



Covid-19 September Re-opening Guidance for Families

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Welcome

We are looking forward to opening our doors in September to all students in Years 7-13.

The aim of this booklet is to support families and students as we (and you) prepare for September. It is based on the DfE guidance (issued on 2nd July and last updated on 7th August) which has been used to inform our risk assessment and preparations for a safe re-opening. The DfE guidance states the following:

“The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all students can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.”

The guidance emphasises the following as being crucial in maintaining as safe an environment as possible:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

We ask that you reinforce the messages about behaving in a socially responsible way with your son or daughter. In addition, if your son or daughter, or someone else in the family home displays symptoms, then it is important that you follow the requirement to stay at home until you know the outcome of testing.

Matthew Abbott, August 20th 2020

Action for schools

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are covered in the school's risk assessment. They form the basis of the information in this guidance booklet.

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 the '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)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Extract from the DfE guidance

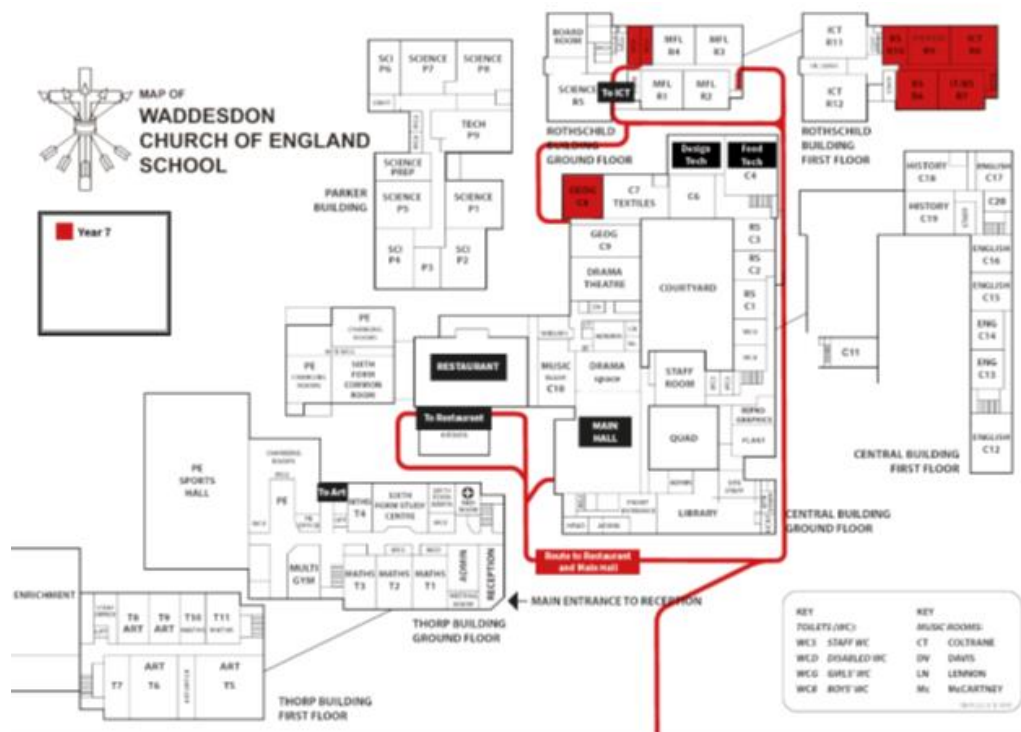
Arrival and departure

On **arrival** at school, once they have washed/sanitised their hands, students will go immediately to their form rooms in one of the six zoned areas in the school. The colour-coded zones are as follows:

- Year 7 (red): Rothschild Building and C8 (R6 – **7CAR**; R7 – **7JCO**; R8 – **7SB**; R9 – **7TN**; C8 – **7SH**)
- Year 8 (blue): Rothschild Building (ground floor) – R1 – **8AR**; R2 – **8JLB**; R3 – **MI**; R4 – **8CS**; R5 – **8CD**
- Year 9 (green): Upper Central Block and C9 (C16 – **9SC**; C17 – **9SKA**; C18 – **9JB**; C19 – **9ELH**; C9 – **8BJU**)
- Year 10 (yellow): Central Block (RS/English)- (C1 – **10MJB**; C2 – **10YA**; C12 – **10HJ**; C13 – **10TS**; C14 – **10HDr** (previously **SRO**)
- Year 11 (purple): Science Building (P2 – **11JDA**; P4 – **11SEV**; P5 – **11LO** (previously BC); P6 – **11SK**; P7 – **11ACU** (previously MWA)
- Sixth Form (orange): Thorp Building and Library (T1 – **12/13MC**; T2 – **12/13PI**; T3 – **12/13HF**; T4 – **12/13MPo**; T5 – **12/13SD**; T6 – **12/13LL**; T11 – **12/13KA**; T12 – **12/13DWe**; Study Centre – **12/13RW**; Library – **12/13PT**)

Students will enter by an external door designated for use by their year group only. Each zone will be colour-coded according to year group usage.

For example, here is the Year 7 colour-coded map which students will be given as part of their induction.



On the first few days in September of the staggered school re-opening, staff will be on duty to direct students to their form group rooms, or direct them to the briefing assembly.

Departure times at the end of the day are staggered to reduce the number of students and cars in an area at any one time. Departure times are as follows:

- Year 7: 3pm
- Year 8: 3.10pm
- Year 9: 3.05pm
- Year 10: 3.10pm
- Year 11: 3.05pm
- Sixth Form: 3pm

Should students need to stay in school beyond these times while waiting to be picked up, they will wait in their year group zone in a designated room. They should then go to the front of school at a time arranged with their parent/carer. They will be permitted to have their phone with them.

If you are dropping your child off by car, care should be taken when dropping off your child to ensure they are not immediately amongst other students. To avoid congestion, we ask that parents drop their son or daughter in the village so that students can walk the final 5 minutes into school.

Students who need to be dropped at the school site due to mobility issues, should do so by prior arrangement.

Where students walk to and from school, they should exercise social distancing at all times, particularly if close to students from other year groups.

Social distancing should be adhered to both in and out of school, as per Government guidance. Whilst it is tempting to meet up with friends, we ask our students to be mindful to do this in a safe way.

Attendance

The guidance outlines that attendance is mandatory for all students from September. Any questions should be addressed to Mr Sturla by email: jsturla001@waddesdonschool.com

Attendance registers will be taken within the first five minutes of form time to ensure all students are accounted for. Non-attendance will be followed up in the usual way.

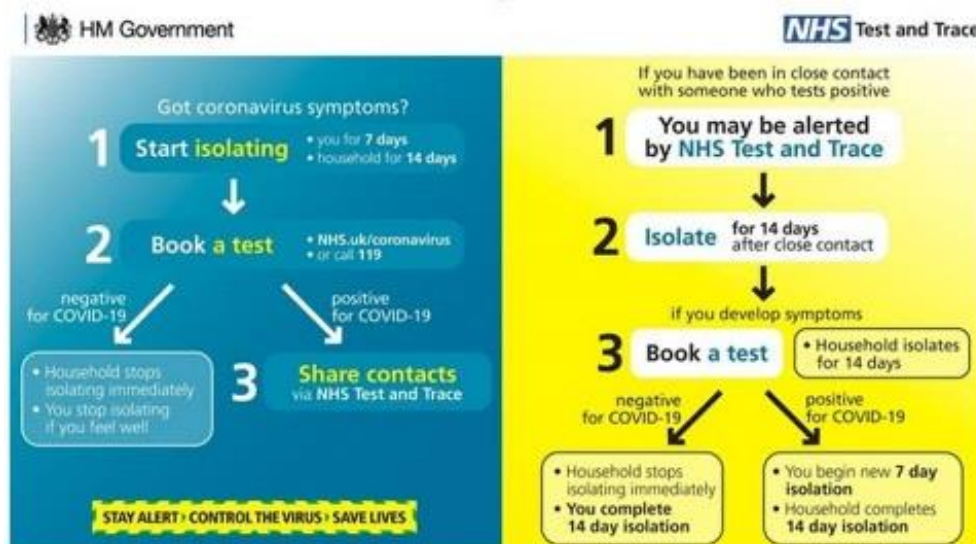
The DfE guidance provides the following information:

“Missing out on more time in the classroom risks students 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 ensure that their child attends regularly at school where the child is a registered student 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"

If you are concerned that your child may have symptoms, or someone else in the household, then you should follow the guidance below:



The guidance states:

“Students, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days.”

You should also inform the school of the result of a test.

Behaviour for Learning

Students are expected to adhere to the Waddesdon Way and the school Behaviour for Learning Policy at all times.

Specific amendments will be shared with the students in September, as well as being included in the Parent Handbook, and will include:

- expectations for arriving at and leaving school (including behaviour on public transport);
- hygiene practices;
- lunch and break time routines;
- any transitions between lessons;
- staff supervision of movement during social times;
- safe use of school spaces and equipment.

As with our usual policy, students' mobile phones should not be seen on site. They should be put away before entering site and not taken out until the end of the day.

Sixth Form students are permitted to use mobile devices for work in study periods and in Sixth Form areas only at break times. At all other times, devices should not be seen on site.

Now, more than ever, it is important that all students understand and follow our expectations. If students do misbehave, it may not only impact on the valuable learning time that students have in school, but it may also compromise our health and safety controls.

Break times / movement around school / shared spaces

It is important to allow students to socialise, but we want to ensure they do this safely. To enable us to do so, we have introduced staggered lunch times for separate year groups to support social distancing measures.

Students will be allocated designated outdoor spaces in which to spend their break times, as well as having access to hot food either in the restaurant or in the hall. They will not be able to socialise outside their year group.

Staff will be on duty to reinforce safety precautions.

Movement around school: we have introduced a one-way system in many of our buildings where this allows. Movement around individual buildings will be limited to small 'bubbles' of students at any one time. While Years 7 and 8 will remain predominantly in the same classroom base, there will be movement for children in Year 9 and up for their different classes. With the exception of specialist subjects like Food Technology, Music and Art Graphics, for example, these lessons will still take place in the year group zone. Where students move to specialist areas, a supervised cleaning procedure will be carried out at the end of lessons.

Catering Provision

The school restaurant provides hearty and high quality food at a low price. Students will be informed of their designated days for restaurant and hall snacks. They may also bring their own packed lunches to each of these spaces. Please note the following:

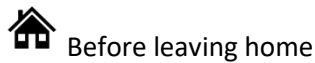
- Families in receipt of free school meals will continue to receive these in the autumn term.
- If your circumstances have changed recently and you think you may now be entitled to free school meals, please contact our school finance department and they will assist you.
- Students will be able to pay for their meals by using a personalised credit card, so that they do not have to use their thumbs to access Parent Pay.

Water is available via water fountains indoors and outdoors. Students should only use these to fill bottles, and not drink directly from the fountains.

Control Measures

One of the most important control measures is good hygiene. It is important that as a community we all follow this guidance.

Practise good hygiene, wash your hands more often for 20 seconds before school and regularly throughout the day, particularly:



Before leaving home



Before eating food



On arrival at school



Before leaving school



After using the toilet



After coughing or sneezing



After breaks and activities



After using equipment



- Practise 'Catch it, Kill it, Bin it'. If a tissue is not available, use your elbow.
- Use the hand sanitisers available in classrooms and key locations.
- Rooms will be well ventilated with windows kept open.
- The school will continue to be thoroughly cleaned each evening after use.
- Toilets, corridors and main touch points will be regularly cleaned throughout the day.
- Students will have designated seating areas within classrooms.
- Students must enter classrooms whilst maintaining social distancing guidelines.
- Students must bring in stationery and equipment needed for that day only.
- Students must not share equipment or stationery.

Equipment

Students need to ensure they bring in their own essential equipment to school, including:

- Pens, pencils and mathematical equipment (ruler, set square, protractor, pair of compasses and calculator)
- A water bottle
- Hand sanitiser (although this is also available in every room and around the site)
- A washable, cloth face mask for any teaching in T8 or T9 (Art Graphics/Photography)

Students will not be allowed to share equipment and should not ask their friends if they can borrow anything.

Students can bring their own bag for personal use only to carry their equipment.

Everybody Reading

While teaching staff are moving to their next teaching room, students will be expected to be reading. They are required to have a reading book with them for this purpose.

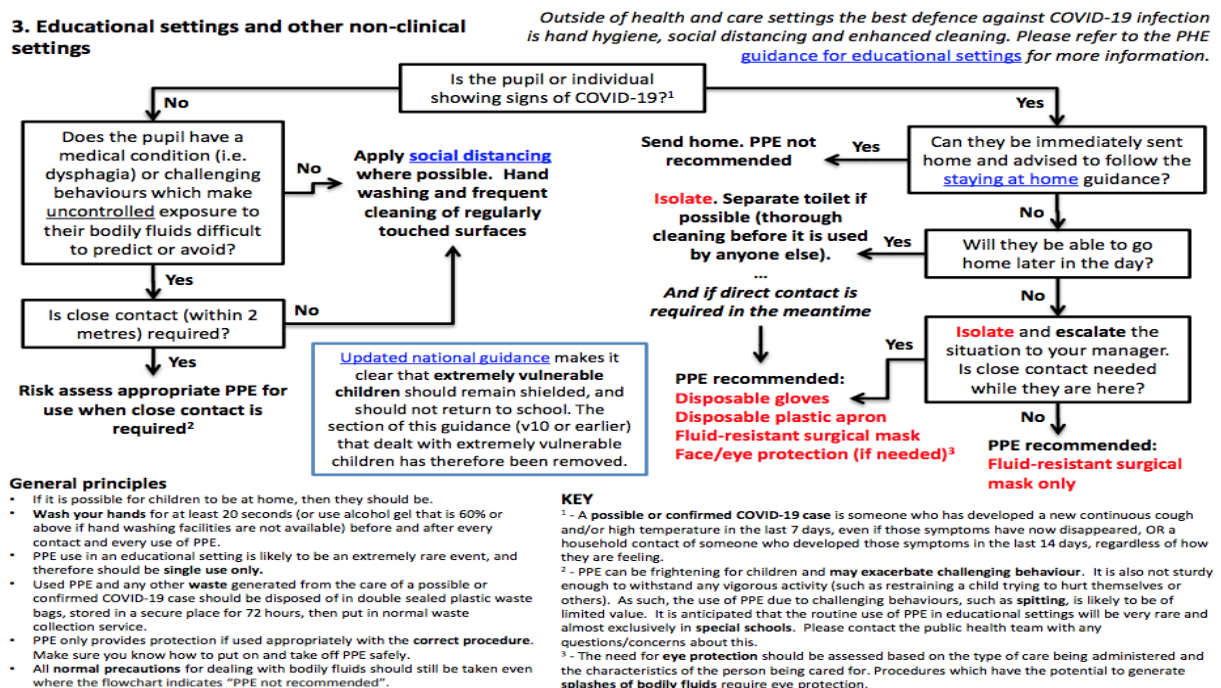
If students need to borrow a book from the school library they will be able to do this by browsing the school catalogue. They can then request a book from our librarian, Mrs Armstrong.

This approach will not only maintain a calm and purposeful atmosphere across the school, but it will also provide students with the chance to develop their literacy skills.

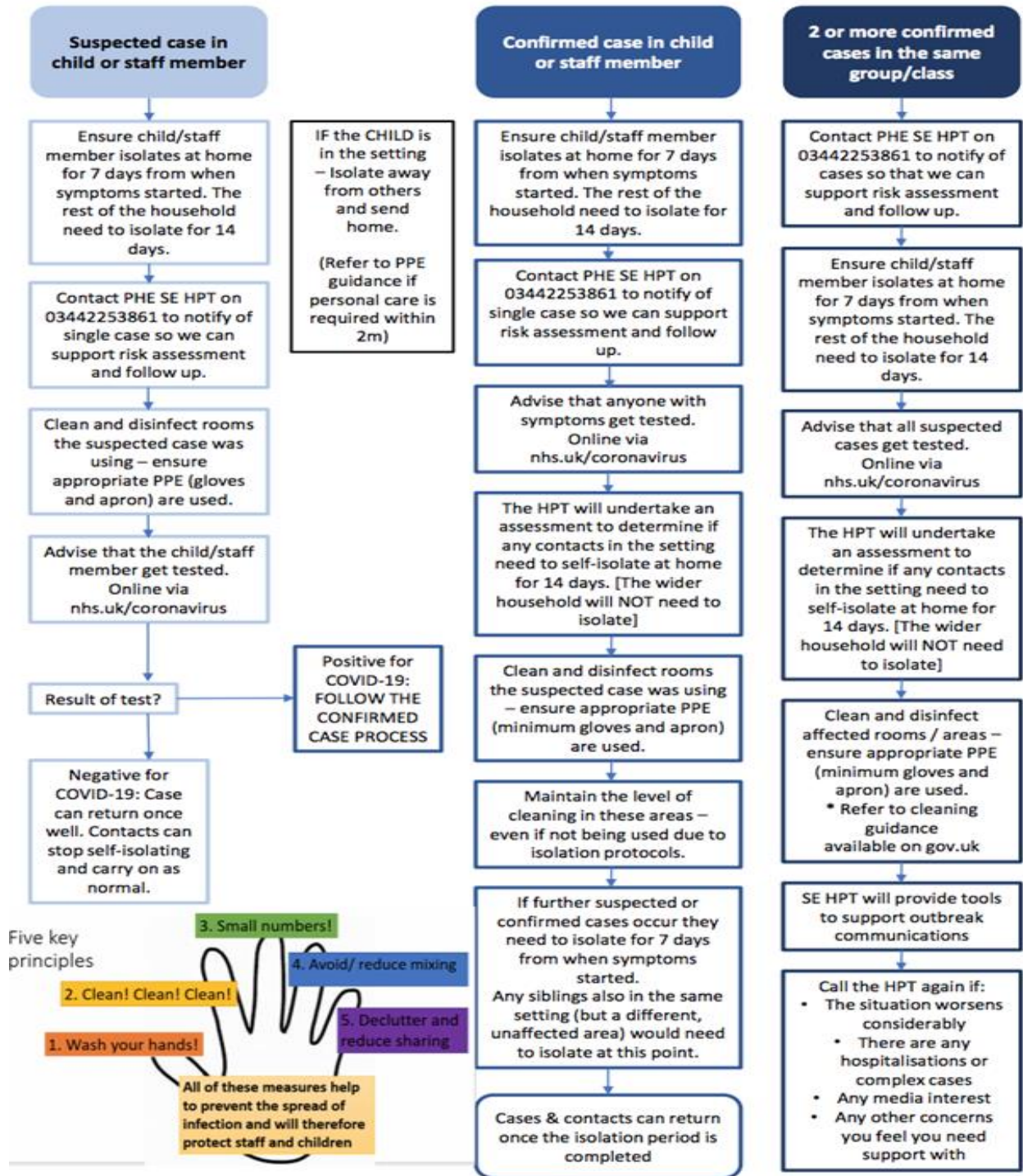
First Aid

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.



Additional information from PHE South East Health Protection Team



If you have any infection control concerns or questions, please call the Thames Valley Health Protection Team on 03442253861. If the matter is not urgent, you can also email TVPHE@phe.gov.uk. GUIDANCE: Visit gov.uk/coronavirus for detailed schools’ guidance and other guidance TESTING: Visit nhs.uk/ask-for-a-coronavirus-test.

Learning in classrooms and resources

The following control measures will need to be adhered to in lessons and during any unstructured time:

- Students will have designated seating areas within classrooms.
- It is important that students sit where they are directed to by a member of staff.
- They will be instructed to fill up seats from the furthest point first.
- Students must enter and leave classrooms whilst maintaining social distancing guidelines.
- Students must bring in their own stationery and equipment needed for that day.
- Sixth Form students are permitted to bring in their own laptops to support them with their lessons and study periods.
- Students are not allowed to share any equipment or stationery.

Students in Year 9 and above who have timetabled lessons in the Art Graphics rooms (T8/9) will be required to wear a face covering unless they are medically exempt from doing so. Students are encouraged to carry a cloth mask with them at all times. We will be selling them via the school shop if parents want to buy them there or they can bring their own.

Safeguarding Procedures during Covid 19

- All staff will be reminded of Safeguarding issues on their return to school in September, including what to do in the event of a fire alarm.
- Students can speak to any member of staff should they need support.

Toilets

The following control measures will need to be adhered to:

- After use, students must place the lid down on the toilet prior to flushing to minimise any potential spread of germs.
- Students must always wash their hands after using the toilet as described above.
- Students must not take food into the toilet area.
- Students can then sanitise their hands upon returning to their classroom.

Travel and Transport Advice

As per Government guidance, do not use public transport if possible. If this is your only means of transport please follow <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> If you currently share a lift with another family, please avoid this or follow the above guidance on safer travel.

The guidance for travel to school emphasises the following:

- students sitting in year group clusters on buses;
- use of hand sanitiser upon boarding and/or disembarking;
- additional cleaning of vehicles;
- organised queuing and boarding where possible;

- distancing within vehicles wherever possible;

The guidance from the DfE has the following information:

“the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.”

On arrival at school, students must dispose of the face covering that they have used while travelling in the bins provided.

It would therefore definitely be preferable if students can wear washable face masks/coverings.

Uniform /PE kit

The guidance makes clear that the wearing of school uniform is considered safe:

“We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.”

If a student has a PE lesson during the day, then they will travel to school in their PE kit in order to lower the risk of transmission in changing rooms. Students will be expected to wear the correct kit in the same way as they are expected to wear the correct uniform at all times.

Wherever possible, we are committed to minimising the chance for students to come into contact with other year groups which is why, like several other schools locally, we have asked that students wear PE kit on the days when they have PE. Most students will welcome the chance to stay in their PE kits, but some may also prefer to change so that they are not uncomfortable.

Having risk assessed providing access to the changing rooms after each PE session, we have devised a way that any students who wish to change into their uniforms (or whose parents wish them to change) will be able to do so. They should bring their full school uniform, including the correct footwear, so that they can change should they wish.

The changing rooms will then be cleaned prior to being used by another student.

Well-being Support

There will be members of staff available to support students with their wellbeing, as required.

- Students will be able to speak to a member of staff surrounding any concerns and coping strategies will be put in place, in partnership with their family.

- If families wish to seek further outside agency support, please see the Child Protection and Safeguarding COVID –19 addendum, contacts and advice section. Please see school website for this document.
- The following website provides a lot of useful information for parents:
https://www.bucksfamilyinfo.org/kb5/buckinghamshire/fsd/advice.page?id=NrEa25_VxtA