

# Hanley Castle High School - operational plan for September 2020

**Reducing contacts /maximising distancing / minimising potential for contamination to protect staff and students - *'as far as is reasonably practical'***

## Overarching principles (including for new risk assessment)

- People (staff and students) who are ill **must** stay at home
- Robust hand and respiratory hygiene are essential (catch it, bin it, kill it)
- Enhanced cleaning arrangements have been implemented (especially of frequently touched surfaces and including during school day)
- Contact between individuals must be minimised and social distancing maintained
- There will be active engagement with NHS Test and Trace

## Shielding

- Shielding advice for both adults and children who are 'extremely clinically vulnerable' paused on 1 August, due to the continued suppression of community transmission rates
- Both staff and students who have previously shielded are therefore expected to attend school from September
- Any local lockdowns may mean shielding will recommence

## Transport

- Walk or cycle where possible
- Extended one-way drop-off for cars on field – please follow signs
- Masks are mandatory on public buses but, at time of writing, not mandatory on school buses. **However, we strongly advise their use on school buses also.** Seats will be colour coded for different year groups, but all students will be sitting close to each other during their journey and will mix when getting on and off the bus
- Hand sanitiser on entry / exit of bus
- Students proceed directly to registration room (masks must be put on before entry to school buildings and remain on until students are seated in registration room and told to follow SMS Protocol by teacher)
- If bus arrives late students must go straight to registration or timetabled lesson – not Key Stage.
- Individuals arriving late should sign in in Key Stage as usual
- **To preserve bubbles the library will no longer be available either before or after school or during Breaks A and B**

## Classroom set-up

- Desks front facing
- Unnecessary furniture removed to increase space (can be stored at front of room if necessary)
- Decluttered for easier cleaning
- Hand sanitiser / disinfectant / paper towels / latex gloves / tissues
- Pupils sanitise their desk at end of lesson (see below)
- Door wedged open
- Windows open if weather allows
- Library – will be reconfigured to avoid face-to-face contact

## Equipment – including additional mandatory items for students

- **Hand sanitiser** – in a small bottle / free top-ups will be available in school
- **A face mask** - to be worn in all enclosed spaces apart from classrooms (e.g. on corridors)
- It must be purpose-made / removable / washable or disposable – no scarves / biker masks / novelty masks / inappropriate masks etc.
- **A plastic bag** in which to store the face mask
- Parents may wish to buy a selection of masks for students to test for comfort
- Training will be given on safe use and removal of masks (see SMS protocol below)
- If masks are washable this must be done daily
- Students should only bring in essentials – e.g. lunch boxes / coats / books / stationery / own water (water fountains not in use)
- Mobile phones and head phones must not be used - and will be confiscated if seen
- If students do bring a mobile into school it must be switched off and stored in the student's bag
- Tutors will check compliance – will be supplied with spare sanitiser / masks / plastic bags / pens / pencils / paper / mini-whiteboards / pens
- Handwashing – after toilet / where facilities are available (e.g. science labs) – frequent use of hand sanitiser in between

## Behaviour

- All students and parents must agree to comply with all school rules, including the Covid Code of Conduct – a child's attendance in school is dependent on this
- This includes following the SMS Protocol - the mandatory wearing of masks in school buildings and between lessons until instructed to remove them by a member of staff
- Students stay in seats during lessons – there should be no movement around the classroom
- No student who endangers themselves or others will remain in school
- Existing behaviour management systems will be used rigorously – no 'negotiation' / chances
- Supervision on corridors – students have no reason to be static on corridors – middle leaders / SLT to supervise (masked)
- Punctuality is particularly important

## Uniform

- It is more important than ever that uniform is worn and that it is different from home clothes
- Any non-uniform items (e.g. hoodies) will be confiscated and placed in a plastic bag for collection by the student at the end of the day
- Uniforms can be cleaned as often as usual using normal methods
- Students who have PE should wear PE kit on that day (no PE before Monday 7<sup>th</sup> September)

## Amended day

Tutor period / DSB	8.30 – 9.15	Tutors welcome students into classrooms from 8.30 am
Lesson 1	9.15 – 10.15	
Lesson 2	10.15 – 11.15	
Break A	11.15 – 11.45	
Lesson 3	11.45 - 12.45	
Lesson 4	12.45 - 1.45	
Break B	1.45 – 2.15	
Period 5	2.15 – 3.15	Staggered departure – teaching ends and students dismissed in masks, having followed SMS Protocol, from all classrooms at 3.10 p.m. APART from those in Humanities / English / Maths who dismiss at 3.15 p.m.

## Year 7 and 12 Induction Day - Thursday 3<sup>rd</sup> September

- Amended Day
- A.M. reg and Period 1 with tutors (SLT / key stages to visit to communicate key messages in lieu of assemblies)
- Year 7 tutors meet students on school field as they arrive
- Year 12 go straight to tutor groups (directed by SLT)
- External Year 12 students will be met by buddies at front of sixth form centre
- Year 7 taught in mixed ability groups prior to banding after 2-4 weeks
- No practical PE (will be in uniform and unable to change)
- Year 7 and 12 trained how to use designated zone at break / lunchtime / CCC / Hanley basics as appropriate / movement around school in light of building works

## Arrangements for Friday 4<sup>th</sup> September

- Amended Day
- All pupils proceed straight to tutor rooms to be received by tutors
- SLT / key stage teams ensure masks put on as students enter buildings

- A.M. reg and Period 1 with tutors (SLT / key stages to visit to communicate key messages in lieu of assemblies)
- No practical PE (will be in uniform and unable to change)

### **Grouping / movement**

- ‘Bubbles’ – each student will belong to a bubble which comprises of the other students in their tutor group, in the classes in which they are taught and with whom they come into contact in Aspire
- This produces a bubble for each child which is smaller than a year group (Government guidelines 240 max) but acknowledges that secondary students will be in bubbles larger than those for primary pupils if they are to access a full range of subjects
- Year 7 groupings designed specifically to minimise size of bubbles
- Students move between lessons as normal, but must wear masks when inside buildings
- Masks will not be worn in lessons – when students enter classrooms and are seated they will be invited to remove masks by their teacher using the SMS Protocol
- Classrooms open and supervised by tutors from 8.30 am (registration) to allow staggering of pupil entry
- Transient contact is low risk, but our narrow corridors mean that face masks must be mandatory inside school buildings (other than classrooms) and for the whole period of movement between lessons, inside and outside
- Desk sanitisation – when students enter a class room they will collect 2 hand towels from the front of the room. At the end of the lesson, after both students and teacher have followed the SMS Protocol to put masks on and students are standing behind chairs, the teacher will quickly move round the classroom, spraying each table with disinfectant, to allow the students to clean them down. Used paper towels must be placed in the bin as the students exit the room.
- All students to move on ‘B’ of ‘Bell’, but classes may be held briefly to allow any congestion to disperse
- No stopping / no waiting on corridors – immediate access to rooms
- Heads of faculty / subject determine and enforce optimum entry / exit arrangements from subject areas maximising use of one-way systems / external doors etc
- Humanities stairs will be back in service

### **Resources / completed work**

- Where possible resources / marked work distributed onto desks before lesson
- If not, handed out via sanitised hands (teacher or pupil)
- Homework set and completed online where possible
- Exercise books / key pieces of work submitted on file paper taken in for marking - sanitise hands (and pen) before and after all contacts

### **Equipment**

- Personal items e.g. pens / calculators should not be shared

- Tutors will manage spare sanitiser / face masks / plastic bags / pens / pencils / paper / mini-whiteboards and pens
- Students will be issued with personal mini-whiteboard / marker pen for use during lessons (via tutors)
- Classroom based resources e.g. text books can be used – students should sanitise hands before and after touching such resources
- Students should sanitise hands after receiving marked work back
- Sports / art / science / music equipment should be cleaned frequently and students use hand sanitiser before and after touching it

### **Break / lunchtime**

- Year group zones for break / lunchtime – all outside except for sixth form / Year 11 student leaders
- Students will need warm / waterproof coats
- Zones
  - Glebe – Year 7
  - MFL – Year 11 student leaders
  - Tennis Courts – rest of Y11
  - Field (bus bay end) - Year 8
  - Field (tennis court end) - Year 9
  - Memorial Garden and Quad – Year 10
  - Sixth form (all rooms) and tutor rooms– Years 12/13
- No ball games allowed (to maximise space / minimise contact)
- Food outlets in each zone (**hot and cold** food / lunches for children eligible for free school meals)
- Cakes only sold with a savoury item
- Water fountains closed off – students (and staff) should bring in own water
- Poor weather - supervision in classrooms
- Students must be allowed out of lessons, one at a time, to reduce pressure on toilets during Breaks A and B – masks must be worn and SMS Protocol followed
- In wet weather - students will be released from supervised rooms to purchase food – masks must be worn and SMS Protocol followed

### **Specialist lessons**

- PE
  - No contact sports
  - No equipment unless sanitised and / or hand sanitiser used before and after use
  - Outside where possible
  - Students wear PE kit to school on day when PE timetabled (communicated via DSB to ensure students do not take advantage)
  - Girls wear leggings under skorts / school hoodie
  - Boys wear rugby tops over PE tops
  - Girls and boys bring waterproof top

- IT / computer keyboard hygiene – students and staff sanitise hands before and after use. When the teacher sprays tables at the end of a lesson, the student will use the hand towel, already moistened with disinfectant to wipe down the table, to also wipe down the keyboard.
- A similar protocol can also be used to sanitise other equipment e.g. musical instruments / DT tools etc
- Music – no singing / wind instruments – hands sanitised before and after using key boards / other equipment must be sanitised regularly (see above) and / or hand sanitiser used before and after use
- Drama – no physical contact / no face-to face speaking - offset
- Science – demonstrations only for KS3 and KS4 (careful consideration should be given to maintaining social distancing whilst optimising sightlines) / sixth form science students purchase own safety glasses via faculty and follow before and after hand sanitising protocol
- MFL (and other subjects where appropriate) – no choral repetition

### **Sixth form**

- Year 13 attendance not compulsory outside of lessons, apart from tutor sessions as negotiated (e.g. UCAS)
- Lesson registers will be used to check attendance
- School systems will be used to identify and follow up work not completed / substandard work / punctuality and attendance – no chances / no negotiation
- Common room and library reconfigured to provide distanced workspace
- Year 12 supervised study programme under development
- Sixth form parking – along hedge on field in first instance

### **Aspire**

- Situation evolving – Aspire is looking at different ways to support students due to their vulnerability
- A small number of our most vulnerable students may be temporarily based in Aspire for all lessons
- Normal in-class support may not be possible due to lack of distancing and breaching bubbles
- Alternative arrangements will be made to support students
- Children with a hearing loss who need to lip read may struggle on corridors and at the beginning and end of lessons – an updated list will be sent to staff
- More detail to follow

### **Pastoral**

- Pastoral staff will only be accessible during break times – students must go alone
- Pastoral staff also available in breaktime zones

### **Other safety / capacity measures**

- No face-to-face assemblies – pre-recorded key messages / remote assemblies / SLT and Key Stage visits
- No face-to-face parents' evenings (held by TEAMS / phone, appointments booked via E-praise)
- No face-to-face information evenings / open evenings / celebration of achievement / extra-curricular activities / sports fixtures
- No overnight trips / visits
- No non-essential trips / visits (includes curriculum trips e.g. Tewkesbury)

### **Student illness / injury protocol**

- **No Sick Bay provision will be available**
- Students should not come into school if they are unwell, if they have Coronavirus symptoms or have tested positive in the last 10 days
- If a student becomes unwell (new, continuous cough / high temperature / loss of taste or smell) they will be sent to the sixth form conference room while parents are informed and transport arrangements (mask must be worn and SMS Protocol followed)
- If the student is too unwell to be sent to the conference room, the teacher will remove their teaching group from the room to the closest safe space (which may be outside)
- Front Office will be informed by telephone or e-mail
- PPE will be worn by first aiders if 2m distancing cannot be maintained or bodily fluids of any kind are involved
- The student must arrange to have a test and self-isolate until the result is known.
- If a student tests positive they must self-isolate for 10 days.
- Other members of the household must self-isolate for 14 days

### **Fire safety arrangements**

- Assemble on courts as usual – follow staff instructions carefully
- 1m gaps between students - face masks to be worn

### **Visiting the school**

- No parents / other visitors in school other than by appointment
- Meetings held in spaces where social distancing is possible
- Out of hours where possible
- Hygiene / distancing protocols explained in leaflet

**Lindsey Cooke**  
**20<sup>th</sup> August 2020**

# The 'SMS' Protocol

Students and staff will not wear facemasks in lessons or outside during breaks. However, due to the need to preserve safe 'bubbles' for all members of our community, all will be required to wear facemasks when moving between lessons.

- All students and staff must bring with them their own hand sanitiser, a face mask and a plastic bag in which to store the face mask
- Face masks are useful in situations where social distancing and other protective measures are difficult – such as on busy corridors / toilets
- They do not provide 100% protection, but used properly (with hand sanitiser) they can significantly reduce risk
- Hand sanitiser must be used before removing the face mask from its plastic bag and putting it on
- Hands must be sanitised again after putting the mask on.
- A similar process must be used when removing the mask – sanitise hands, remove mask and place in its plastic bag, sanitise hands a second time
- In summary, sanitise hands before and after touching your face mask
- Remember - if you do not follow this procedure the benefits of the face mask to yourself and to others will be lost

**S            Sanitise**

**M            Mask**

**S            Sanitise**



