



Brooke Weston Trust



**Your guide to returning to school
2020-2021**

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Introduction

Welcome to our guide for returning to school

While we are excited to get all our students back to school in the new term, safety remains our first priority.

We have taken time to review all of the government, DfE and Public Health England guidance and are confident that our procedures and operational structures will minimise risk and provide everyone in our schools with as safe an environment as possible.

We are absolutely focused on ensuring all students return to continue with their learning and we have in place a clear strategy based on - **Re-open, Return, Recover.**

We will **re-open** for all students

We will expect all students to **return**

We will implement a carefully planned curriculum to ensure students **recover** their lost learning

Our core priorities

As we re-open, we will be totally focused on three core priorities.

1. Maintaining our rigorous procedures to minimise risk of infection
2. Supporting students' wellbeing
3. Closing students' gaps in learning and ensuring their progress is accelerated

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 educational and general wellbeing of our students.

This means that school will look different upon our return and some of the structures and experiences your child is used to in a normal school environment will have changed.



Introduction

What is the purpose of this document?

This booklet sets out guidance for the full reopening of our school for the start of the Autumn Term 2020.

It is intended to give you an outline of what our new school environment will look and feel like and reassure you that we will do everything we can to make our school as safe as it can be for students and staff.

This booklet explains changes to the way we would normally operate and support you in preparing your child/ren for a successful to return to school. These changes have been informed by the DfE guidance issued to school on 2 July 2020.

The measures set out in the DfE guidance provide a framework for school leaders to put in place proportionate protective measures for students and staff. They are intended to ensure all students receive a high quality education enabling them to thrive and progress. We have been asked to minimise the number of contacts each student has during the school day to reduce the risk of transmission.

This booklet clarifies how we will meet your expectations for supporting your child on their return to school and how you can help us maintain a safe environment with minimal disruption to students' learning.

We have really appreciated your support so far and familiarising yourself with the detail of this booklet will help us provide a positive start to your child's return to full time education.



Our approach

Our key principles

Drawing on guidance from the Department for Education, the Brooke Weston Trust COVID-19 protocols are designed to create 'protective bubbles', which separate our school from external factors as far as possible and limit social interaction between groups of students and staff.

We are confident that the procedures outlined in this booklet offer the best possible levels of protection for our students, staff, and their families. We have undertaken a detailed evaluation of the level of risk across our site 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 site and who will be returning regularly to see how we are operating during the Autumn Term.

Below, we have outlined our key principles for opening in the new school year:

- We expect all students to attend school
- School uniform must be worn
- We will teach a broad and balanced curriculum
- We will implement a wide range of intervention support
- We will reduce the risk of spreading the virus as far as possible
- We will implement social distancing as far as possible
- We will have in place a contingency plan for home learning



Preparing for opening

The Department for Education have asked schools to prepare for all students to return full time from the start of the autumn term, including those in school-based nurseries. Schools must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. As you would expect, we have sought independent advice and carried out detailed risk assessments, which we will continue to monitor as the term gets underway.

The information in this section has been taken from the Department for Education guidance to schools issued on 2 July 2020. We are following their prevention and response to infection guidance. More detailed information can be found in the guidance – [click here to access the full document](#).

Prevention - Essential measures include:

- A requirement that people who are ill stay at home
 - ensuring that students, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 10 days,
 - ensuring anyone developing those symptoms during the school day is sent home
- Robust hand and respiratory hygiene
 - ensuring that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating
 - promoting the 'catch it, bin it, kill it' approach
 - Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.
 - Enhanced cleaning arrangements including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- Active engagement with NHS Test and Trace
- Consideration of how to minimise contact between individuals and maintain social distancing wherever possible. This will include:
 - grouping students together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from students and other staff as much as possible

Response to any infection – Essential measures include:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice

Attendance

It is vital for all students to return to school to minimise as far as possible the longer-term impact of the pandemic on students' education, wellbeing and wider development. The Department for Education have advised us that school attendance will therefore be mandatory again from the beginning of the Autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

We understand that some students and parents may be anxious about returning to school. Please do get in touch with us if this is the case. Please contact the school using our enquiries e-mail address and a member of staff will be in contact (enquiries@corbytechnicalschool.org).

Attendance and punctuality matter. Research shows that students who attend school every day perform better in class and examinations, resulting in improved life chances. Young people with no absences are 2.8 times more likely to achieve 5 good GCSE passes (including English Language and Maths), than those with attendance below 85%. However, there are other benefits too, including improved social skills and citizenship; feeling happier with positive wellbeing; learning routines, self-discipline and resilience and increased opportunities to have new experiences. All of these are a vital part of growing up and preparing for adulthood, supporting students to reach their full potential and achieving their dreams.

In the Brooke Weston Trust, we expect all students to attend school, on time, every day, aiming for 100% attendance. Attendance below 97% is a concern. The table below clarifies our expectations and the impact of attendance on students' learning.

Since September 2013 schools are not allowed to grant leave of absence for holidays and the Principal will grant leave of absence only in exceptional circumstances. Parents and carers should write to the Principal if they are requesting leave for this reason. If the absence is not agreed, then Penalty Notices will be issued.

At BWT we are ambitious for our students and have high expectations. Students need to be in school to learn. Together, with excellent support, we will help our students and young people attend school every day, so they are ready to succeed.

Attendance and punctuality matters. <i>Be smart – be here!</i>		Research shows:
100%	Target - excellent	Students makes good progress with their learning
97%	Very good	Students makes good progress with their learning
95%	8 days or 1 week and 3 days missed each year. Concerning.	Student learning is negatively impacted
90%	16 days or 3 weeks and 1 day missed each year. Very concerning.	Student learning falls behind the learning of all other students
85%	24 days or 4 weeks and 4 days	Student learning significantly falls behind the learning of all other students
80%	32 days or 6 weeks and 2 days	Student learning significantly falls behind the learning of all other students

Student wellbeing

The Department for Education guidance for schools acknowledges the well-being and support of pupils:

“The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing”

In-school support

Our school day has been redesigned to have tutor time at the start of each day. This will allow students to engage with a friendly face at the start of each day to ensure they feel secure and prepared for the day ahead. We will be focusing much of our tutor-time on well-being support.

Staff in both the well-being, SEN teams will be available in person to support your child on their return to school as they require it.

Throughout the lockdown period many of the local external services have been operating remotely. As a school community we have continued to engage with these services to support our students. We are keen for our students to continue to access any service that they may require whether that be for mental health, bereavement or other health support. If you feel that your child requires any support please contact the school and ask to speak with our well-being team.

Meetings with school staff

All parents/carers of existing students have been invited to a video meeting with a member of school staff during our first two weeks back in August. Year 7, 8 & 9 students will be meeting with your child’s tutor and students in Year 10 will be meeting with Mrs Arnold. Please ensure you have registered for an appointment using our [parents evening booking system](#).

New Year 7 students

Our new Year 7 students will be receiving a video from their new tutor in August so that they can feel settled on the first day of their new school. When students join us in September we will be using the first few days to ensure students can be familiarised with school. We typically have a ‘meet the tutor’ event for parents/carers in the first few weeks of September and we will be writing to parents/carers or new students with plans for an alternative version of this event. More details regarding this will be sent.

Anxiety about returning to school

If your child is anxious about returning to school please contact the school so that we can address any issues before the beginning of term. Please use our enquiries e-mail address.

Immunisation programme

The school will continue to engage with the school nursing team to deliver the immunisation programme in school. Parents/carers will be notified.

Student behaviour

Our expectations of behaviour remain high. Our behaviour policy has been updated and is available on our website.

Travelling to and from school

The latest government guidance asks schools to encourage students to walk or cycle to school if possible. 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.

Year 7, 11 and 12 students can arrive from 8am through the front main entrance and then to their designated entrance to the building. Year 8, 9 & 10 students will enter via our rear entrance and then to their designated entrance to the building. Further details are given on the next page.

Parents/carers must not come onto site without prior arrangement. Please do not come onto site in person to drop-off or collect your child. Please do not congregate near our exit points as we all need to ensure that students are able to leave school safely. If your child requires a special arrangement with regard to drop-off or collection from school please contact the school as soon as possible so that a plan can be put into place.

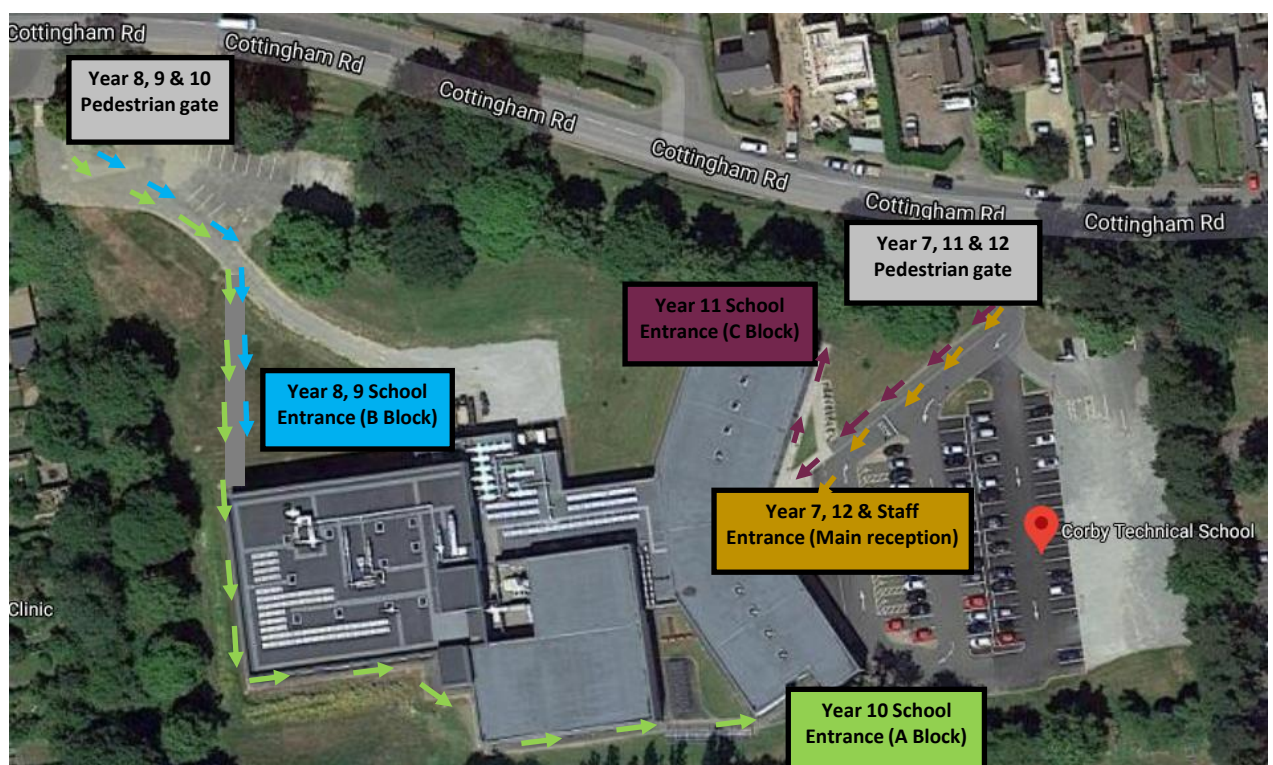
Please review the information below regarding routes to school:

- **On foot** – if students are walking to school please ensure that they have appropriate outerwear for the journey to and from school. Students will have their personal belongings with them throughout the day and will be able to keep their coat with them. Students should not mix outside of their year group, or household bubble on their way to and from school. Students should be advised to maintain a social distance of 2m from their peers on the journey to and from school. If you normally meet your child, please can you arrange a safe area away from the school exits so that all students can exit in a socially distanced manner.
- **By bicycle** – Students can use their bikes to come into school. We have limited bike storage and there will be a specific bike rack for each year group to use. As is our normal practice, students must not ride through the school campus and must dismount on entrance to the school site. Students should observe social distancing when storing and collecting their bike from the rack and clean/sanitise their hands as soon as they are able to. Students should bring a bike security device and all bikes are left in school at their own risk.
- **By car** – people from different households should not be ‘car sharing’. If parents/carers wish to drop off by car this will be permitted in the main car park. Parents/carers must not leave their vehicle whilst on the school site. Students will still need to use the designated entrance for their year group. Please note that there will be very limited capacity on-site for parents/carers at the end of the school day and the gates will be closed when this capacity is reached. If you wish to collect your child from school please review the public facilities in the wider local area as it is unlikely that you will be able to park and wait on-site. Please note what exit your child will be using at the end of the school day and organise with your child where to collect them from. If your child is registered disabled and you require vehicular access to site, please call reception and this will be arranged.
- **Using public transport** – It is the law that those using public transport must wear a face covering on their journey to help reduce the risk of transmission. Please ensure your child has a face covering and that they know how to use it safely. For further information please see the [government website](#).
- **Using a taxi or private hire vehicle** – It is strongly encouraged that face masks are worn. If you wish to send your child to school in a taxi please check with the company to ensure all expectations are met. Please note that we will not permit taxis onto the school site for whether for drop-off, or collection.

Accessing and leaving the site

Students are able to arrive at school from 8am. Students should use the entrances/exits that are detailed below. The detail below refers to the 'move-up' version of the year group i.e. students will be in their original year group in August but should use their 'move-up (September)' year group when following this guidance. Staff will be available at each entry/exit point to support students.

- Our new Year 7 students in September, should enter via the main gate and walk to reception. They will be guided through the school to their year group zone which is in the ground floor of B block. Year 7 students will be able to use the bike racks at the front of the building.
- Year 8 & 9 students should enter the site via the rear pedestrian gate. There is a newly designated path that will lead them to an entrance in B block. Students will go straight up the stairs to their year group zone in the top of B block. Year 8 & 9 students will be split into two different sections on this floor. If students have a bike they will walk this around the building to the bike racks and then return to the B block school entrance.
- Year 10 students should enter the site via the rear pedestrian gate. Students will walk around the rear perimeter of the building to an entrance into A block. Students using a bike will be able to use the bike racks as they pass. As students enter the building they will use the A block staircase to enter their year group zone on the first floor of A and C block.
- Year 11 students should enter via the main gate and walk to the entrance on the ground floor of C block. This route takes students directly to their year group zone which is the ground floor of C block. If students have a bike they will walk this around the building to the bike racks and then return to the C block school entrance.
- Our new Year 12 students should enter via the main gate and walk to reception. They will be guided through the school to their year group zone which is in the central ground floor area of the school. If students have a bike they will walk this around the building to the bike racks and then return to the main school entrance.



Bubble and class organisation

Year Group Zones

Each year group has been split into a Year Group Zone which will be in a dedicated part of the school. For most lessons students will be taught within their Year Group Zone. These changes mean that students will study in the same room for many of their lessons.

On occasion, students will use specialist rooms such as computer rooms, the music room, and PE facilities for their lessons. These rooms will be used by different year groups at different times, thorough cleaning will take place between each use. The use of specialist space is important in order to maintain the breadth of the curriculum and ensure learning is maximised.

Lockers

Students will not be using their lockers and will need to keep all belongings with them throughout the day. Students can still bring their mobile phone into school but it is very important that this is kept switched off at all times. Students are responsible for looking after their personal belongings.

First period of the day

As students enter the school they will go directly to their tutor base. Students will begin each day with their tutor group. They will engage with our tutor time programme and over the first few weeks this will focus on well-being and readiness for school.

Students who arrive early will be able to study in their tutor base. Students will not be permitted to enter other classrooms before the start of the school day.

August (first two weeks back)

Students can arrive from 8.00am. Students must be in school by 8.30am. The school day has been arranged so that all students attend tutor time first lesson at 8.35 to ensure they are fully prepared and informed for the day ahead. Students will be allowed a break during lesson 1 of 15 minutes and their usually lunch slot during lesson 3 of 30 minutes. The school day will finish at 16:05. At this stage we can not permit students to stay-on after school. We will be reviewing our after-school provision during Term 1.

From September

As you are aware we have made some changes to our school day. From September students will need to arrive in school for 8:40 as tutor-time will begin at 8:45. Students can arrive from 8.00am and work in their tutor room. On a Monday and Friday the school day will finish at 3:00pm and on a Tuesday, Wednesday and Thursday the school day will finish at 4:00pm. The break in the morning will be for 20 minutes and the lunch-time remains the same at 30 minutes.

End of the school day

Students will be dismissed at the end of the school day by school leaders. We will ensure that classes are dismissed in an orderly fashion to allow for both efficient and safe exit from the school. Students will use the same exit points from school that they used coming into school which will separate students. Students should make an efficient exit from school and not wait around for friends.

Meal arrangements

Breakfast arrangements

Unfortunately we are unable to provide a breakfast option for students. Students will have a break in the morning where they can use the toilet facilities and consume a snack. Students will remain in their classrooms for their break period with their teacher. We may be able to use outside space for breaks on occasion, where possible.

We are still committed to providing students who are eligible for free school meals with a morning snack. This can be collected from staff at the start of the school day ready to consume at break time. This will be explained to students on arrival to school.

Lunch arrangements

Students will be able to use the restaurant servery at lunch time in order to collect and pay for a meal. Our new menu will be available on our school website before the start of term. The menu has been devised to ensure a high quality 'grab-and-go' provision. The choices will be more limited than usual but there will still be a hot meal provision as well as a selection of sandwiches. Juice/water cartons will be on offer but hot drinks will not be available.

Students are welcome to bring their own packed lunch to school if they wish.

Students will consume their meals in their classroom and it is important that they remain in their year group zone after they have collected their meal.

It is vital that parents/carers update their child's Wisepay account with enough funds to cover the cost of any meals you would like your child to have. At this time electronic payment is the safest and most efficient method of payment. We do not operate an overdraft system and sorting out any issues at point-of-sale can be embarrassing for the student and is something we must avoid. If you have any issues with payments to Wisepay, please contact reception on 01536 213100 during school time, or e-mail enquiries@corbytechnicalschool.org.

Access to water

Our preference is for students to bring their own water bottle into school that they will be able to use during their meal times. They will need plenty to drink so they may want to bring more than one to school. Students must not bring energy drinks to school as they are extremely unhealthy. Low-sugar soft drinks or water are permitted.

There are water fountains in each year group zone for students to use to re-fill their water bottles. These stations must not be used for direct consumption and must only be used to refill bottles. However, these fountains are slow at dispensing water we strongly recommend that students bring in their own water to consume throughout the day. For students who use the water fountains sanitising will be necessary before, and after use, hand sanitiser will be made available at each station.

Curriculum

Specific curriculum adjustments

For students in Key Stage 3, the curriculum will remain broad from Year 7 to Year 9 so that the majority of students are taught a full range of subjects over the year, including Sciences, Languages, Humanities, the Arts, PE/Sport, RE and PSHE. For students in Year 7, it may be necessary to address gaps in English and maths by teaching essential knowledge and skills from the Key Stage 2 curriculum.

For students in Key Stage 4, the vast majority in Year 10 and 11 are expected to continue to study their examination subjects. This will support them towards their preferred route to further study

Ofqual are currently consulting over their proposals for next year's exams and will confirm its decisions as soon as possible to allow time for schools to prepare. We will of course advise our Year 11 students and parents of the implications for them. In the autumn term we will review the number of subjects students are studying on a case by case basis. We will of course discuss with them and you as parents any possible changes which we believe may be in their best interests.

Students in Years 12 and 13 are more likely to undertake self-directed study, but may still need additional support which will be provided.

Recovery curriculum

When our students return to school in the autumn their subject teachers will spend a period of time reviewing the key concepts and knowledge that students will need to know. This will enable students to re-join the planned curriculum and start to learn new knowledge as soon as possible, without disadvantaging them and avoiding any challenges to learning this new knowledge. After this period of review and consolidation, the aim is to get students learning new knowledge as soon as possible. The focus of the Autumn term will be this review and continue curriculum as well as supporting students' resilience and wellbeing.



Curriculum

Interventions

For students who need further support in this review period, there will be a range of resources available to provide extra help. Our Trust Directors of Subjects (responsible for Maths, English, Science, Geography, History, Art, Design Technology and MFL) have recorded short videos reviewing common misconceptions and important concepts in their subjects. These will be available online and can be viewed at home or in school. Subject teachers will also direct students to other online resources, such as the Oak National Academy, where students can do full lessons and tasks that can develop a clear understanding of key concepts. This is all in addition to extra in class support, that all students will receive, if they need it.



This 'blended' approach to learning will also be used moving forward to maximise learning time. Students will be introduced to new concepts and knowledge by their subject teachers. Teachers will spend time in lessons clearly explaining and modelling this new information. Then they will direct students to online resources that students can do at home to consolidate and extend their understanding of what they have been introduced to in class. Using quizzes and in class activities, teachers will then check on the security of student understanding in future lessons.



For our Key Stage 4 students, there will be further subject knowledge support. We have invested in GCSEPod (www.gcsepod.com). This provides subject specific areas, which review subject knowledge and have quizzes to test this knowledge. Students will be introduced to GCSEPod when they return in the autumn. Once again, this can be accessed remotely, either through a computer or mobile device meaning it is very versatile. The amount of time students spend on GCSEPod is also logged and can be tracked by subject teachers. Subject teachers will also direct students to other online learning that will enhance their preparation for their upcoming exams, depending on the subject.



Co-curricular activities

It is our plan to implement a wide range of extra-curricular clubs. However, due to the importance of retaining year group bubbles, we have had to scale these back initially. It is our ambition to reintroduce all clubs as soon as it is safe to do so.



Contingency plans for extended home learning

In the unfortunate event of a full or partial closure we will revert to our well-established offer and also draw heavily on the blended learning offer outlined in the interventions section above. We have mapped our curriculum so that we can continue to provide a high quality offer at home.



In the event of illness

The guidance in this booklet has been taken from the DfE guidance for full opening of schools, updated 27th July 2020, which can be found [here](#). This guidance has been developed with advice from PHE.

Symptoms of Covid -19 and response to a suspected case in school

If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will be asked to use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

NHS Test and Trace

We have been advised we must follow the NHS Test and Trace process and contact our local [Public Health England health protection team](#). We therefore ask parents/carers to understand that you will need to be ready and willing to:

- [book a test](#) if your son/daughter is displaying symptoms. Students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All students can be tested, including students under 5, but students aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)



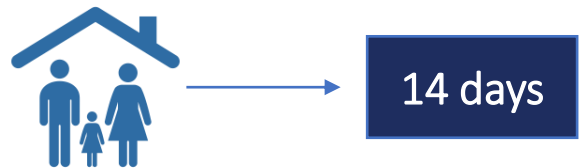
In the event of illness

A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **they** must be sent home, [arrange a test](#) and self-isolate for **10 days**.



If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **other members of their household** should self-isolate for **14 days** from when the symptomatic person first had symptoms.



Positive Test Result	Negative Test Result
If a person with symptoms tests positive , then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms .	If a person with symptoms tests negative and they no longer have symptoms similar to COVID-19 then they and other members of their household can stop self-isolating .

Response to a confirmed case in school

We have been advised we should contact the local health protection team.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we 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.

Close contact means:

- face-to-face contact of any duration (less than 1 metre away) with the case
- were coughed or sneezed on by the case
- had unprotected physical contact (skin to skin) with case
- Spent more than 1 minute within 1 metre of the case
- spent more than 15 minutes within 2 metres of the case
- travelled in a car or other small vehicle (even on a short journey)

In the event of illness

A person who is sent home because they have been in contact with someone with who has tested positive

After seeking advice from the health protection team, if a person has been in contact with someone who has tested positive for COVID-19, they will be sent home and asked to self-isolate for 14 days.



14 days

If a person has been in contact with someone who has tested positive and has been asked to self-isolate for 14 days, then other members of their household do not need to self-isolate, **unless the person who is self-isolating displays symptoms.**





Not required to self-isolate

If a person has been in contact with someone who has tested positive and subsequently develops symptoms themselves within their 14 day isolation period, then they should stay at home and [arrange a test.](#)



Get tested

	Positive Test Result	Negative Test Result
	If a person with symptoms tests positive then they should inform their school immediately, and must self-isolate for at least 10 days from the onset of their symptoms.	If a person with symptoms tests negative , they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested.
	If the test is positive , then their household should self-isolate for at least 14 days from when the symptomatic person first has symptoms	If the test is negative , then their household does not need to self-isolate if they do not have symptoms

Social distancing

Protective Bubbles

- Schools must do everything possible to minimise contacts and social mixing while delivering a broad and balanced curriculum. All students will be placed in groups known as bubbles. The aim of these protective bubbles is to minimise contact with other students and reduce the risk of spreading the COVID-19.
- Our groups need to be the size of a year group to enable us to deliver the full range of curriculum subjects and students to receive specialist teaching.
- We will do all we can to keep students apart from other groups where possible and students will be encouraged to keep their distance within groups. We have taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.
- All teachers and other staff may operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will aim to keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.



In the classroom

- It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students.
- Adults should avoid close face to face contact and minimise time spent within 1 metre of anyone.
- We have made small adaptations to the classrooms to support distancing where possible. This includes seating students side by side and facing forwards.
- When working in their bases, students will always be encouraged to maintain social distancing. We appreciate it may be difficult for them, but students will be discouraged from having any physical contact with each other.
- All students should bring their own equipment to school. As a minimum they will require 2 black pens, a pencil, rubber, and a ruler. Again, we have always expected students to have their own scientific calculator and we would very much appreciate that all students from August bring one into school. The Maths department recommend the Casio fx-83GT. Sharing or borrowing equipment in this new way of working is a challenge so it is important that students are prepared with their own equipment.



Social distancing

Measures elsewhere

- We are advised that groups should be kept apart, meaning that we should avoid large gatherings such as assemblies with more than one group.
- When timetabling, we have tried to ensure groups are kept apart as much as possible and movement around the school site kept to a minimum. While passing briefly in the corridor or outside areas is low risk, we are advised to avoid creating busy corridors, entrances and exits. We will have staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).



Parents

- Please note that our policy is parents should **NOT** approach staff and will not be allowed into school, including reception areas, unless a prior appointment has been booked.
- 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 will be very grateful for your cooperation with this rule until such time as it can be relaxed.
- Parents should not enter the site more than 5 minutes before an allocated appointment.
- We strongly advise that parents and students walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school.



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 several measures too.

- 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
- All students and colleagues must thoroughly wash 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
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal



By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#). We will of course review this advice and amend our procedures as necessary.



Personal Care

Staff will be limited in their ability to have physical contact with students. If we are unable to help with personal care, you will be contacted to collect your child from school.



First aid

General first aid will be unaffected in school.



Checklist

Students

- ✓ Choose a route to school that is safe and maintain social distancing guidelines when travelling to school.
- ✓ On arrival, use the entrance and exit to school that you have been asked to use.
- ✓ Be organised, bring your own equipment to school every day.
- ✓ Bring a breakfast snack to consume in school as school breakfast will not be available.
- ✓ Bring plenty of water (or low-sugar soft drink) to drink at break times.
- ✓ Make sure you have organised your lunch by bringing a packed lunch from home, or by making sure your Wisepay account is topped up and ready to use.
- ✓ Sit where you are asked to in your classroom and focus on your learning.
- ✓ Maintain a social distance of 2m from all staff when in school.
- ✓ Maintain a social distance from your peers as much as possible and stay within your designated year group zone (except when guided by staff to shared spaces i.e. restaurant).
- ✓ Practise excellent hygiene at all times by cleaning your hands regularly and using the 'Catch it, bin it, kill it' approach when required.
- ✓ Ask for help if you need it. We are here to support you getting used to this new way of working and helping you to learn.
- ✓ If you feel unwell in school, please tell a member of staff as soon as possible.
- ✗ Do NOT come into school if you or anyone in your household is displaying symptoms.
- ✗ Do not share your own equipment with others.
- ✗ Do not enter the teacher/staff designated zone in the classroom.

Parents

- ✓ Please support your child by reminding them to bring their equipment and a water bottle to school.
- ✓ Please ensure your child's Wisepay account is topped up if your child will be eating meals in school.
- ✓ Please contact us using our enquiries e-mail so that we can address any queries as soon as possible.
- ✗ Do not send your child into school if they or anyone in your household is displaying symptoms.
- ✗ Do not enter the school site without prior arrangement.
- ✗ Do not congest the area around school at the end of the school day.

Useful information

School 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 111

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

