

Processes in place for the autumn term – The Marches School

All normal rules, processes and expectations such as uniform and phone policy will apply in September as they have always done.

Students will have a number of new systems and structures to learn and just as businesses reopening have needed to take time to train their staff, we are extending the return of year groups so that we can focus on a year at a time each day.

Return to school plan:

Years 7 and 12 – Wednesday 2nd September

Years 11 and 13 – Thursday 3rd September

Year 10 – Friday 4th September

Year 9 – Monday 7th September

Year 8 – Tuesday 8th September

The latest government guidance “Guidance for full opening: schools, 2nd July 2020” focuses on minimising the risk of transmission of coronavirus (COVID-19) in school. This is public health advice, endorsed by Public Health England (PHE).

In responding to this guidance, we have sought to put in place sensible and proportionate protective measures for students and staff. We have used the guidance to apply all measures possible in our setting to reduce the risk to the lowest reasonably practicable level to prepare for the return of all year groups to school full-time from the beginning of the autumn term for high quality education that enables them to thrive and progress.

We will keep our measures under review and update as necessary. Our review will include visits from the Trust health and safety lead, to observe our measures in action and student/parent and staff voice as well as close scrutiny of any updated government guidance. We will ensure that controls are effective and work as planned.

We have revisited and updated the school’s risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term. We have also considered our risk profile.

We aim to keep our parents and carers fully informed at all times and welcome feedback.

This document is a guide to the measures in place at school. It should be read alongside our:

Student behaviour protocol

Year group videos

Our full risk assessment

Travel Guide

Attendance Guide

Essential measures include:

- 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

We will, as much as possible:

- Group children together in their year group
- Avoid contact between year groups
- Arrange classrooms with forward facing desks
- Maintain staff distance from pupils and other staff as much as possible

Prevention

We ask that families inform the school immediately of the results of any COVID-19 test.

All students, staff and other adults who have COVID-19, or live with someone with COVID-19 must stay at home and follow the government regulations for quarantine.

All students, staff and other adults displaying COVID-19 symptoms must not come into school.

Students displaying signs during the school day will be isolated and sent home, with all risk assessment measures followed.

All students will clean their hands with gel provided at the start of their morning tutor session, at the start and end of every lesson, and before joining the lunch queue and after eating. Students may also bring their own hand gel into school.

Tissues will be provided in rooms and round site to allow for the “catch it, bin it, kill it” approach. Bins will be provided in all rooms.

All surfaces will be sprayed with standard products at the end of every lesson; students will dry their desks and chairs as they enter the room.

Essential equipment should be brought into school by each student, as listed in the school planner. These should not be shared. Subject specialist equipment use will be minimised. Where it is needed, it will be thoroughly cleaned or left for 48 hours between use.

Doors will, as much as possible, be kept open.

Students should always wash their hands with soap after using the toilet.

Face coverings are not recommended by government at this time. Students wearing a covering to school (with public buses requiring them) should follow the system for correctly removing and disposing or storing these – see later in this document.

To reduce the number of contacts between students and staff, our year groups are taught in year groups and have designated separate social spaces. Access to the restaurant will be by year group by a staggered system under the control of staff as demonstrated in the **year group videos**, with cleaning between each sitting. Access to food at break will be in purpose built canteen stations in each social space.

Each year group will have indoor provision for wet break/lunch separate from other year groups.

Assembly and whole school assembly will not take place in the autumn term, there will be a staggered start and end to the day, inside spaces will operate a one-way system and students will be supported to maintain a social distance when moving outside between lessons.

Staff in school will be maintaining distance from students and staying at the front of their classrooms where possible. Our students should also maintain social distances where they can – doing this even some of the time will help.

Classes have been set up to ensure students are not sitting face to face.

Staggered starts will be in place. Years 7, 8, 9 and Sixth Form students should arrive for 8.30am as normal and move straight to their line area. Where possible, Years 10 and 11 should arrive at 8.50am and go straight to their tutor lines. Where students arrive early, they should only wait in their tutor lines.

Students should not arrive to school before 8.30am when supervision begins.

It is recommended that, where possible, students walk, cycle or are driven in to school.

At the end of the school day, students' exit will be staggered over 10 minutes. Some students will not leave their rooms until 3.10pm. Buses will be held back accordingly.

Years 7 and 8 will leave at 2.50pm

Years 9 and 10 will leave at 3.00pm

Years 11 and Sixth Form will leave at 3.10pm

Other than students with a pass due to medical needs, there are no facilities for parents to wait in cars on site at the end of the day – arrangements must be made to collect students at a site distant from the school, as is current practice.

Gathering outside school will be discouraged.

Clubs and enrichment opportunities will continue where possible, but these will be year group specific. Some clubs, such as school choirs and band, will need to continue remotely.

Adapted curriculum – staff will adapt their plans to reduce specific risk following the guidance, for example, singing in music lessons carries increased risk.

Response to any infection

We will engage fully with the NHS Test and Trace process to manage any confirmed cases of Covid-19 within the school community. A local outbreak will be contained by following local health protection team advice.

Students with a permitted reason to be unable to attend school at any time

All teachers will add their lesson resources to their class Team as soon as practicably possible as a routine for all lessons, even if they have full attendance. Students will access them online. Where appropriate, specific support for a student absent with a permitted reason will be provided by email or direct message on Teams. This will be in a timely manner, though not always before a lesson.

Any assignments set by a teacher on Teams are expected to be completed and returned to deadline.

Marking will be in line with our assessment policy, it is not appropriate therefore to formally mark all electronic work that students return.

Future potential local lockdown

If the school is directed to close or partially close due to Covid-19, affected classes will revert to online learning. Teachers will be in lessons virtually and all students are expected to attend their sessions following their normal timetable, completing and handing in assessments to their deadline.

Reception

Reception will be open from 1st September 2020 for visitors with a booked appointment only. Please do not enter reception without an appointment. Adults not employed by the school are not permitted onto the rest of the school site, as current practice.

Lunches and food available on site

As seen on our videos, each year group has a dedicated social space. Each space will be serviced by a food trolley with hot and cold options **at break**. Certainly initially, all purchases there (**at break**) will need cash payments with students in receipt of free school meals provided with access to their daily allowance, with any spend entered into the system ready for lunch.

Our restaurant is only available for lunch. Students will pay for this using the normal biometric system – using the gel at stations before and after using the machines. Students other than Years 7 and 11 will have less time in the restaurant, with the priority being that all students who wish to purchase food are able to do so. Students will only be able to pass through once with their year group.

Sixth Form are not allowed into the restaurant at any time. Their food bar will operate at break and lunch as it currently does. Students should ensure they give restaurant staff working there the distance they need.

Students may of course bring in packed food and snacks as usual if they prefer not to use the systems in place.

All students should bring bottles for water as single use plastics are not sold in the school.

~~Students with money on their accounts are asked to leave it there until Covid-19 restrictions are eased and the finger machines and electric payments are restored. Families unable to do this should contact the kitchen team in the first instance.~~

Removing face coverings at the start of the school day

Students arriving at school wearing a facemask must follow the Government protocol for the safe donning and doffing and disposal/storage of face coverings.

On arrival to school

Walk to the provided station by the main door near the Maths block. On wet days, this will be inside school by the Hall door.

Hands will be sanitised before the face covering is removed using the provided gel.

Once the mask is removed, single use masks must be disposed of in the provided medical waste bin with the yellow liner. Reusable face coverings should be stored in a zip lock plastic bag which a student must bring to school for this purpose.

Hands will be sanitised again with gel and students are encouraged to then wash their hands at the hall toilets with soap and water.

Students should then make their way straight to their year group registration area.

Before leaving school

Students should sanitise their hands using the gel provided in their classroom before donning their face covering.