



**Your guide to returning to school  
March 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 will **re-open** for all students as part of a phased return in the week commencing 15<sup>th</sup> March.

We will expect all students to **return**.

We will implement a carefully planned curriculum to ensure students **recover** 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.

## What is the purpose of this document?

This booklet sets out guidance for the full reopening of our school for the start of the Term 4 2021.

It is intended to give you an outline of what our 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 return to school. These changes have been informed by the DfE guidance issued to school on 22<sup>nd</sup> February 2021.

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.



# Our approach

## Our key principles

Drawing on guidance from the Department for Education, the Brooke Weston Trust COVID-19 protocols will continue to work within '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.

Below, we have outlined our key principles for opening in Term 4:

- We expect all students to attend school unless they are required to shield
- We will engage with a programme of asymptomatic testing as part of a phased return to school
- We will continue to teach a broad and balanced curriculum
- We will continue with 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 remote learning
- School uniform must be worn



# Preparing for opening

The Department for Education have asked schools to prepare for all students to return full time from 8<sup>th</sup> March 2021. As this falls in our school holidays we propose to bring students back to school on a phased return week commencing 15<sup>th</sup> March 2021 in line with our rapid testing programme.

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 22<sup>nd</sup> February 2021. 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:

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual
- Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

## In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

## Response to any infection – Essential measures include:

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

# Asymptomatic Testing

In the guidance the government has requested that students are offered 3 rapid tests using Lateral Flow Devices (LFDs) upon their return to school. We are offering the first of these tests at Corby Technical School before students return to the classroom. This asymptomatic testing will help to identify positive cases more quickly and break the chains of transmission. The following page details the start date and time for students as part of our phased return.

We will test students 3 times over the first few weeks and then we will provide students with a home testing kit so that students can be tested regularly.

It is not compulsory to participate in the testing programme and no child will be denied from returning to school for not undergoing testing. However, evidence shows up to one third of people who have coronavirus are asymptomatic. By testing we will help to reduce the spread in school. Therefore, we strongly encourage all students returning to school to be tested. If you or your child does not consent to the testing, they should still arrive at school at the time designated for their tutor group.

## How the tests work

Those taking the test will be supervised by trained staff. The lateral flow tests are quick and easy to undertake, using a swab of the nose and throat. The results are available around 30 minutes after the test is taken. The school will inform the student immediately of a positive test result. Parents or legal guardians will also be informed. The notification of a positive or negative result from the online NHS system will be sent to all participants, by the end of the day, using the contact details provided on the consent form.

## What if my child tests positive?

If a student tests positive on a lateral flow device, they will be informed immediately by the school and will be asked to commence self-isolation. Parents/carers will be informed and asked if they wish to collect their child or if they consent to the child making their own way home. Students should not use public transport. There is no requirement to take a 'PCR test' to confirm the result. All other members of the household should follow the [stay at home guidance](#).

## What happens if the test is negative?

While a small number of students may need to repeat the test if the first test was invalid or void for some reason, students who test negative will be able to stay in school and resume their activities as normal. Students can assume they have a negative test unless they are advised otherwise. Parents or guardians will be informed of negative test results via text by the end of the day.

## What if students have been in close contact with someone in school who tests positive?

Students who are identified as close contacts of a positive case in school will be required to self-isolate and follow the [government guidance for close contacts](#).

## Symptomatic testing

This testing programme does not replace the current testing policy. Students with symptoms of COVID-19 must self-isolate and arrange a test via 111.

# Phased Return

Due to the requirement for us to offer lateral flow tests before students commence face-to-face learning we are asking that students arrive at school at given appointment times, this will allow us to safely manage the testing of all students where parents have given consent.

We ask that on their first day students enter the school using the main gates and make their way to the side entrance of the Sports Hall located at the left hand side of the building. On subsequent days they should use their usual entrance.

The table below details the times of arrival for each class group, it is important that you adhere to these times as we are unable to accommodate students who arrive too early. Your support with this is very much appreciated.

## Monday 15<sup>th</sup> March

Time	Group	Time	Group
8.00	7 Keyworker*	10.50	10Ca
8.35	8 Keyworker*	11.10	10Co
8.55	9 Keyworker*	11.30	10St
9.20	All year 12 students	11.50	10Sw
9.40	11Ca	12.10	10Ta
10.00	11Te	12.30	10Te
10.20	11St		

\*Students in the Year 7, 8 and 9 Key worker group who have been attending throughout Term 3 can attend at the appointment time above or attend at the appointment time of their tutor group.

## Tuesday 16<sup>th</sup> March

Time	Group	Time	Group
8.00	8Ca	10.00	9Ca
8.20	8Co	10.20	9Co
8.40	8St	10.40	9St
9.00	8Sw	11.00	9Sw
9.20	8Ta	11.20	9Ta
9.40	8Te	11.40	9Te

## Wednesday 17<sup>th</sup> March

Time	Group	Time	Group
8.00	7Ca	10.00	7Ta
8.20	7Co	10.20	7Te
8.40	7Cu	10.40	7Tu
9.00	7Si		
9.20	7St		
9.40	7Sw		

# Phased Return

As not all students will be returning at the same time, some students will continue with remote learning for a short time.

Please see the information below for information regarding each year group

## **Year 7 students**

Students in Year 7 will continue with remote learning on Monday 15<sup>th</sup> and Tuesday 16<sup>th</sup> March. Work will be set on Microsoft Teams for each lesson. Students are still expected to register in tutor time on the Monday and Tuesday.

## **Year 8 students**

Students in Year 8 will continue with remote learning on Monday 15<sup>th</sup> March. Work will be set on Microsoft Teams for each lesson. Students are still expected to register in tutor time on the Monday only.

## **Year 9 students**

Students in Year 9 will continue with remote learning on Monday 15<sup>th</sup> March. Work will be set on Microsoft Teams for each lesson. Students are still expected to register in tutor time on the Monday only. On the morning of Tuesday 16<sup>th</sup> March optional learning will be set on Microsoft Teams in the tutor group team. No work will be set in their other class teams on Tuesday.

## **Year 10 students**

There is no requirement for Year 10 students to complete any remote learning as they will all be in school the morning/early afternoon of Monday 15<sup>th</sup> March. Optional learning will be set on Microsoft Teams in the tutor group team if students would like to access it before coming into school. No work will be set in their other class teams.

## **Year 11 students**

There is no requirement for Year 11 students to complete any remote learning as they will all be in school the morning of Monday 15<sup>th</sup> March.

## **Year 12 students**

There is no requirement for Year 12 students to complete any remote learning as they will all be in school the morning of Monday 15<sup>th</sup> March.



# 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 Term 4. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability 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](mailto:enquiries@corbytechnicalschool.org)).

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.

## Self Isolation

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

Please ensure you contact the school ([enquiries@corbytechnicalschool.org](mailto:enquiries@corbytechnicalschool.org)) if your child can not attend for any of the above reasons.

## Shielding

The government have advised that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus and children are gradually being removed from the shielding patient list.

Students who have been confirmed as clinically extremely vulnerable should continue to shield and stay at home as much as possible until further notice. We may request a copy of the letter asking your child to shield.

# Student wellbeing

## Tutor time

Our school will continue to have tutor time at the start of the school day to ensure that students are met with a friendly and familiar face at the start of each day. Form tutors will ensure their tutees are prepared for the day ahead. Tutors work very closely with the well-being team in school and will refer any well-being concerns to the student care team.

## Tutor contact for parents

If you have any concerns prior to your child starting back in Term 4 please e-mail [enquiries@corbytechnicalschool.org](mailto:enquiries@corbytechnicalschool.org).

Once your child has started back with us please continue to make contact with your child's tutor where you have any questions or concerns. All of the tutor contact details are available on the school website.

## Students with SEND

Staff in both the student care team and SEN teams will be available to support your child on their return to school.

## External agencies

Throughout the lockdown period, many of the local external agencies have been operating remotely. These agencies will continue to support our students to offer extra support where required. Our school nursing team will be offering 'drop in' sessions in Term 4 so students can see a health professional if required.

# 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.

The latest guidance on [safer travel guidance for passengers](#) should be reviewed.

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.

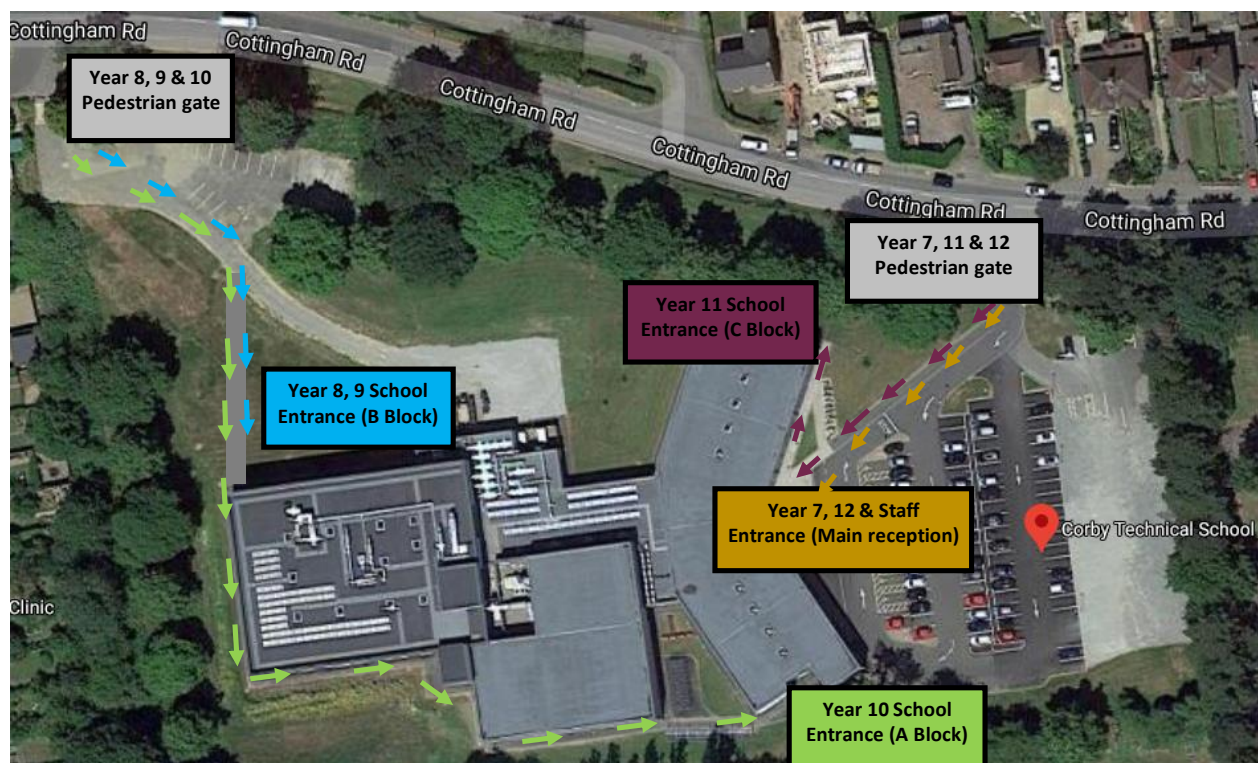
Please review the information below regarding routes to school:

- **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 ‘car sharing’ are advised to follow the latest [government guidance for safe travel](#). 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.
- **Using a taxi or private hire vehicle** – It is the law that those using public transport must wear a face covering on their journey to help reduce the risk of transmission. If you wish to send your child to school in a taxi please check with the company to ensure all expectations are met.

# Accessing and leaving the site

Students are able to arrive at school from 8am. Students should use the entrances/exits that are detailed below.

- Our Year 7 students should enter via the main gate and walk to reception. They will be able to make their way 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 to the Year 8 and 9 entrance. 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.
- Year 12 students should enter via the main gate and walk to reception. They can make their way 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

Students will continue to learn in their Year Group Zones. Within the year groups zones we have minimised the number of potential close contacts as far as possible by keeping the groupings consistent where we can.

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.

## Timetable

Students will continue to follow their normal lesson timetable throughout the school day. Timetables are available for both parents and students to view on Satchel One.

## 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

Breakfast will be available during the morning break. Students are able to purchase items from the restaurant or bring in a healthy snack from home to take back to their classroom to eat. This will be an opportunity for students to use toilet facilities, top up their water bottle and consume a snack.

## Lunch arrangements

Like at breakfast time, students will be able to use the restaurant servery at lunch time in order to collect and pay for a meal. 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 classroom after they have collected their meal. Where the weather permits we will be encouraging students to use our newly available outdoor spaces at lunchtime where masks are not required to be worn.

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](mailto:enquiries@corbytechnicalschool.org). Please ensure your child has their school ID card available as these are used at the till.

## 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.

# In the event of illness

The guidance in this booklet has been taken from the DfE guidance for full opening of schools issued 22<sup>nd</sup> February 2021, which can be found [here](#).

## 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 10 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. 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)





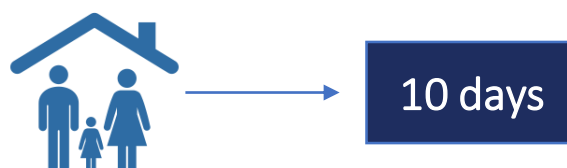
# In the event of illness

## 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 **10 days** from when the symptomatic person first had symptoms.



Positive Test Result	Negative Test Result
If a person with symptoms <b>tests positive</b> , then other members of their household <b>should self-isolate for 10 days from when the symptomatic person first had symptoms</b> .	If a person with symptoms <b>tests negative</b> and they no longer have symptoms similar to COVID-19 then <b>they and other members of their household can stop self-isolating</b> .

## Response to a confirmed case in school

If we are informed of a positive case or a student tests positive in school we will ask them to return or remain at home and follow the stay at home guidance.

We must also send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

Close contact means (as stated in the guidance):

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane



# 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 10 days.



10 days

If a person has been in contact with someone who has tested positive and has been asked to self-isolate for 10 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 10 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 <b><u>tests positive</u></b> then they should <b><u>inform their school</u></b> immediately, and must self-isolate for at least <b><u>10 days</u></b> from the onset of their symptoms.	If a person with symptoms <b><u>tests negative</u></b> , 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 <b><u>positive</u></b> , then their household should self-isolate for at least <b><u>10 days</u></b> from when the symptomatic person first has symptoms	If the test is <b><u>negative</u></b> , 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. The aim of the protective year group 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.
- Students are encouraged to wear masks where social distancing cannot be maintained.
- 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 restaurant serverly between groups).



## Face coverings

We will be following current advice on face coverings and students will be required to wear a face mask where social distancing is difficult to maintain, such as:

- when moving around the premises
- outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.
- in classrooms when sat with peers.



Face coverings do not need to be worn by pupils when outdoors at break or lunch times.



These measures will be in place until the government has reviewed this guidance.

There are exemptions for the wearing of face masks. Where you have informed us that your child is exempt, they will be provided with a school exemption card.

## 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, cleaning and ventilation

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 continuing our robust 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



We will continue to adhere to the [COVID-19: cleaning of non-healthcare settings guidance](#) and 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.

## Ventilation

We will continue to follow the latest [ventilation guidance from the HSE](#) as required.

In addition to this we will be asking classroom staff to open windows as regular intervals throughout the day and in particular at break times when students may not be wearing a mask (when eating/drinking).



# 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 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 you have your ID card.
- ✓ 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. Where distancing cannot be achieved, wear a mask.
- ✓ 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 stationery, a water bottle, a face mask and their school ID card.
- ✓ 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](mailto: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.

