

St. Aidan's Church of England High School

Back to school – A Guide for parents/carers and students

Introduction – Welcome

Dear St. Aidan's Student and parent/carer,

We hope you and your families are all keeping well as we move on from this very difficult period of our work and home lives. As you are no doubt aware, the Government has now confirmed that Secondary schools will begin to re-open to more students from 15 June 2020. We have of course remained open to key worker and vulnerable children throughout the period of 'lockdown' and this will continue. However, school will also welcome students from both year 10 and year 12 from 15 June.

We are aware that there may be some parents/carers and students who are feeling anxious about a return to school for a number of reasons and we would encourage you to contact the school Senior Leadership team or pastoral team to discuss issues. The re-opening is running alongside a detailed Local Authority Risk Assessment of procedures and you can be assured that safety is at the forefront of our planning.

Much has been done in school to increase hygiene facilities and ensure social-distancing and we would very much appreciate the support of parents/carers in encouraging students to follow the guidelines within school to do everything we can to minimise the chances of infection.

What school will be like when it re-opens.

- Our plans are for 25% of both year 10 and 12 to be in school each day to ensure adequate social distancing in line with DfE recommendations.
- Year 12 students will attend for one two-hour session for each of their subjects every two weeks. Their lessons will be with a subject specialist for all of their lessons although this may not always be their own subject teacher.
- So, there will be three groups in school each day – Key worker students, year 10 and year 12.

Group Zones

- Each of the three groups will work within their own '**zones**' to minimise mixing and contact.
- They will also be within smaller '**bubbles**' within the zone.

The programme for Year 12 students

All lessons for St Aidan's students will take place on the St Aidan's site.

Year 12 students are in Zone 3, mainly the Stott Wing (History/Geography) and Maths. Year 12 students will have one long lesson per day (2hrs) and will not have break or lunch whilst at school. They are working in rooms:

GG1,2,3,4,5,6, Hi1,2,3,4,5, MA3, MA4, MA6.

The planned schedule for lessons is shown below. Information about groups and rooms for each lesson will be posted in advance on Moodle: **it is important that students have checked and noted this information before coming into school.**

How the day will look for Year 12 students

To avoid mixing with students in Year 7 to 10, Year 12 students must enter the site via the gate in Bede Car Park.

Morning Lessons

8-45am - Year 12 students should go directly to the hand washing area outside the restaurant to wash their hands. They will be required to queue at a 2m distance for sinks before walking back to enter the Geography block by the entrance at GG5 and GG6. They will go to their room in the Stott Wing or Maths block.

9-00am – Their lesson will begin at 9-00am and will be a single two hour lesson until 11-00am.

11-00am – 11-10am – Staggered over the ten minutes, Year 12 will then make their way home. They will be encouraged to leave the site and not congregate

Students who have signed up for a UCAS workshop should move directly to the Careers Department in Bede House.

Unfortunately, because we are required to prevent students from mixing with those in other groups we are not able to provide facilities for socialising or for private study in school and lunch will not be provided for Year 12 students.

Afternoon Lessons

Due to staff availability and larger student numbers in some subjects, we have had to schedule a small number of Year 12 lessons in the afternoon. Information about morning and afternoon groups for these subjects will be communicated via Moodle. Students who are asked to attend afternoon lessons should not come into school in the morning on that day.

12.15pm – Students should go directly to the hand washing area outside the restaurant to wash their hands. They will be required to queue at a 2m distance for sinks before walking back to enter the Geography block by the entrance at GG5 and GG6. They will go to their room in the Stott Wing or Maths block.

12.30pm – Lessons will begin at 12.30pm and will be a single two-hour lesson until 2.30pm.

2.30pm – Students will then make their way home; they will be encouraged to leave the site and not congregate.

Initial contact 'check-in' with students

We understand that this new way of working will be strange at first and it may take some time for students and staff to feel comfortable. Our aim is to enjoy being back at school and re-establish the excellent relationships that exist as quickly as possible by welcoming students back in positively. The lessons will provide a good opportunity to catch up, to tackle some issues with online work, to deliver some new content and to set up future learning at home.

Students should not worry how much work they have or haven't done. They should feel free to discuss their online learning and highlight what has gone well and where there are difficulties and misconceptions or where more resources are needed.

We are keen that those who cannot attend will not be disadvantaged and the online learning materials and increasing number of Teams meetings over the coming weeks will be used to support them also.

Moving around school

One way system

Students are required to be socially distant from each other and staff as they move around school for the safety of all.

Movement is via a one way system to maintain social distancing. In order for students and staff to be reminded to remain socially distant and 2m away from each other, markers have been installed on the floor around the school site.



There will be occasions where students are required to queue, for example to hand-wash or waiting to enter their room. They must be especially careful to remember the need for 2m distancing at these times.

One way system



GROUND FLOOR



One way system



FIRST FLOOR



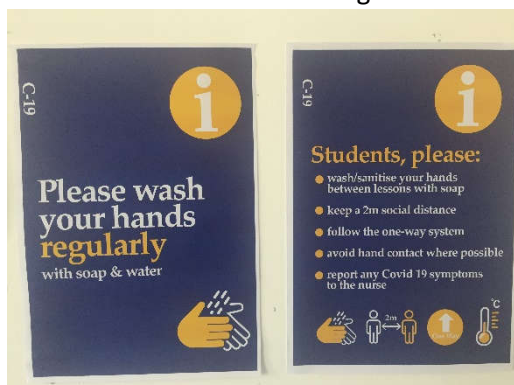
Learning spaces/procedures in classrooms



- Where possible, we will keep the same teacher with groups in their 'bubbles'.
- Staff will be required to access their desk whilst maintaining a 2m gap from students and this has been taped off in rooms. Students should ensure that this 2m gap is maintained.
- Students are reminded that they should not touch their faces, eyes, nose etc.
- Students should bring very few personal items from home as this will reduce the chances of spreading the virus. However, a pencil case with stationery is acceptable.
- The teaching staff will minimise shared

materials in class and if they are used will be disinfected and cleaned.

- If a laptop is essential for a student to use, please ensure that it is cleaned at the start and end of the day.
- Staff will not be taking resources from school home e.g. students books for marking.



- Each classroom has posters reminding students about hand hygiene and procedures around the site.

Assemblies/Worship

- There are no plans for student assemblies at present.

Use of toilets

Students should note that toilets have been allocated to each zone in order to minimise congestion and contact with other groups. Please only use the toilets allocated and play your part to ensure that there is social distance and no large groups at any one time.

- Zone 1 students – KWV – Language corridor, Maths corridor close to Deli Bar
- Zone 2 students- Year 10 – Outside staffroom, next to changing rooms
- Zone 3 students – Year 12 – Constance Green, Restaurant, Sixth Form cafe

Procedures for improved Hygiene

How can you stop coronaviruses spreading?

| | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| If you need to cough or sneeze  Catch it with a tissue  Bin it  Kill it by washing your hands with soap & water or hand sanitiser | | | You should wash hands with soap & water or hand sanitiser  After breaks & sport activities  Before cooking & eating  SCHOOL ETC.  After using the toilet  Before leaving home | | | | | |
|  Try not to touch your eyes, nose, and mouth with unwashed hands | |  Do not share items that come into contact with your mouth such as cups & bottles | |  If unwell do not share items such as bedding, dishes, pencils & towels | | | | |



1. Wet hands with water
2. Apply enough soap to cover all hand surfaces
3. Rub hands palm to palm
4. Rub back of each hand with palm of other hand with fingers interlaced
5. Rub palm to palm with fingers interlaced
6. Rub with back of fingers to opposing palms with fingers interlocked
7. Rub each thumb clasped in opposite hand using a rotational movement
8. Rub tips of fingers in opposite palm in a circular motion
9. Rub each wrist with opposite hand
10. Rinse hands with water
11. Use elbow to turn off tap
12. Dry thoroughly with a single-use towel
13. Hand washing should take 15-30 seconds

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Handwashing

Please can students continue to be in the habit of handwashing for 20 seconds using soap and hot water before school, after each lesson and after break and lunchtimes. Please ensure that your hands are properly dried.



Coughing and sneezing

CATCH IT
Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.

BIN IT
Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.

KILL IT
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

NHS

If you need to **sneeze or cough**, make sure you do so into a tissue where possible or, failing that, into your elbow. If you do sneeze or cough into your hands, it is important that you wash them straightaway to avoid spreading germs. Any tissues that you do use need to go straight into the classroom bin.

Students own cleaning/hygiene materials

Please can we request that students do not bring in their own materials to clean or sanitise. All materials used in school follow closely COSHH regulations and some materials /substances may not match these guidelines and regulations.

What happens if a student becomes unwell?

If one of our students does become ill, we will inform you (parents/carers) immediately and remove them from their class so that they can be isolated as soon as possible following DfE guidance. The student will be supervised by either the Nurse or First Aider present and school senior management if required whilst they await parents to collect.

What happens if there is a confirmed case of Coronavirus in school?

It is recommended that the student takes a test for Covid 19. If the result is confirmed as positive, the people that they have been in contact with including staff members and classmates are required to self – isolate for 14 days.

If there is strong evidence without testing that there is a case of Covid 19 infection, the Headteacher may decide to send groups of staff and students home for their own protection and to reduce the probability of infection spreading.

Parents/ visitors coming in to school

In order to reduce the chances of infection coming into school, we are required to minimise the number of parent/carers and visitors entering the site for the foreseeable future. Please therefore avoid all non- essential visits. If you are required to come into school, please ensure that it is by appointment.

Fire Safety/ Evacuation

In the event of the fire alarm going off and an evacuation taking place, staff and students will proceed in the normal way to the appropriate areas. It will **not** be necessary to abide by the one-way system in these circumstances as we are looking to get everyone out of the building as quickly and effectively as possible.

Students should be encouraged to go out and around the front of the building to reduce bottlenecks or on the grass at the back if suitable. Staff should encourage students to be quiet, not run and behave sensibly. Social distancing should be maintained where possible.

Year 12 will line up on the normal yard close to RS in their class groups with their teacher taking a register.

School Transport

We understand from a number of bus companies that their services will not run as normal or may not be available over the coming weeks. You will be aware that St Aidan's does not have a contractual relationship with the bus companies and we would encourage you to contact individual companies to find out their proposals for the return to school.

We hope that this situation will not prevent students from accessing the lessons we are providing in school at this time.

Attendance

If students decide not to attend or are unable to come into school, we ask that you let us know by emailing our Attendance Officer (attendanceofficer6thform@staidans.co.uk). If we do not hear from you, we will expect students to be in school and will follow-up non-attendance on each day using normal procedures.

Behaviour procedures

This addendum to the Behaviour Policy is for use during the arrangements for the education of students in school and online during the Covid-19 partial school closures.

In addition to the normal routines and courtesies outlined in the school's Behaviour Management Policy, everyone should be aware that for health and safety reasons students should follow these guidelines:

- Sixth Form dress code and lanyards should be worn.
- wash hands immediately on entering the school and when instructed during the school day
- stay 2m apart when walking through the building and in the classroom
- stick to the one-way system and follow instruction from staff
- do not share or pass equipment, water bottles or food

- sit in a designated desk as directed by the member of staff
- remain seated and not leave your seat until instructed
- remain in your classroom unless instructed otherwise
- do not step into the teacher zoned area
- inform an adult if you feel you have any Covid-19 symptoms
- use tissues when sneezing or coughing and dispose of in bins
- visit the toilet areas one at a time and thoroughly wash hands afterwards

Sanctions for poor behaviour in school

In the event of misbehaviour in class, students will be given clear, explicit warnings and will be reminded of expected behaviour by the class teacher.

In the event that there is an incident which poses a risk to students or staff, parents will be contacted, and students collected from school to ensure the safety of themselves and others.

Persistent poor behaviour and inability to follow health and safety guidelines can result in a student receiving a fixed term exclusion. (Eg spitting, physical touching/hitting, refusal to comply with H&S/ social distancing requirements that could heighten the risk of harm to others).

If any adverse behaviours take place that could affect the health or safety of individual students or staff, then an individual risk assessment may be completed to review the safety of that child on the school site during the pandemic restrictions. A fixed term exclusion may be used.

Online Learning

The majority of the work that the students will cover during the Covid -19 period will be accessed online. It is very important therefore that students understand that as members of St Aidan's we expect them to maintain high standards of behaviour in their use of school email and online learning platforms.

While working online students should be aware of the school's Acceptable Use Policy. As we move toward more interactive learning and the use of Teams all students should have read the Teams Student Guide and Protocols and in particular:

- follow the instructions from the member of staff taking the lesson
- use the chat function for questions to the teacher only

Sanctions for poor behaviour online

Online learning follows the same behaviour expectations we have in school. ie everyone in the St Aidan's community should be treated with respect and consideration and therefore should follow the school's behaviour guidelines.

If there is any poor behaviour during the live streaming of lessons, then the student will be given a warning. If this persists then the student should be removed from the lesson and parents contacted.

If a student uses their school's email or Moodle account to send abusive messages about or to staff or other students, or they use an account to distribute inappropriate material, then they will be suspended from the system immediately and parents contacted.

Any abuse of online learning methods provided by the school will result in the use of the system being temporarily suspended until parents are contacted and the incident is resolved. A fixed term exclusion may be used.

Year 12 Schedule 15 June – 10 July

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------|
| w/c 15 June | Biology (AM & PM Sessions) Product Design | Business A Level English Dual Physics (AM & PM sessions) | Art Photography IT Performing Arts Psychology (AM & PM Sessions) | Applied Science Dance Media Studies Politics Spanish | Computer Science Food and Nutrition Health and Social History |
| w/c 22 June | Ancient History Drama and Theatre Fashion and Textiles Geography German | Art Graphics Fine Art French Music Technology Physical Education Religious Studies Sport BTEC Travel and Tourism | Applied Business Mathematics | Chemistry (AM & PM Sessions) Sociology | Economics English Language English Literature Music |
| w/c 29 June | Biology (AM & PM Sessions) Product Design | Business A Level English Dual Physics (AM & PM sessions) | Art Photography IT Performing Arts Psychology (AM & PM Sessions) | Applied Science Dance Media Studies Politics Spanish | Computer Science Food and Nutrition Health and Social History |
| w/c 6 July | Ancient History Drama and Theatre Fashion and Textiles Geography German | Art Graphics Fine Art French Music Technology Physical Education Religious Studies Sport BTEC Travel and Tourism | Applied Business Mathematics | Chemistry (AM & PM Sessions) Sociology | Economics English Language English Literature Music |