



Return to School

GUIDE FOR PARENTS, CARERS AND STUDENTS



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1. Message from Mr Kelly

The first thing to make clear is that we are really looking forward to welcoming students and staff back into school in September. I hope that the information within this guide helps to reassure you that we are doing this as safely as we can. It may be useful before reading through this to watch my brief introduction video which has



been emailed out to parents. In the video, I have tried to give an overview of the most important information within these pages, and also explained the rationale for our approach to face coverings/masks, which remains one of the most controversial and sensitive issues to address.

We will try, as much as possible, to work with families around their individual circumstances. But we are also charged with the responsibility of delivering a full curriculum to students – something that we can only do if they are in school with good attendance.

The steps we are taking to keep everyone safe in school are shaped by guidance from several sources: the Dept for Education (DfE), North Yorkshire authorities, partner schools, Unions, parent feedback, SAGE... to name a few. One key document that acts as a 'live' overview of our practice is the whole school risk assessment that will be shared on school website and emailed out separately to all parents.

If you have questions or concerns that are not addressed within this guide, please contact us and we will respond.

Finally, despite the strangeness of the current situation, I hope that students are still able to look forward to the prospect of returning to school. Naturally there will be some anxiety from all of us around this – but let's remember that young people often adapt more quickly to change than adults do! I have great faith in our community and in the relationships with families that have been strengthened further through recent months. I am confident that we will continue to work together to ensure that we have a safe and positive return to school.

Enjoy the rest of the holiday period.

Tom Kelly Headteacher

2. TRAVEL TO SCHOOL

At the time of writing, the North Yorkshire County Council website states that they are still awaiting guidance on passenger transport from the Department for Education. This has actually now been released and I anticipate that they will follow the DfE guidance and make it mandatory for students to wear face coverings on school transport (as they are all over the age of 11), just as they will on public transport.

This is also important in terms of keeping each other safe because students will be mixed with other year groups (or members of the public) on the buses, (and so outside the usual year-group bubbles that we will be maintaining in school as much as we can). On designated school buses, students should ensure they sit with others from their year group bubble whenever possible. We will share the full guidance when it comes to us.

More than ever, it is vital that students maintain excellent behaviour on buses at all times. We have arrangements in place with our bus companies for students who exhibit poor behaviour to be banned – potentially permanently – from bus transport. Safety must remain our priority and I am grateful to parents for supporting this message with their children.

The DfE recommend either walking or cycling to school where possible. Currently, we have no students who cycle to school. If you wish to cycle to school, please contact us and we will issue you with a pass that confirms you have agreed to certain safety aspects such as wearing a helmet, dismounting on arrival at the school site and locking up your bike safely in the agreed space.

Click here for updates from NYCC:

https://www.northyorks.gov.uk/schools-and-childrens-services-during-coronavirus-covid-19



3.RETURN DATES & ROUTINES ON ARRIVAL

YEAR GROUP	DATE OF RETURN		
Year 7	Wednesday 9th September		
Year 11	Wednesday 9th September		
Year 8	Thursday 10th September		
Year 9	Thursday 10th September		
Year 10	Thursday 10th September		

From 8.30am on arrival, students should go straight to their form tutor base. Here they will be supervised until 8.45am when the form time activities will begin. This ensures that students are not gathering in larger groups or mixing outside their year group bubbles before school begins.

On entry to the building, students should use the hand sanitiser stations located at entrances, and then head straight to their form base following the one way system at all times.

Lockers are being re-allocated into year group areas and keys will be issued as we go through the first couple of weeks.

WHERE DO YEAR 7 STUDENTS GO ON THE FIRST DAY?

Year 7 students will follow the same hand-sanitising procedure as outlined above, but they will be met on arrival (at whichever entrance they use) and escorted to the assembly hall for a socially distanced welcome assembly. From here, they will be taken to their form base by their new Form Tutor.

WHICH ENTRANCE DO STUDENTS USE?

- The doors by the Hub (that lead out to the front field) ...access to ground floor rooms and 3rd floor rooms only
- The door at the end of the Science corridor (near Room 9)...access to first floor rooms only
- DT, Art and Drama rooms accessed from the Mosaic area

4. What are the main things we are doing to keep everyone safe?

- Year bubbles maintained whenever possible
- Separate entrances to manage arrival and departure
- Staggered breaks/lunch/exit times
- Social times zoning
- *Face Coverings* (see my video on email & further guidance in this booklet)
- No assemblies larger than a year group
- One-Way system on corridors
- Stair management
- Classroom layout front facing where possible
- 2m distancing for teachers
- Rules and guidance for teachers
- Signage
- Hand-cleaning routines and extra sanitiser stations
- Additional staff supervision
- Additional 'spray and wipes' between lessons
- Increased levels of whole-school cleaning
- Practical lessons following guidance regarding safe activities
- Introduction of new behaviour and rewards system (initially on trial basis)
- Staff and student training regarding new routines/procedures

How will the year group bubbles work?

Students will stay within their year groups wherever possible (including social times). The new single-file one-way system will help us to minimise mixing between year groups and to ensure that where it does occur, it is very brief and transitory (and therefore low risk).

Each year group will have its own arrangements for the serving of food at lunch and break (see information further on in this section) and year groups will also have their own 'social zones' at these times. Students must adhere to these separation routines as part of our key safety measures.



5.TIMINGS OF THE SCHOOL DAY

New Timings of the School Day:

We will run with the full, normal timetable planned for September, with 25 periods of mainly 60 minutes each day. Lesson 'blocks' have been retained where possible, with the start and finish time aligned for all year groups to support teacher 'clean downs' and enable all teachers to teach across all year groups. The follow key changes have been made to incorporate different break and lunch times which supports a less crowded environment at key times:

- There will be a strict one-way, single-file system which aims to support, as much as possible, safe movement between lessons;
- Year 7, 8 and 9 will have their break at the start of period 2 and lunch at the start of Period 4 (see timings below);
- Year 10 and 11 will take their break at the end of period 2 and lunch at the end of Period 4 (see timings below);
- The end of the school day is also slightly staggered for Years 7-9 (finish at 3pm) and Years 10-11 (finish at 3.05pm).
- Tutor time will be slightly shorter than normal for Years 7-9 running from 8.45-9.00am, this is to allow for calmer, less crowded movement time to period 1. Years 10-11 will then finish tutor time and go to period 1 at 9.05am.

Below is an overview of the model followed by some more details on timings of the school day.										
	Tutor Time (T)	Period 1 (60 mins Lesson)	Period 2 (80 minutes in total) (60 mins in lesson and 20 mins break)			Period 3 (60 mins Lesson)	Period 4 is 100 minutes in total: 65 mins in lesson (inc PM Register) and 35 mins for lunch		Period 5 (60 mins lesson)	End of the Day (E)
Timings	8.30-9*	9.05-10.05	10.05-11.25			11.25-12.25	12.25-2.05		2.05-3.00/2.05-3.05	
Year 7	Т	P1 - 60 mins	Brk 10.05-10.25	P2 - 10.25-11.25		P3 - 60 mins	Lunch 12.25-1.00	P4 1.00 - 2.05	P5 – 55 mins	E - 3pm
Year 8	Т	P1 - 60 mins	Brk 10.05-10.25	P2 - 10.25-11.25		P3 - 60 mins	Lunch 12.25-1.00	P4 1.00 - 2.05	P5 – 55 mins	E - 3pm
	10									
Year 9	Т	P1 - 60 mins	Brk 10.05-10.25	P2 - 10.25-11.25		P3 - 60 mins	Lunch 12.25-1.00	P4 1.00 - 2.05	P5 – 55 mins	E- 3pm
								70		
Year 10	Т	P1 - 60 mins	P2 10.05-11.05		Brk 11.05-11.25	P3 - 60 mins	P4 12.25 - 1.30	Lunch 1.30-2.05	P5 – 60 mins	E - 3.05pm
								- 1		
Year 11	Т	P1 - 60 mins	P2 10.05-11.05		Brk 11.05-11.25	P3 - 60 mins	P4 12.25 - 1.30	Lunch 1.30-2.05	P5 – 60 mins	E - 3.05pm
*From 8.30 students will be sent up to their form base to clear corridors. Form Tutor session to start at 8.45. Yrs 7-9 will go to period 1 at 9.00am. Yrs 10-11 will go at 9.05am.										

Break and lunch times - See notes in next section.

6.BREAKS AND LUNCHTIMES

Break and Lunchtimes: All year groups will have a designated social zone and eating space during lunch and breaktimes, allowing for cleaning of areas between sittings. Staff will take their break at the same time as their period 2 class and their lunch at the same time as their period 4 class. Students can bring a packed lunch or buy food from the canteen (the menu may have less variety while we adapt to the new situation). Fingerprint machines will not be in use so parents will need to top up accounts over ParentPay in advance.

Timings	Break	Lunch
Year 7	10.05-10.25	12.25-1.00pm
Year 8	10.05-10.25	12.25-1.00pm
Year 9	10.05-10.25	12.25-1.00pm
Year 10	11.05 -11.25	1.30-2.05pm
Year 11	11.05 -11.25	1.30-2.05pm

	Break and lunch slot	Order of service	Break/lunch entrance door	Line up/waiting area	Eating area/wet day area	Outside social area
Y9	Early	1 st	Hall main doors/foyer	Hall main doors/foyer	GYM Zone C	Tennis courts/MUGA
Y7	Early	2 nd	Picnic area near GYM	Hall Zone A	Hall Zone A	Front field near labs
Y8	Early	3 rd	Picnic area near HUB	Hall Zone B	Hall Zone B	Back field near cricket pitch
Y11	Late	1 st	Hall main doors/foyer	Hall main doors/foyer	Hall Zone A	Front field near labs
Y10	Late	2 nd	Picnic area near HUB	Hall Zone B	Hall Zone B	Tennis courts/MUGA

7. FACE COVERINGS

The Government has recently updated its guidance on the use of face coverings in schools. This can be seen here: <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-

Essentially, unless your school is in an area of local lockdown, it remains at the discretion of Headteachers to decide how best to manage the issue within their own settings. There is no easy solution to this issue and it is simply not possible to please everyone (see my video intro on email/FB page). There are very strong arguments on all sides, often based on individual circumstances. Our approach at BHS is outlined here, **but remains subject to review as we consider the constantly updated guidance**. I have shared my approach with Headteachers from several neighbouring secondary schools and those who replied told me they were taking a very similar approach.

- Face coverings, when used in school, must be plain in design, with no logos, writing, designs etc. Other face covering alternatives (e.g. scarves etc) will not be permitted.
- We **strongly recommend** that students wear face coverings during transition times: when walking on corridors or travelling between lessons. But at this stage, this will not be compulsory. We believe that this is a sensible precaution to take in line with the latest World Health Organisation (WHO) guidance. But we also understand that some students will have genuine reasons for not wanting to wear them.
- I retain the right to change our stance on face coverings according to how students respond, and the ongoing guidance that continues to be released. Our other main precautions: regular hand-cleaning, year group bubbles, separate social zones, staggered break/lunch and the single-file one-way system will be in place at all times to further support everyone's safety.
- Students will not wear face coverings in lessons (unless there is a specific underlying medical reason for them to do so to be communicated and agreed with school).
- Staff can choose to wear face coverings during duties/transition times. There may be times during practical lessons or when working closely with students that staff may need/choose to wear a visor.
- Students will be required to safely store reusable face coverings (in a sealable plastic bag), or to safely dispose of facemasks (in lidded bins).
- Hands must be cleaned before and after touching a face coverings and students must take care not to touch the front of the face coverings.
- On arrival at their lesson/destination students must carefully remove the face coverings, dispose of it/store it in the sealable plastic bag, and sanitise their hands.
- Students must not, under any circumstances, touch another person's face coverings.

8. HAND-CLEANING

Hygiene routines - cleaning hands, and respiratory hygiene (Catch it, Bin it, Kill it):

Students will be regularly reminded of the needs for good hygiene. There are two key messages we can all get into the habit of reinforcing. The first is the importance of regular, and thorough hand washing. The second is the importance of good respiratory hygiene – the 'Catch it, Bin it, Kill it' routine. There are pedal bins in every room and these are emptied every night. There are also tissues in every room as well as cleaning kits for staff use.

Sanitiser stations:

These will be position at key points around school. They will be monitored and refilled as required. Students will be directed to use these at key times throughout the day. Please let us know if your son/daughter is unable to use sanitiser because of a specific skin condition or other issue.

Hand Sanitiser:

We also ask that every student has their own hand-sanitiser as an additional precaution and because it allows them to clean their hands before/after removing face coverings.

When should students clean their hands?

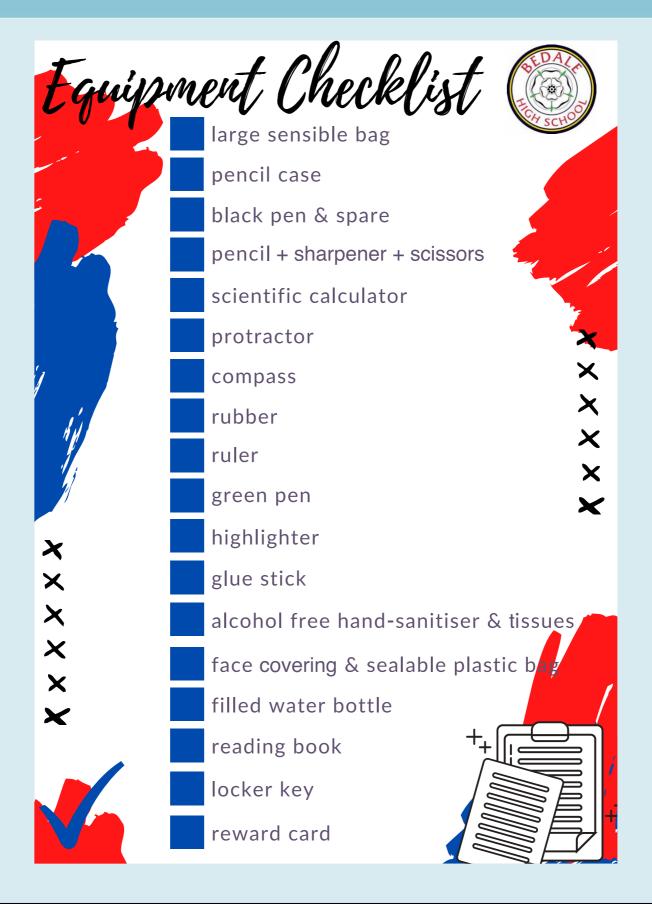
Students must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

Wet your hands with warm or cold water. Hot together for at least 20

Skin friendly skin cleaning wipes can be used as an alternative if a student has a specific need that prevents them from using hand-sanitiser.



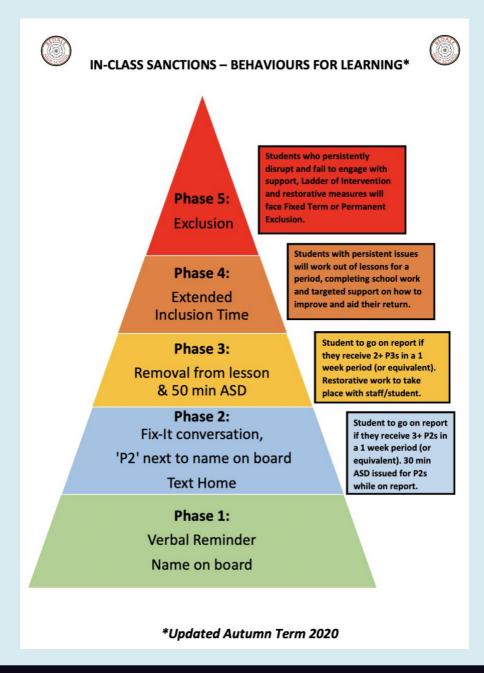
9. EQUIPMENT LIST



10.BEHAVIOUR

Before schools closed in March, we had already been looking into launching a 're-fresh' of our behaviour and rewards systems. These plans have now been further adapted in light of the Covid-19 context. The new behaviour pyramid can be seen here. There will be no lunchtime detentions but after-school detentions will remain in place (held in separate venues with social distancing in place). More emphasis is being placed upon our restorative actions with students and we will continue to work together with families to continue the very positive progress we have made in this area over recent years.

This will be trialled and reviewed as we go through the autumn term. As with our previous system, we will adapt it as appropriate for students with additional needs. Please contact Mrs Knight if you have any concerns or questions over this.



11.REWARDS

Last year, staff worked with students to consult on the best way to update our rewards system. The following ideas will be trialled this term and are a result of this consultation.

Students will be issued with a rewards card at the start of term. Double sided, it will have space for **30 points**. Once full, these will be posted into the form room box and kept safe until the end of term.



Staff will sign their initials over the stamp and be limited to allocating one stamp per student per lesson.

How to gain points...

Commitment

Showing commitment to learning

Showing commitment to extracurricular activities

Going the extra mile

Courage

Challenging themselves in and out of the classroom

Showing resilience when things are tough

Showing courage to ask for help or to ask a question

Compassion

Showing kindness and being helpful

Representing the school

Showing understanding and support to others

Prize ideas have been taken from the student surveys and suggested by the students themselves: stationery, food voucher, Film Friday, Headteacher Award, end of year trip etc.

As well as a prize, students will be issued a badge at the end of the term corresponding with their achievement. They will also receive a text message and certificate for their achievements in presentation assemblies. The student surveys suggested they like visible acknowledgement of success such as certificates, postcards and badges.

12.LESSONS

Schools are expected to deliver a full, broad and balanced curriculum. Staff have worked really hard to ensure that they are planning their teaching in the most effective way to address any gaps in knowledge that may result from lost teaching time in the last academic year.

Consistently positive **Behaviour For Learning** will be crucial in order to enable staff to deliver lesson content effectively, and it is now more important than ever that students try their utmost to maintain full concentration and participation – both with their lessons and home-learning.

Most lessons will be able to be taught as normal, (following strict and carefully managed entry/exit routines into and out of classrooms), but some restrictions or additional measures will need to be in place in some areas.

Science, Food Preparation and Nutrition, Design Technology

Schools are required to follow the CLEAPSS guidance in these subject areas, to ensure that they can carry out Covid-secure practical work. The guidance has been updated over the summer and Mrs McGuinness-Brown has done a brilliant job of pulling together a detailed risk assessment and sharing guidance with the staff in this faculty to ensure that they know exactly what they can/can't do, and how to ensure all practical work is



carried out safely. See next page for more information.

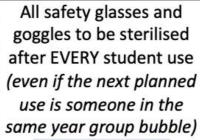
Music, Drama, Art, PE, Textiles

This guidance has only just been updated for schools. The Creative Faculty will ensure that the latest safety precautions are in place and shared. In most cases this is to do with protocols around the sharing of equipment and how to deliver performances and other activities safely etc. Students will be briefed at the start of term and as they go through each lesson.

As with everything else – these practices will be regularly reviewed and updated as guidance changes.

Science and Technology Faculty: How we are making practical work safe

Staff and students to wash hands before practical work to remove traces of alcohol-based hand sanitiser which could be flammable



All oven gloves in Food P+N to be sterilised after EVERY student use (even if the next planned use is someone in the same year group bubble)







All fixed equipment disinfected on contact points in between year group bubbles Aprons, tea towels and dishcloths in Food P+N washed for food hygiene purposes and then either disinfected OR quarantined for 72hours in between year group bubbles

Teachers, technicians, and TAs may need to work within 2m of a student during practicals in order to ensure Health and Safety. They will wear a face visor.







Teachers to demonstrate with separate equipment to the ones for students



Students to work in consistent pairs/groups as much as possible, often with the peers they sit next to for theory lessons



All equipment to be disinfected OR quarantined for 72hours in between year group bubbles



13.OTHER ROUTINES AND PROTOCOLS

Assemblies

The new routine will be alternating weeks for Key Stage 3 and Key Stage 4 assemblies, with Years 7 and 8 having separate, socially distanced assemblies one week, and Years 9 and 10 having separate, socially distanced assemblies the following week and Year 11 having a weekly assembly every Thursday. All students will have a separate 'Welcome Back' year group assembly at the start of term.

Events

School events scheduled for the autumn term, such as Parent Evenings and Presentation Evening for example, need further thought and planning. We will be consulting with partner schools and organisations on the best way to approach this, and intend to share more information with you early in the autumn term. If events cannot go ahead safely as planned, we will look into other options such as using a 'virtual' format.

Lunch Money

To minimise the risk of transmission of the virus, we are no longer accepting cash being put on in school, via the machines, and all top up payments must be made by ParentPay. If parents have forgotten login details, please email admin@bedalehighschool.org.uk. For Year 7 students on Day 1, please bring cash until the ParentPay accounts have been set up.

Visitors

Any visitors to the school site will need to be pre-planned (booked in) and inducted on how to follow our strict protocols on handsanitising and using the one-way system etc. We must limit visitors as much as possible for the safety of everyone within the school community, and we ask that you understand if we are having to communicate with you more through telephone conversations, email etc rather than face to face meetings.



14. WHAT IF MY CHILD IS DISPLAYING SYMPTOMS?

Staff and 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. We have a Covid-ready medical base (separate to our usual facilities) in case a student develops symptoms on site.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus</u> website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Parents should inform schools immediately of the results of a test, and then follow this guidance:

- 1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- 2. If someone tests positive, they should follow the <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

If school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19), we will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. A rapid risk assessment will take place. The health protection team will work with schools in this situation to guide us through the actions we need to take, including whether other individuals or groups of students/staff need to be sent home.

15.ATTENDANCE AT SCHOOL

The government's stance on this is shown here:

In March, when the coronavirus (COVID-19) pandemic was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. **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 pupil 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

They ask schools to note that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children was paused on 1 August 2020 which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding - read the <u>current advice on shielding</u>
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend
- pupils no longer required to shield but who generally remain under the care of a specialist health professional are likely to discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people

As always, - we will work collaboratively with families to support strong attendance and to ensure you feel confident in the precautions we are taking.

16.WHAT HAPPENS IN THE CASE OF A LOCAL LOCKDOWN?

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The DfE will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. We will provide more information on this process as it is passed to schools.

In the event of a local outbreak, the Public Health England (PHE) health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. We have a flexible contingency plan in place should this occur. This will be based upon the DfE's tier system and plans will be shared as and when appropriate. Further information can be seen here:



https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions

Our previous experience of delivering remote learning combined with in-school provision for vulnerable groups has taught us a great deal and we are well-placed to cope with this situation should it re-occur.

17. FURTHER HELP AND SUPPORT

Useful Contacts in School:

General Enquiries: admin@bedalehighschool.org.uk

Head of Key Stage 3 (Year 7 and 8): <u>bradburys@bedalehighschool.org.uk</u> Head of Key Stage 4 (Years 9-11): <u>templec@bedalehighschool.org.uk</u>

Pastoral Manager: collinsona@bedalehighschool.org.uk

Attendance Queries/Concerns: parnabya@bedalehighschool.org.uk

Curriculum Queries: gillm@bedalehighschool.org.uk

Safeguarding, SEND, Mental Health: knighta@bedalehighschool.org.uk

'Back to School' Guidance for Parents/Carers:

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term

Mental Health and Wellbeing (support in North Yorkshire):

https://www.thegoto.org.uk

Please remember – we are constantly trying to manage a difficult balancing act around this current situation. We can reduce and mitigate the risks around Covid-19 through all the measures outlined within this guide, but we cannot eliminate them. And through all of this, we must continue with you, to project positivity and confidence. We should be confident that your children can still be safe. We should be confident that their education is in good hands. And we should be confident that, with you, we have a strong bond that will see us

through any difficult challenges that lie ahead. Thank you for your amazing support...we can't wait to get your children back into our classrooms!

Tom Kelly Headteacher

