



Guide to Year 10 returning to school
15th June 2020

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Introduction

Welcome to our guide for returning to school

As part of the next stage of the COVID-19 response, the Government confirmed that secondary schools can start offering some face-to-face support for students in Year 10 from Monday 15th June. However, it is important to stress that the Government advice states that remote learning should remain the predominant mode of education.

The guidance instructs secondary schools and colleges to:

- ensure that only a quarter of students in Year 10 are in school at any one time
- aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping students 2 metres apart from each other where possible
- plan that classes are no more than half their usual size, to allow sufficient distancing between students. However, this may vary due to individual school circumstances (for example a larger group could be taught in a larger space provided social distancing can be maintained and mixing is minimised)

While we are excited to get students back to school, safety remains our ultimate priority. We are focused on ensuring students enjoy being back in school and that we address their gaps in learning to ensure they are as ready as possible for transition in to their new year group in September.

However, COVID-19 continues to pose a threat and we will need to introduce new operating procedures across our school to minimise the risk of infection and enable our trained practitioners to continue supporting the emotional, educational, and general wellbeing of our students. This means that school will look very different upon our return and almost everything your child is used to in a normal school environment will have changed.

What is the purpose of this document?

This document helps to explain these changes, helping to prepare you and your child for what to expect between now and the end of term.

We hope this document will:

- Give you an outline of what our new school environment will look and feel like
- Reassure you that we will do everything we can to ensure our schools are as safe as they can be for students and staff
- Help you to make the decision about whether or not you feel returning to school is right for your child at this time
- Support you in preparing your child to return to school

We hope that you understand our decision and that you continue to support us in providing an education for all of our students, whether they attend school or not.



Our Approach

Our overall approach

We will tread carefully, but with purpose. Following guidance from the Department for Education and our own additional measures, the Brooke Weston Trust COVID-19 protocols are designed to create protective 'pods', which limit social interaction between groups of students and staff teams. There is more detail about these pods later in this document.



We are confident that the procedures outlined in this document offer the safest environment possible for our students, staff and their families whilst enabling us to deliver subject specialist teaching. We have carried out a detailed evaluation of the level of risk across our schools and this has provided a clear picture of the challenges and the measures we needed to put in place to ensure that all students, parents, and staff are entering an environment that is as safe as possible.



We were supported in our planning with input from teaching and support staff, Brooke Weston Trust specialist colleagues and, importantly, an independent health and safety professional who has visited our schools and will be returning regularly to see how we are operating during June.

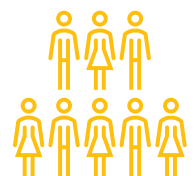


While we are excited to get students back into school, we know it is important to share the realities of the situation with you and to help you make sure this is the right decision for your child. If you would like to talk this through with a member of staff in more detail, please call the office on 01536 213100.

Our key principles

Government guidance is very clear that social distancing guidelines need to be maintained to keep our students safe. We are introducing the following measures to help keep school as safe as possible for our students:

- If any member of your household displays symptoms of COVID-19, your child must not come into school and we advise that your household follows NHS isolation, testing and track and trace guidelines
- To adhere to social distancing measures, students will be organised into pods. There will be no more than 19 students per pod.
- We will mostly be utilising our theatre space as this far a bigger space than our classrooms and the desks can be spaced out well.
- School will be strictly organised so 2 metre social distancing can be observed by every student. There will be clear signage and markings on the floor to support this. Each student will sit at an individual desk spaced 2 metres apart from others and there will be no sharing of equipment.
- Students may not always have their regular teachers, but we have organised it in this way so that we can guarantee subject specialist teaching.



School Day Information

Changes to the school day

School will start reopening for some Year 10 students on Monday 15th June. Government guidance states that only a quarter of students in Year 10 are in school each day. Therefore we will be operating a rota system. The covering letter to this document will confirm what day your child can attend school.



The school day

The details of the timetable for the day will be outlined in your letter. An example of the school day is shown below:

Arrive at school	09:15 – 09:25
Session 1	09:30 – 10:15
Session 2	10:15 – 11:00
Break	11:00 – 11:15
Session 3	11:15 – 12:00
Lunch break	12:00 – 12:25
Session 4	12:25 – 13:10
Session 5	13:10 – 13:55
Break	13:55 – 14:00
Session 6*	14:00 – 14:45*
Session 7*	14:45 – 15:30*

*some students will not be required to attend these sessions if the subject on offer is not studied. These students will leave site after their final lesson. These details will be in your letter. Students will not be able to remain on-site.

The curriculum

On the day students are in school the following lessons will be delivered to all students: English, Maths, Science.

The following subjects will also be on offer and if your child normally studies these subjects they will take part in these lessons also: History, Geography, German.



Contingency plans

Schools will always need to make sure there is the right ratio of staff to students. In the unlikely event that we need to review the provision we are able to provide based on staff absence, our highest priority will be to support key worker children and vulnerable students.



If there any changes to the provision at any stage, we will get in touch with you as soon as possible to let you know of the changes to the arrangements.



Preparing for opening

Booking your child's space at school

We have provided a form for you to complete to register your intention to send your child back to school from 15th June until the end of term, details are provided in the letter.

We will need you to indicate **YES** or **NO** as to whether your child will be attending. If your child does return to school, normal attendance procedures will apply. This means that if your child is unable to attend school for any reason, you must inform the school on the morning of absence by calling school reception.



If you confirm with **NO** or do not complete the booking form, we will **NOT** allocate a space for your child. If you are choosing **NOT** to send your child into school at the present time, you will be asked to provide a reason for your decision. This is because we are required to submit information on school absences to the government so the data can be used to help manage the impact of and response to COVID-19 on the education sector.



Lunch arrangements

All children attending will be provided with a free packed lunch in week 1. We will keep this under review and advise you of any changes. We will be contacting you weekly regarding lunch so that we can ensure a sufficient number of meals are provided.

Pods

All students will be placed in groups known as pods. The aim of these pods is to minimise contact with other students, and reduce the risk of spreading COVID-19.

There will be no more than 19 students in each pod and your student will be in the same pod every time they come into school.

This will more than likely mean that your child is not being taught by their usual teacher.

The pod will be taught together and will have breaks and lunchtime together.



Behaviour

We have updated our behaviour policy to reflect the government's COVID-19 guidance for schools. Our new behaviour policy can be read in the [Year 10 wider re-opening](#) section of our school website.

All students will be required to adhere to the behaviour policy as normal. If anyone consistently breaches these requirements, they will be sent home, parents will need to immediately collect them and they may not be able to return to school until September.



Drop off and collection

Travelling to school

The scientific guidance is clear that the greatest risk to students returning to secondary school relates to their social interactions outside school. This includes travel to and from school and their social gatherings after school.

It is therefore important that students do not mix with peers outside of their pod group on their way to and from school. We ask parents to support us by restricting contact with others outside of school hours, in accordance with government guidance.

Where breaches are reported, the school will follow the latest government guidance.

We also strongly recommend that students walk or cycle to school to avoid a build up of cars and movement of people on the roads surrounding school.

Following recent government guidelines, those using public transport must wear a face covering on their journey to help reduce the risk of transmission where social distancing might not be possible.



Drop off and collection

Please note that parent/carers will not be permitted access onto our site either as a pedestrian or in a vehicle. If you are dropping your child off please choose a safe area to do this outside of our school grounds. Your child will then be able to access school at the front entrance via our pedestrian gate. If your child is registered disabled and you require vehicular access, please call reception and this will be arranged.



When collecting your child you will need to organise with your child where to collect them as there will be no access onto site for parents/carers without prior arrangement.

Social distancing

Parents/carers

- Parents/carers must **NOT** approach staff at the academy entrance and will not be allowed into school, including reception areas. All contact will be via email or telephone, and any messages for specific staff must be telephoned through to the school office to be passed on.
- We strongly advise that students walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school. Students should not enter the site more than 5 minutes before their allocated arrival time.
- Students need to leave the school premises promptly and must not congregate in groups outside the school.



Social Distancing

In the learning areas

- Each pod of students will be kept completely separate and will not mix with any other group.
- Students must maintain social distancing. We appreciate it will be very difficult for them, but students must not have any physical contact with each other, including hugging or shaking hands, each pod must remain at least 2 metres apart at all times.
- Students will spend a large portion of their day sat at a table completing work and receiving 'lecture' style lessons.
- Students in Year 10 will be provided with an exercise book and stationery to use in the lesson, they will not be allowed to share. These must then be taken home in a bag and brought back in for the next lesson.
- All personal items must be kept in a bag and accessed only by the owning student. Bags will be kept under the students allocated desk and all items must go home with the student.
- Students cannot access books from the school library or use the lockers.
- If your child has an educational health care plan, a risk assessment will be undertaken to establish if it is safe for them to return to school. We will discuss this with you individually if this affects your child



Breaks

- At lunch-time students will have a separate space to eat and a designated area of outside space to use.
- Students should eat breakfast before coming to school. They may wish to bring a snack for the morning break time.
- It would be advisable for students to bring their own water bottle for the day. This can be re-filled at school if necessary.
- The school will provide a packed lunch for all students in week 1 and this needs to be booked in advance when parents book attendance for students.
- When moving to breakout areas, students will be staggered and must observe social distancing rules at all times.
- Students will be allowed to use the allocated toilet as required during the course of the day. Staff will be monitoring the flow of students to the toilet to ensure social distancing.
- The students will eat their lunch in their pod in a designated breakout area. Pods will not mix during break and lunchtimes.
- All students will leave the school on a staggered basis as directed and in accordance with the timetable.

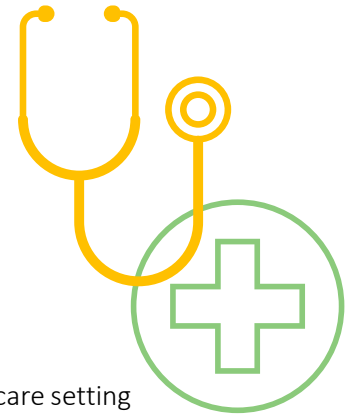


In the event of illness

Symptoms of COVID-19

The main symptoms of COVID-19 are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



The Government encourages staff and students attending an education or childcare setting to get tested if they display symptoms of COVID-19. The Government has also introduced a test and trace system. For an overview of the NHS test and trace service, including what happens if you test positive for COVID-19 or have had close contact with someone who has tested positive, please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

What will happen if a pupil or staff member shows COVID-19 symptoms in school

In the event of a student developing symptoms of COVID-19 whilst attending school, parents will be contacted **immediately** and must collect their child **immediately**. The family will be advised to follow NHS guidelines and not return to school until the isolation period is over and their child is no longer symptomatic. If the symptoms are confirmed to be COVID-19, the school will contact Public Health England (PHE) immediately and act according to their advice.

Parents will need to make sure they are able to collect their child immediately if needed. We recommend that you talk to your employer about these arrangements as soon as possible if another adult in your household cannot do this for you.

While awaiting collection, a student displaying virus-like symptoms in school will be isolated with a specially designated member of staff in a previously identified room or area. If possible, a window will be opened for ventilation. Suitable PPE, including a mask, will be provided to the colleague to safely isolate with the student. Once the student has been collected, the area used to isolate them will be thoroughly cleaned by a colleague wearing appropriate PPE. We will consult with Public Health England (PHE) and will follow their advice.

In the event a member of staff develops COVID-19 symptoms whilst working they will be provided with a mask to safely exit the building and advised to return home immediately. They will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to work until the isolation period is over and they are no longer symptomatic. We will consult with Public Health England (PHE) and will follow their advice.

What you should do if your child or a member of your household shows COVID-19 symptoms outside of school

Your child should **not** come into school and we advise that your household isolates at home in line with the NHS guidelines. Your child should not return to school until the isolation period is over and they are no longer symptomatic.

Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out a number of measures too.

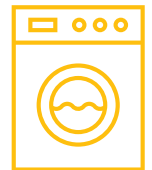
Our promise to you

- Cleaners will be in school throughout the day to regularly clean classrooms, toilets and corridors.
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day.
- Staff will clean down contact surfaces and common touch points regularly.
- All students and colleagues must thoroughly sanitise their hands upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating and handling of resources.
- All waste will be disposed of in a hygienic and safe manner.
- On their desk, each student will have their own equipment and these will not be shared with other students.
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety. This may mean we don't offer learning experiences that involve materials which cannot easily be washed.



What we expect from you and your child

- Students will be provided with an exercise book and stationery. They should take this home with them. They will need to bring all of these resources with them the next day that they attend.
- Students can bring in packed lunches. They will be kept with the student throughout the day and will not be stored elsewhere. Lunchboxes should be cleaned thoroughly each day.
- For the remainder of this academic year, students do not need to wear school uniform but clothing will need to be appropriate for school.
- It is expected that students' clothes will be washed when they arrive home and they will attend school in fresh clothes the following day.



Useful information

Contact details

Telephone: 01536 213100

Email: enquiries@corbytechnicalschool.org



COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

NHS Test and Trace

The NHS test and trace service:

- ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents
- helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus

For an overview of the NHS test and trace service, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive, please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>



NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.