteen outside to the covered seating area. The school bell will ring at 1.45pm to indicate to students that they can access the canteen.
12/13	from 12:30pm	Old Dining Hall or New Dining Hall	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 1m+ 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.
- The fingerprint reading machines will not be used. All students will be issued with a contactless card to replace the fingerprint system. In the event that a student loses their card, replacement cards can be purchased at a cost of £3.
- 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 1:00pm - 2:15pm. 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 - 2:15pm. 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 - 2:15pm.</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 - 2:15pm. 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 - Main Hall / Year 10 - New Dining Hall / Year 11 Old Dining Hall</p>
12 & 13	<p>Sixth-Form students may use the Pavilion Patio and surrounding paved areas between 1:20pm - 2:15pm. 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 but will be encouraged to be outside.</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 but will be encouraged to be outside.</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 but will be encouraged to be outside.</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	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 not be serving food at breaktime. 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.
- 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 students are expected to attend registration unless they have permission otherwise.
- Year 13 are allowed to come in for their first lesson with permission from the Sixth Form Team. **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	Mrs D Mullett
Year 9	Mr J Buchanan	Mr B Swaile
Year 10	Mr T Perkins	Mr P Clark
Year 11	Mr B Poulton	Mr N Monks

Medical Enquiries

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

