

Returning to School in September 2020

A guide for parents on school operations and organisation from September 2020 until further notice

Key Government statements :

‘It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term’

‘Schools should undertake a coronavirus (COVID-19) risk assessment by considering the measures in this guidance to inform their decisions and control measures.’

Government guidance for full opening of schools. Published 2 July 2020.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Key priorities for the full reopening of Haygrove School

- Give all members of the school community **CONFIDENCE** that the health and safety of all is a priority
- Ensure students receive a **BROAD AND BALANCED CURRICULUM**
- Adhere to **SOCIAL DISTANCING** regulations
- Be **REFLECTIVE** and **ADAPTIVE**

Introduction

On 2 July 2020 the UK Government announced that it requires all children to return to school at the start of the Autumn 2020 term. For Haygrove School this will be:

Year 7 only 7 September 2020

Years 8,9,10 and 11 8 September 2020

(Following INSET days on 3 and 4 September 2020)

This guide provides parents and students with an overview of the measures Haygrove School are taking to ensure all students, in all year groups, can return safely to full-time education at the start of the Autumn Term.

A focus on well-being

We will conduct a **well-being survey** of all our students and parents prior to the start of the new term. From this we will be able to take further measures, where necessary to ensure the well-being of our school community.

Well-being will be at the centre of our focus on your child's return to school.

Communication with parents

Clear and regular communication will be very important as we return to school and adjust to new procedures.



We would like to encourage you to make use of the Arbor Parent app to communicate with us. More information about the Arbor Parent app is available at <https://www.haygroveschool.co.uk/parents/parent-app.htm>

The full Haygrove School **Covid 19 Risk Assessment and Guidance to support return of all year groups in September 2020** can be found here:

<https://www.haygroveschool.co.uk/about-us/covid-19-risk-assessment.htm>.

Please note that this document is a working document and will be reviewed every two weeks and updated if necessary.

Where to get help in school

Tutors

Heads of Year

School Chaplain

School Counsellor

Emotional Wellbeing Centre

SEND Centre

How we communicate with parents

Parent App

Email

Newsletters

School Website

School Facebook page

School Twitter page

Phone Calls

Measures to minimise contact between students

Teaching Zones

Students will spend the vast majority, if not all, their time in school with their year group only.

Each year group to be allocated a 'teaching zone' on the school site.

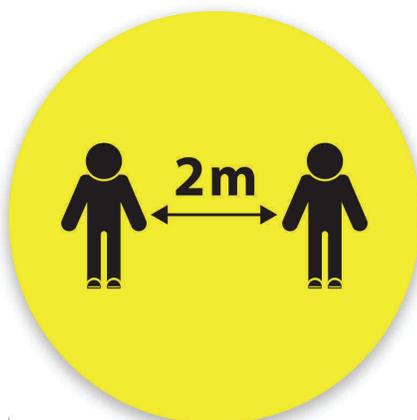
Students will rarely leave their allocated teaching zone and, if they do need to they must follow outside paths and the one way system in main building.

Start and end of day

The start of the day will not change, but we will be introducing a staggered end of school day

All students will be expected to enter school through a designated gate for their year group.

Students to arrive between 8:20 am and 8:40 am ONLY through their designated gate.



Moving around school will be minimised and when it does need to happen 2m social distancing to be enforced on pupils and staff.

Teaching Zones for September 2020 (subject to change)

Year Group	Teaching Zone
7	14,15,16,17,18,19,20,21
8	22,23,24,25, G1, G2, Lib
9	1,2,3,4,5,11,12
10	SC 1,2,3,4,5,6,7,8
11	MFL 1,2,3,4,5 IFC 1 and 2

School will start at 8.40 am with registration in Tutor Groups for all year groups.

School will end:

Year 7 & 11 2.45 pm

Year 8 & 10 2.50 pm

Year 9 2.55 pm

Parents are encouraged to ensure their children maintain social distancing on the way to and from school.

Breaktime

Mid-morning break times will be staggered and reduced to 15 minutes

The outdoor Deli counter will not be in use.

Students may purchase food through the canteen. Students will be asked to queue along the south corridor and will be supervised to ensure social distancing and good behaviour at all times.

Top-up for food accounts can only be made online. Details on how to do this can be found at <https://www.haygroveschool.co.uk/payments/online-payments.htm>)

Lunchtime

Lunchbreaks will be staggered and reduced to 30 minutes.

Food from the canteen will need to be ordered in advance and will be delivered to each teaching zone.

Money to purchase food must be added to a student's account must be added online. The 'top up' machines will be not be available .

School Uniform and PE Kit

Normal school uniform must be worn by all students, including PE kit for all PE lessons. Please make us aware of any issues.

We will no longer be able to loan/donate students any school uniform except school ties.

Our PE Department will no longer be able to lend items of PE kit to students who fail to bring kit to school.

BREAKTIMES

Year 7	10.00—10.15
Year 8	10.15—10.30
Year 9	10.30—10.45
Year 10	10.45—11.00
Year 11	11.00—11.15

LUNCHTIMES

Year 7	12.45—1.15
Year 8	12.15—12.45
Year 9	1.15 – 1.45
Year 10	12.15—12.45
Year 11	1.15 – 1.45

For further information about school uniform requirements click here:

www.haygroveschool.co.uk/parents/school-uniform.htm

Travelling to and from school

In line with Government guidance, we would encourage students to travel to school on foot or by bicycle if at all possible.

Parents/carers who need to drop off and pick up students will be asked to:

- Adhere to their children's specified end of school time.
- Not to gather at entrance gates or doors.
- Parents must not drive into the car park to drop or pick up children at school.
- Parents should not enter the site unless they have a pre-arranged appointment.

School Bus Transport

Somerset County Council are responsible for arranging bus transport to and from Haygrove School. The School Transport team have informed us the following measures will be implemented:

- Students are grouped together on designated seats on transport to reflect the groups that are adopted within school
- Students are able to practise distancing within vehicles
- Hand sanitiser is available upon boarding and/or disembarking
- There is additional cleaning of vehicles
- Queuing and boarding is well organised

Staggered departure times to ensure no mixing of year groups and will also ensure that children on school transport can be seated in their 'bubble' year groups.

School will end:

Year 7 & 11 2.45 pm

Year 8 & 10 2.50 pm

Year 9 2.55 pm



If you have any queries relating to transport please contact the **School Transport** team direct on Tel: **0300 123 2224**

Children over the age of 11 to use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet

<https://www.somerset.gov.uk/coronavirus/>

There is no a requirement to wear a mask whilst in school. Any masks that have been worn to school should be stored safely in school bags within a plastic bag.

Cleanliness and Hygiene

Handwashing

Students will be encouraged to:

- Wash their hands with soap and water for 20 seconds and dry thoroughly before leaving home.
- Wash or sanitise hands on arrival at school (in their classrooms) and when they change rooms during the day.
- Clean or sanitise their hands before and after eating, and after sneezing or coughing and using the toilet.
- Not to touch their mouth, eyes and nose.

Hand sanitiser will be provided in all classrooms and other learning environments.

Coughing and Sneezing

We will expect all student to use a tissue or their elbow to cough or sneeze.

Adequate supplies of tissues and lidded bins will be provided for hygienic disposal of tissues.

Catch it, Bin it, Kill it posters will be displayed throughout school buildings and in every classroom. Teachers will remind students every morning of the need to follow these guidelines.



You can find guidance on handwashing here:

[NHS guidelines](#)





Cleanliness and Hygiene

School cleaning

A regular cleaning schedule will be in place throughout the school day.

Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (bleach, detergent).

Bins will be emptied regularly throughout the day.

Whenever possible windows and doors will be open (unless there is a fire-safety or safeguarding concern). This will improve ventilation and minimise use of handles.

ICT and specific equipment will be cleaned before and after use by students and staff. Wipes will be available for this.

Resources and Equipment

The sharing of resources and equipment will be minimised.

It is very important that all students bring ALL the equipment they require for their lessons into school each day, including, if possible glue sticks.

Any resources shared between groups, such as sports, art and science equipment, will be either:

1. Cleaned frequently and meticulously, and always between groups using them; or
2. Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.

What will be cleaned regularly?

- Banisters, Classroom desks and tables
- Bathroom facilities (including taps and flush buttons)
- Door and window handles
- Light switches
- Furniture
- Reception desks
- Teaching and learning aids
- Computer equipment (including keyboards and mouse)
- Sports equipment
- Telephones
- Biometric payment scanners
- Any other hand contact surfaces

Equipment checklist

- A reading book
- Two pencils
- Blue/Black pen
- Green pen
- Pencil sharpener
- 30cm ruler
- Protractor and compass
- Scientific calculator
- Coloured pencils
- B pencil for Art
- Glue Stick
- Pencil case
- French Dictionary
- German Dictionary
- Spanish Dictionary
- Headphones



School Visitors

Our aim is to minimise the number of visitors who come onto the school site during the school day.

Use of Haygrove School employed Cover Supervisors will be the main method of covering absent teachers.

Use of supply teachers will only be engaged where absolutely necessary.

Peripatetic lessons will resume, where possible. Individuals will be expected to comply with the school health and safety measures.

Trainee teachers will be on site during the school year and will be expected to follow the school health and safety measures.

Visiting agencies and other professionals will be expected to follow the school health and safety measures.



Educational Visits and Trips

All off-site trips and visits are cancelled until further notice.



Extra Curricular Activities

All extra-curricular activities, including sports fixtures, are cancelled for the first two weeks of the school term and thereafter are subject to review.



What will happen if a student or member of staff has COVID-19 symptoms?

Any child who has a temperature or a continuous cough or loss of or change of taste or smell will be sent home and must self-isolate for 14 days (as well as siblings) in accordance with [current guidance](#)

Where a student becomes unwell with Covid-19 symptoms and is waiting for collection, they will be moved to the front office next to reception.

The area where the symptomatic person has been will be thoroughly cleaned and a cleaner allocated to undertake a deep clean of the area(s).

PPE equipment will be available for staff assisting a student or another member of staff to use if social distancing is not possible.

PPE to be disposed of properly following decontamination guidance.

Home Testing Kits

If home testing kits are available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if this will increase the likelihood of a test being carried out.

We would ask that, since home testing kits are likely to be in limited supply, if students and staff can visit a local testing centre then they do so.

If a confirmed case of COVID-19 is declared to the School then the School will take swift action by contacting Public Health England.

Students or staff who display symptoms SHOULD NOT come into school if they need to self-isolate.

Current guidance on symptoms and self isolation can be found here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If a confirmed case is identified the school will provide appropriate records / information in relation to possible contacts to support the track and trace process.

Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Track and Trace process

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>