



Carshalton High School for Girls (November 2020)

The School and Trust follows the Government guidance which states that schools should now adhere to a 'System of Controls' to reduce the risk of Coronavirus spreading within the school environment

DfE guidance for schools can be found by clicking [here](#). Specific guidance for parents can be found by clicking [here](#):

1. System of Controls

The school will ensure that the following are in place:

Prevention

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting "catch it, bin it, kill it" approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection

7. Engage with the NHS Test and Trace process
8. Manage confirmed case of Coronavirus amongst the school community.
9. Contain any outbreak by following local health protection team advice.

The opening of our school is also guided by the following principles:

- Protecting the health and safety of students and staff
- Following the Government guidelines as and when updated
- Providing students with familiarity of school routines for academic learning and recovery of the curriculum
- Providing clear expectations for staff, parents and students.

2. Teaching and Learning

- The school's goal is to continue to provide the students with a high-quality education that will continue to promote their development and prepare them for the responsibilities and opportunities ahead.
- The curriculum on offer will continue to remain broad and ambitious and continue to provide the students with a depth of knowledge across all curriculum areas. There will be no reduction in the number of subjects students study in each year group.
- Lessons will be taught as normal. Teachers will continue to use teaching materials, strategies and teaching styles that are familiar to our students.
- We have installed combined visualisers and webcams in every classroom so that teachers can demonstrate from the front of the class and reducing the need to move around the classroom.
- Teachers will teach lessons at least 2 metres away from students. A 2m line is visible in each classroom. Teachers will minimise any contact closer than this in lessons
- A seating plan will be in place for all lessons and students will remain in the same seat arrangements throughout the day. This will reduce the contact between students.
- Teachers will continue to use booklets
- Homework will continue to be recorded on Show My Homework.
- The overarching principle is to reduce the number of contacts between students, staff and each other. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.
- Students in Key Stage 3 (Year 7 & 8) will be taught in a form tutor base for most of the school day in classes of 30 individuals.
- KS3 students will not move around school for lessons, except for specific practical lessons and at break/lunch and toilets
- Students in Key Stage 4 & 5 (Year 9 – 13) will be taught in a Year Group Bubble to accommodate the range of options subjects at GCSE and A Level. Again, movement around the school will be minimised to the zone for that year group.
- Classrooms have been grouped within the school into year groups zones (Year 7 Zone, etc).
- Teachers and support staff will move between classrooms and year groups.
- The school will provide a remote learning combination of booklets and Show My Homework for individuals. YouTube videos and MS Teams online tutorials will be provided in addition should a year group need to self-isolate. More details will be given to parents/carers in the unfortunate and unlikely event of this occurring.

3. Arrival and dismissal

a) Staggered arrival and dismissal times

Year	Arrival / Dismissal Time	Gate	Block / Zone / Line-up
7	No earlier than 8.10am Tutor Time - 8.30am Dismissal - 2.15pm	Front Gate (Wrythe Lane)	C & D Block Purple Zone Playground
8	No earlier than 8.30 Lesson 1 – 8.55am Dismissal - 2.40pm	Exit Gate (West Street)	F & G Block Blue Zone Plaza (Main Hall side)
9	No earlier than 8.30 Lesson 1 – 8.55am Dismissal – 2.45pm	Front Gate (Wrythe Lane)	B Block Green Zone Playground
10	No earlier than 8.30 Lesson 1 – 8.55am Dismissal – 2.45pm	Football Club Gate (reached via park adjacent to School)	J Block Yellow Zone MUGA
11	No earlier than 8.10am Tutor Time - 8.30am Dismissal – 3.20pm	Exit Gate (West Street)	A Block Orange Zone No line-up
6 th Form	No earlier than 8.10am Tutor Time - 8.30am Dismissal – lesson dependent	Football Club Gate (reached via park adjacent to School)	S & D Block Red Zone

b) Students

- Students will only be allowed through the school gates (wearing their lanyard) at the assigned staggered start time and via the gate outlined above. **For these arrangements to work well, it is really important that students and parents adhere to these times.**
- The gates will remain closed until the times highlighted above and students will not be able to access the school site.
- Students will be given lanyards on their first day which will be the same colour as the zones identified above. Students will have to replace these at their own cost should they lose them.
- Upon arrival, students must go straight to their line-up area – **they cannot go anywhere else on the site or meet up with students in other year groups.**
- Students who are late to school should still enter via the assigned gate until 9am. After 9am students should use the Front Gate and sign in at the School Office. A member of SLT will escort students from the Front Office to their lesson.
- Students must adhere to social distancing where possible when entering and exiting the building.
- Students must sanitise their hands by the gate of entry on arrival in School.

- Students are expected to wear a mask at bus stops and while using public transport. Students must be considerate of other users during both the journey to and from school and are advised to leave the bus at the stop before it reaches the School.
- If students have used a mask on when using public transport they must either dispose of this mask in the bin or place it in a sealed bag in their rucksack. **A new mask must be worn in and around school.**
- Mobile phones and electronic equipment should be switched off and placed into bags upon arrival to school.
- Storage space for bikes will be provided for cyclists. Please ensure students have a lock for their bike and they know the combination code or have a key.

c) End of the day arrangements

- Students will sanitise their hands in the classroom before being walked to their allocated exit gate by their tutor or teacher.
- As with drop off, times are staggered, and parents are not permitted onto the school site but must wait outside the gates or in the adjoining park. It would be preferable to arrange collection away from the school to maintain social distancing.
- Students will exit via the same gate that they arrived.
- As in the mornings, members of staff will be outside.
- Arrangements for the collection of siblings collection must be made separately
- Unfortunately, due to our staggered pick up times, there will be no access to the LRC or IT suites after school.
- There will be no sports fixtures or clubs until further notice. This will be reviewed after October half-term.
- Students who are in after-school detention will leave approximately 30 minutes after the dismissal time. They can leave and be collected via the Front Gate.

d) Parents/carers

- Parents/carers are asked to drop off and pick up **only** at staggered start and pick up times – it is very important to keep to these times. Parents/carers are also asked to please observe social distancing outside the school building. Only one parent/carer should attend drop off and pick up times.
- Parents/carers to drop off and collect their child on foot outside of the gates. Parents/carers are encouraged to allow their child to make the last part of the journey into school on foot.
- Parents/carers are not permitted to park their vehicle on the kerbs outside the School gates or on the road that leads to Carshalton Athletic FC. Both these areas are incredibly busy and access is needed all day. Therefore please arrange collection away from the school to ensure we keep all of our students safe as they leave the school.
- Unnecessary travel on public transport is to be avoided, if possible. Walking, cycling & use of private car are preferable. Face masks must be worn if it is necessary to travel by public transport/school bus and in shops.
- We ask that all messages to school be phoned through to the School Office or sent via email to the Head of Year. Parents/carers **will not** be allowed into the School building.

- **The Head of Year & Tutor is the first point of contact for all parents/carers.** Email addresses for these can be found by clicking [here](#)
- We would ask parents to help the school in ensuring that the students maintain their social distancing outside of school.
- Parents/carers of children who are reluctant to attend or are anxious about returning to school should contact their Head of Year prior to the start of the academic year
- Students with an EHCP will have an individual risk assessment to identify any additional support they will need to make a successful return to full education. This will be done in consultation with parents/carers. Students with specific medical needs will have their health care plans reviewed to ensure their needs can be met.

e) The School Day

Structure of the School Day								
		Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
08:10		Arrive				Arrive	Arrive	Arrive
08:30		Tutor Time	Arrive	Arrive	Arrive	Tutor Time	Tutor Time	Tutor Time
08:50		Travel Time (5 mins)						
08:55		Period 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
09:45		Travel Time (5 mins)						
09:50	Period 2 with staggered catering services (25 mins)	BREAK 1	Period 2 (Part 1)	Period 2 (Part 1)	Period 2	Period 2	BREAK 1	Period 2
10:15		Period 2	BREAK 2	BREAK 2			Period 2	
10:40			Period 2 (Part 2)	Period 2 (Part 2)	BREAK 3	BREAK 3		BREAK 3
11:05		Travel Time (5 mins)						
11:10		Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
12:00		Travel Time (5 mins)						
12:05	Period 4 with staggered lunches (25 mins)	LUNCH 1	Period 4 (Part 1)	Period 4 (Part 1)	Period 4	Period 4	LUNCH 1 (12.0512.30)	Period 4
12:30		Period 4	LUNCH 2	LUNCH 2			Period 4	
12:55			Period 4 (Part 2)	Period 4 (Part 2)	LUNCH 3	LUNCH 3		LUNCH 3
1.20		Travel Time (5 mins)						
1.25		Period 5	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5
2.15		Dismissal 2:15	Travel Time (5 mins)					
2.20			Tutor Time	Tutor Time	Tutor Time	I/vention T/abled	Period 6	Period 6
			Dismissal 2:40	Dismissal 2.45	Dismissal 2.45	Dismissal 3.20	Dismissal 3:10 (tbc)	Dismissal 3:10 (tbc)

4. The School Day & Covid-19 Hygiene

a) Hand Washing & Hand Sanitisation arrangements

- To minimise COVID-19 transmission and ensure that hands can be cleaned frequently throughout the school day students will be provided with a bottle of hand sanitiser.
- The use of hand sanitiser is quicker and more effective than washing hands. It also ensures all students have access instantly to the correct hygiene equipment without long queues building up in school washrooms.
- Hands must be sanitised on arrival at school, on return from break & lunch, when students change rooms, before dismissal and before and after eating – at a very minimum. They should also be sanitised before and after practical subjects.
- Students can refill their sanitiser bottle during break and lunchtime at the refill stations around the school. Students will not be allowed out of lessons to refill bottles.

b) Beginning of the day

- Students should arrive in normal School uniform unless they have PE or Games lessons on that day, in which case they should arrive in their PE kit and remain in PE kit for the remainder of the day. A reminder that we no longer have lockers and students must arrive with a plain, black rucksack or backpack or the CHSG logo bag (Year 7 onwards).
- On entering the classroom, students must sit in the seat assigned to them in the seating plan
- Registration of pupils will take place during Tutor Time and the School will continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many students and staff are in attendance.
- School attendance will be mandatory again, unless unwell. The usual rules on school attendance will apply, including:
 - parents' duty to secure that their child attends regularly
 - 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 as a last resort
 - there will be no whole year group assemblies in the Main Hall for the foreseeable future. These will be replaced with video messages.

c) During the day

- Students to sanitise their hands after break, PE/Games, using the toilet and before/after eating lunch.
- Students should sanitise their hands upon entering a new classroom and before leaving each classroom. Students should sanitise before removing and donning their face mask.
- Students will not be allowed out of lesson to fill up water bottles or fill hand sanitiser bottles. This must be done during break and lunchtime.

- Each class will have toilets assigned. (Students will be able to visit the toilet when needed and this will be monitored appropriately by staff).

d) Movement around the School building / Fire alarm

- All movement of students around the School will be monitored by staff and SLT.
- Should the fire alarm go off, the usual fire evacuation procedures will apply. Students must ignore the one-way system and make their way to the park as per our fire drills.

Students will be reminded of the following:

- Move on the left when moving up and down the stairs and around the School building.
- Follow the one-way system marked out in each block.
- Where possible, social distancing must be observed.
- Stay apart on the stairs and do not touch others as they pass on the stairs or around the school.

e) Hygiene procedures for the classroom

- Student desks have been rearranged so that they are front facing and seated side by side
- Classrooms will be cleaned between lessons when being used by different year groups and at break & lunchtime. Specialist classrooms will be cleaned more frequently and at least after use by different year groups.
- Larger wheelie bins (general waste & recycling) will be provided in each Year Group Zone to enable students to empty classrooms bins into the larger wheelie bins after break & lunch
- Boxes of tissues will be in each classroom to support 'Catch It, Bin It, Kill It'
- Staff will ensure that hands are cleaned regularly and rotation ('set aside') of the resources.
- Students are expected to have their own equipment as detailed in the School's equipment list (see Appendix A) as these cannot be provided by the School and should not be shared
- Staff will remind and encourage students not to touch their mouth, eyes and nose, to use a tissue or elbow to cough or sneeze into and use bins for tissue waste ('Catch it, Bin it, Kill it').
- The Premises Manager will ensure that bins are emptied every day and that there is a stock of tissues in classrooms.

f) Face masks

- The Government has raised the Covid level for London to Tier 2 (High). As a result, from Monday 2nd November we will require all students and staff to wear a Covid-safe mask in all school internal public spaces (not classrooms) unless they are exempt from doing so.
- Student face masks will not be required in lessons, in line with government advice. "It will not be necessary to wear masks in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning".
- Students will be permitted to remove their covering when they are in outside spaces, particularly at break and lunchtime.

- Students may also remove their mask to eat or drink although the mask should not be removed for an extended period of time.
- Face masks must be plain and in navy, blue or black. There should be no logos, symbols or statements on them. Due to both expense and hygiene we advise against using the disposal surgical masks and we suggest purchasing washable masks instead. However, students are free to wear a surgical type mask if they prefer.
- We do not allow 'ski style' masks, or 'snood' type style face coverings which are 'pulled up' from the neck.
- If students have used public transport, they should not wear the same mask in school. A fresh, new mask must be worn and the old mask stored in a plastic sealable bag/wallet.
- Masks must be worn properly covering the mouth and nose, not under the chin.
- If there is a specific reason why your child is unable to wear a mask as per the guidelines above, please contact their respective Head of Year and we will provide them with a means to indicate to staff that they have permission not to wear a mask.

Removal and donning of masks

- Students should sanitise their hands before they put on their mask and after they take off their mask.
- They should only handle the straps as much as possible.
- Students will don and remove their mask as part of the start and end of lesson procedures.

g) Student Support and other offices

- Students cannot visit Student Support at any time without a prior appointment. To make an appointment students should use the SHARP system. A member of Student Support will then contact the student advising them of the date and time for their appointment.
- The Head of Year or Tutor should be the first point of contact for students from now on.
- Students who go to Student Support without an appointment will be sent back to lessons and a sanction will be issued. Students cannot leave lessons to visit Student Support without an appointment slip.
- If a student must visit any office (including Student Support), they must knock and wait outside the door. The member of staff will invite them into the office, and they must not cross the threshold that is marked out. Each year group will be provided with this information on the first day.

h) Medical Room

- Students will not be allowed to leave lessons for minor ailments.
- Students should only visit the medical room in severe cases and emergencies only. Students whose ailments are not severe will be sent back to lessons.
- Students can still access sanitary items from the areas marked with a blue flower. There will be an area for each Year group zone so students do not need to leave their 'bubble'.

i) End of the Day

- Students must leave the School site after their last lesson. Students cannot remain on site to wait for siblings.
- Students with siblings in other year groups must wait in the park adjacent to the School. A member of staff will supervise any students who are waiting in the park for a sibling.

5. The Curriculum & In-class arrangements

a) General

- Students need to work at their desks both in their own classroom or when learning in one of the specialist classrooms. Students will be seated facing forwards in each classroom.
- The class teacher and teaching assistant(s) will be allocated to a class, but support staff may be used to lead groups, under the direction of a teacher.
- From September, subject specialist rotation will take place as per Government guidance. Specialist classrooms (Art, Textiles, Computer Science, Drama, PE & Dance, Music, Product Design) will be used as normal
- Teachers will rotate and teach their subjects in each classroom ensuring they keep a 2 metre distance where possible.
- Students must have all the correct equipment for their lessons. There can be no sharing of resources amongst students.
- Teachers will ensure that each class and year group stay together and do not mix with other classes or year groups while on the School premises.
- Students will use their own booklets but will share classroom based resources. These will be cleaned regularly, along with all other frequently touched resources.
- Students will sanitise their hands regularly throughout the day and before and after meal and recreation times. Guidance states that alcohol hand rub/sanitiser needs to be used ensuring that all parts of the hands are covered.
- Students will be asked to sanitise their hands at the start and end of each lesson and before touching any equipment.
- Students may be asked to assist the teacher in cleaning the equipment used by using the cleaning products provided
- Teachers will support by promoting respiratory hygiene with the 'Catch it, Bin it, Kill it' approach and to remind students to avoid touching their face.
- Lining students up will be kept to a minimum but social distancing will need to be observed, i.e. not touching when it is required.
- Classroom windows and doors to remain open at all times, as much as possible, weather permitting.
- Displays will be created in class, corridors and toilets to support students in following the rules.

b) PE/Games

- PE and Dance will take place following the measures in the School's 'System of Controls'.
- PE/Dance can take place outside, or in the Sports Hall or gym if it is raining, as students remain will remain in their year groups 'bubbles'
- Where PE/Dance consists of activities that involves equipment, these will be cleaned before and after use.
- Students will wear their PE kits to School when it is their PE or Dance day.
- The School will continue to follow guidance linked to all sports.

c) Computer Science

- Computer Science will be taught in the ICT suites or in the classroom as normal.
- Computers, keyboards and mice will be cleaned before and after each session.

d) Music

- Whole class music lessons will take place but there will be no singing, chanting, playing wind or brass instruments while indoors in the first half-term.
- There may be an opportunity in the second half-term for pupils to play instruments or sing in small groups. The School will consider how to reduce the risk by implementing one of the following measures: physical distancing, playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.
- Singing and brass playing will not be allowed to take place in larger groups such as choirs and ensembles or School assemblies.
- Peripatetic music lessons will take place online (via Zoom)

j) Product Design & Art

- Product Design & Art will be taught in specialist classrooms
- All equipment used will be cleaned before and after each session.

k) Educational visits

- Non-residential domestic visits trips & visits that have already been booked may resume.
- There will be no new bookings for any new trips for 2020-21. This position will be reviewed later in the autumn term.
- The Trips Co-ordinator (Ms Nadeem) is managing the arrangements for any existing non-residential domestic trips that can proceed and dealing with refunds and insurance claims for those that are cancelled.

h) Fixtures and Clubs, Homework Club, LRC & Computer Suite Access

- There will be no competitive sport or events taking place against other Schools until further notice.
- We will begin to reintroduce after school clubs in due course. More details will follow.
- There will be no access to any areas before or after School until further notice.

6. Health and Safety guidelines

a) Suspected Coronavirus situation at home

- Anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, MUST NOT attend school - this means if your child, or someone in your household, has symptoms they should not be sent to school
- Students who show signs of Covid-19 will be sent home from School. A member of staff will phone a parent to arrange immediate pick up of the sick child who will be kept in our Isolation Room. It is important that someone is available to pick a student up immediately should they be showing symptoms of Covid-19.
- Parents/carers MUST engage with NHS Test and Trace so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform the school of the results.
- Parents/carers MUST follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and if your child has tested positive in at least the last 10 days they should not be sent to school. Siblings within the household should self-isolate for 14 days as per the guidance.
- There can be no exceptions to these procedures.

b) Suspected Coronavirus at School

- If a child or staff member becomes unwell with symptoms of Coronavirus while at School and needs direct personal care until they can return home, the supervising adult will wear a face mask with disposable gloves and apron, if a distance of two metres cannot be maintained. The child or staff member will also be required to wear a face mask supplied by the School.
- Any students or staff who have suspected symptoms will be sent home immediately, following Government guidance, and will be asked to get themselves tested, booked by their parents.
- The child will wait in the School's isolation room, which is the current Exclusion Unit (EU), monitored by an adult until parents arrive.
- If they need to go to the toilet while waiting to be collected, they will use a separate toilet. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- When a child or staff member develops symptoms compatible with Coronavirus, they will be sent home and advised to self-isolate for 10 days from the onset of symptoms. Their fellow

household members (including siblings) should self-isolate for 14 days. All staff and students in that class are encouraged to get tested if they display symptoms of Coronavirus.

- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.
- Tests can be booked online using the NHS Testing and Tracing for Coronavirus website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/> or ordered by telephone via NHS 119.

c) Informing the School

The parents/carers of student(s) should inform Mr Devenney or Mrs Willard (Head's PA) immediately of the outcome of any test, regardless if positive or negative:

- if someone tests negative: when 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.
- if someone tests positive, they should follow the PHE Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection 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. 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.

d) Confirmed case of Coronavirus

- In the instance that we are made aware that someone who has attended has tested positive, we will contact the Health Protection Team (HPT) The HPT will also contact the school directly if it becomes aware through Test & Trace that someone who has tested positive has attended the school. The Headteacher and DFO must be notified.
- The HPT will carry out a rapid risk assessment and guide the school through the actions it needs to take. This may involve sending people who have been in close contact with the infected person home to self-isolate for 14 days. The HPT will provide definitive advice. If a school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it might have an outbreak and must continue to work with the HPT.
- The HPT may recommend that a larger number of students self-isolate at home as a precautionary measure. Whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of the HPT.
- In consultation with the local Director of Public Health, if an outbreak in a school is confirmed, a mobile testing unit may be dispatched to undertake wider testing

e) Local Lockdown

- Should the Sutton area see a spike in infection rates resulting in localised community spread, the local authority will decide which measures to implement to help contain the spread.
- The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support the appropriate authorities and individual schools to follow the health advice.

8. Students who were shielding

- Shielding advice for all adults and students has been paused from 1st August, subject to a continued decline in the rates of community transmission of Coronavirus. This means that adults and students (clinically extremely vulnerable) who remain on the shielded patient list can now return to School, as can those who have family members who were shielding.
- Where a pupil who no longer needs to shield but remains under the care of a specialist health professional, parents may need to discuss their child's care with their health professional before returning to School. Please contact your daughter's Head of Year to discuss any guidance and if required bespoke plans will be made for returning to School.
- Students who are '*clinically extremely vulnerable*' should now follow the same guidance as the clinically vulnerable population, taking care to practise frequent hand washing, and cleaning of frequently touched areas in their home and/or workspace.
- '*Clinically vulnerable*' individuals must continue to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distance at all times.
- Students who live with anyone who is clinically extremely vulnerable or clinically vulnerable, Government advice states that they now can attend School following the School's protective measures.

9. Canteen and Social Times

a) School Canteen & Catering Services

- Full catering services will be provided at break and lunchtime from the start of term in September.
- **There will continue to be no breakfast club or breakfast service.** We will review the re-introduction of breakfast services later in the term, on a phased basis.
- Menu choices will be changed to emphasise 'Grab & Go' hot and cold food that can be purchased quickly in the shorter service times. Menus will be published at least fortnightly on the School website.
- Free school meals will be available as normal.

- Each year group will be allocated to a specific point of sale – such as the Canteen or the Snack Shack – to minimise contact between Year Group Bubbles. The same menu will be on sale in both areas.
- Additional cleaning staff have been recruited to ensure that the dining areas, Sixth Form Common Room, and outdoor Picnic Tables are kept clean and wiped down between Year Group Bubbles.
- The kitchens will be operated by Aspens (our School catering provider), following an updated risk assessment, and in accordance with guidance for food businesses on coronavirus (COVID-19).
- Students must use biometric methods to pay or present their card.
- Cash payments will be stopped due to COVID-19 and the facility to 'top-up' onsite using the cash machines has been removed. All payments must now be made online.
- Students will sit in their designated area listed below for break and lunch each day.
- Break and Lunchtime will be monitored by members of Senior Leadership Team and staff who are on duty each day.
- Students with packed lunches will be able to eat these in the dining areas highlighted below for their year group.
- Students will be expected to sanitise their hands before and after they eat.
- High standards of hygiene will always be maintained.

b) Break and Lunchtime Expectations

- Year group zones have been designated and students will stay in their year groups.
- Students will be expected to place all rubbish in the bins provided
- Students can only be in the areas outlined below. Accessing other year group bubbles during break or lunchtime is strictly forbidden.
- Barriers will be in place to keep year groups separate.
- Break and lunchtime will be 25 minutes each. Students are expected to return to classrooms promptly and on time for their next lesson.
- If students need to refill their hand sanitiser bottle, they should do so during break and lunchtime.
- Students are expected to adhere to all new procedures so that the School can follow all relevant Health and Safety guidelines.

Year	Food Area	Dining Area	Recreational Area	Toilets
7	Canteen	Canteen	Outside J Block	Canteen/G Block
8	Snack Shack	Main Hall	Playground	Main Hall
9	Canteen	Canteen	Outside J Block	Canteen / G Block
10	Canteen	Canteen	Outside J Block	Canteen / G Block
11	Snack Shack	Main Hall	Playground	Main Hall
6 th Form	Common Room	Common Room	Common Room / Plaza	6 th Form Block

10. Behaviour

a) General

- All students will be expected to display and maintain the highest levels of good behaviour at all times including travelling to and from School.
- Any student who is in severe breach of Health and Safety rules will be sent home and a Fixed Period Exclusion (FPE) will be recorded. Students who receive a FPE cannot return to School until a meeting has taken place between the Head of Year and parents/carers. This meeting will take place via telephone or online.
- The safety of everyone in the School relies on all of its members following the protocols within this guidance.
- **There can and will be no exceptions for anyone and those who are persistently breaching these guidelines will be sanctioned accordingly.**

b) Home School Agreement

- The Home School Agreement has been amended to include the necessary additions for Covid-19. All parents/carers and students are expected to have read the agreement and ensure they are aware of the expectations of all stakeholders.
- The Covid-19 addendum to the Home School Agreement can be found in Appendix B.

c) Good Behaviour Policy

- The Good Behaviour Policy has been reviewed and developed over the past few months to further improve the learning experience for all students in every classroom. Parents/carers will be updated on the latest guidance and changes to our Good Behaviour Policy in due course.
- All changes will be highlighted to students upon their return to School.
- A Covid-19 addendum to the Good Behaviour Policy can be found in Appendix C. We ask that all parents/carers read the addendum and discuss its contents with their daughter.

11. Cleaning of the School

a) Cleaning services

- Cleaning is being completed in accordance with government guidance COVID-19: cleaning in non-healthcare settings outside the home.
- Regular cleaning will play a vital role in limiting the transmission of COVID-19.

- The School has increased the number of staff deployed during the school day and has increased the frequency of cleaning using standard cleaning products. All cleaning staff will wear appropriate PPE.
- The cleaning team has been instructed to pay particular attention to frequently touched surfaces (such as door handles, light switches, work surfaces and electronic devices) and to high traffic areas (such as reception, bathrooms, staff rooms and communal kitchens).
- Frequently touched surfaces will be wiped down twice a day – once at the beginning or the end of the working day.
- Toilets will be checked, restocked with consumables, and cleaned at least once during the school day.
- Suitable hand washing facilities are available in all toilets, including running water, liquid soap and paper towels or hand driers.
- To monitor the cleaning regime, a daily checklist has been produced:
 - Frequent cleaning of ‘touch points’ during the day (however, hand sanitisation vigilance must be maintained);
 - Daily cleaning checklists for high traffic areas, reception, staff room, student and staff toilets and handwashing facilities, hand sanitiser units, water bottle refills, lunch areas (indoor & outdoor), First Aid & isolation rooms.
 - Up to 2 daytime cleaning staff deployed throughout the school day to general cleaning duties, plus additional 2 daytime cleaning staff deployed from the start of break to the end of lunch to assist in the cleaning & management of the Dining Hall and Snack Shack areas.
 - Timetabled cleaning of classrooms/labs used for practical subjects when the use of the room is switching between year groups.
 - Classrooms used exclusively by 1 form tutor group or year group ‘bubble’ will be cleaned daily.
 - Offices cleaned daily

Thank you for your continued cooperation in these extraordinary times.

The procedures detailed in this Opening Protocol may continue to be amended in accordance with the latest Government advice.

We will update you as soon as any changes are made to ensure the continued safety of our students and our staff.



HM Government



Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.

CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**

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.





1. Plan your journey



Plan ahead and use a direct route



Plan your journey in advance and avoid busy times and routes



You must wear a face covering on public transport unless you are exempt

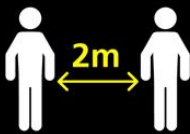


If you require assistance you should continue to request this as you normally would



Wash or sanitise your hands before beginning your journey

2. On your journey



Maintain 2 metre distance where possible



You must wear a face covering on public transport unless you are exempt



Use contactless payment where possible



Be patient and follow instructions from transport staff



Avoid facing other passengers if you can

3. Completing your journey

When finishing your journey, you should:



Follow guidance at your destination



Walk and cycle from public transport to your destination, where possible



Wash or sanitise your hands as soon as possible

STAY ALERT ► CONTROL THE VIRUS ► SAVE LIVES

For further information visit www.gov.uk/coronavirus



HM Government



CORONAVIRUS **STAY ALERT TO** **THE SYMPTOMS**

**HIGH TEMPERATURE
OR NEW CONTINUOUS COUGH
OR LOSS OF TASTE OR SMELL?**

No one in your household should leave home
if any one person has symptoms.

Find out how to get a test, and how long to
isolate, at **nhs.uk/coronavirus**

STAY ALERT ► CONTROL THE VIRUS ► SAVE LIVES