

# **COVID-19 'School Reopening'**

## **Updated Planning**

**From 4<sup>th</sup> January 2021**



**Ambition • Service • Kindness**

**Updated: January 2021**

**Responsibility: Senior Leadership Team**

## **National Lockdown: January 2021**

On January 4<sup>th</sup> the government announced another period of national lockdown running until February half term at least.

During this period of time only vulnerable children and those of critical workers should attend school. All other pupils and students should not attend and should learn remotely (see *Beaminster School Blended Learning Plan*).

The new guidance does not create any new legal obligations. However, schools must comply with Health and Safety legislation, which requires us to continually assess risks and put proportionate control measures in place.

Therefore, alongside continuing with all the control measures set out in the School Re-opening September 2020 document, we are also undertaking the protective measures as set out in the “**Restricting attendance during the national lockdown: schools**”

## **Lateral Flow Device (LFD) Testing**

As part of the government drive to keep schools open for vulnerable children and those of critical workers, we are undertaking regular Covid-19 tests for those on the Beaminster School site.

Testing on site staff and students will further support all the current precautions that we have in place and allow us to operate as safely as possible.

Staff completed their training from a qualified Health Practitioner and regular weekly testing for all those in school started from Monday 11th January, with bi-weekly testing of staff undertaken from Monday 25<sup>th</sup> January.

## **Blended Learning Plan**

Our approach to remote learning is set out in our Blended Learning Plan and consists of the following key points:

1. Children join their **Tutor group ‘Live’** on Teams at 9am each morning. This provides a positive start to the day, allows Tutors to update students with any messages and is a really helpful forum for feedback.
2. All students should follow their **normal timetable** for the school day.
3. Work is set on **ClassCharts**, along with guidance and materials for the lesson.
4. **‘Live’ introductions and plenaries** are provided for each lesson on Teams. These set the scene and context for the learning, provide an opportunity to check understanding, and give time for students to ask any questions at the beginning and end of lessons.
5. **Teachers and Tutors** are all available to help and can be readily contacted during the school day.
6. We will be closely monitoring **student attendance** (any absences are reported as usual) and **access to ClassCharts** so that we can contact parents / carers as the earliest opportunity should we notice any difficulties arising; support is then provided.
7. Regular contact is made with all the students on our Vulnerable Student Tracker (VST) list.

## School Reopening – September 2020

### **Government rationale**

On 2<sup>nd</sup> July the Secretary of State for Education announced that secondary schools should plan on the basis that all students would return in September, on a full-time basis. The recommendation is that schools do not use a rota-based system to achieve the principles set out in the guidance. This can be found at:

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

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.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

### **Essential measures include**

- 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.

### **How contacts are reduced will depend on school's circumstances and will (as much as possible) include**

- grouping children together (also known as 'bubbles')
- minimising contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible.

## **System of controls**

This is a set of actions schools must take. They are grouped into ‘**prevention**’ and ‘**response to any infection**’ and are outlined in more detail in the sections below.

### **Prevention**

1. Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
2. In communal areas, and as directed, the use of face coverings in school.
3. Clean hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keep occupied areas well ventilated.

***Numbers 1 to 5 and 8 must be in place in all schools, all the time.*** Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.

### **Response to any infection**

9. Engage with the NHS Test and Trace process.
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
11. Contain any outbreak by following local health protection team advice.

***Numbers 9 to 11 must be followed in every case where they are relevant.***

## Our School

We have worked closely with Dorset Council, and our colleagues at The Woodroffe School and The Sir John Colfox Academy, to ensure that we are able to find a workable compromise which enables 'education as usual' to go ahead as much as it can, while also minimising contact between pupils, and staff, as much as possible.

However, this is our school. There are many like us, but we are unique, and our context has shaped the decisions taken and the provisions made. There can be no single model for reopening and therefore, what we provide is likely to vary from that provided by other schools, both local and national.

Our decisions have been driven by the needs our students, staff and community, they reflect our educational approach and our desire to do what is best for our stakeholders within the confines of the current national situation, our local context and the flexibility of our physical resources.

We continue to use our funding and available resources to the best of our ability, ensuring that we provide the best education possible to the students in our care.

As a school, we have remained open since 20<sup>th</sup> March to the children of key workers and vulnerable students. During this time, we have had a comprehensive risk assessment in place. When schools were asked to open more widely to Year 10 and Year 12 students for '*face to face*' sessions to supplement their online learning we reviewed, and shared, our updated risk assessment with all stakeholders. This **risk assessment** forms the basis of our planning for the full reopening of the school in September.

## Guiding principles

Beaminster School recognises that the best place for students to learn is in the classroom with their regular class teacher. We are delighted to be in a position where we can plan towards having all our wonderful students back in school from September. However, we also recognise the huge commitment made by parents and carers in supporting the ongoing education of their children whilst the country was in lockdown.

Under the circumstances presented back in March, we were quick to mobilise a very different way of working to protect the ongoing education of the students in our care. We thank all the staff at Beaminster for their ongoing professionalism, hard work and support of so many students.

We have been notified that from September we are able to welcome all students back to school on a full-time basis; this will be a return to the normal timetable and usual school day with necessary modifications in place to ensure that we meet as much of the guidance as is possible. The key focus here is for us to provide quality learning and teaching for our students, whilst protecting the wellbeing of staff, students and the wider community.

Whilst it is the DfE's aim to have all pupils back at school in September, every school will also need to plan for the possibility of a local lockdown. We will continue to be able to provide high quality work, online, through **ClassCharts** and the **Teams** platform. Should this be the case, students will be expected to once again continue with their studies in this way. We will also ensure the new Year 7 intake are familiar with this expected way of working.

### **Key dates**

Providing there is no change in situation, both locally and/or nationally and we can open fully, students will be expected to return on the following dates:

<b>Year group</b>	<b>Return to school date</b>
7 & 12	Monday 7 <sup>th</sup> September
7, 8, 9, 12 & 13	Tuesday 8 <sup>th</sup> September
<b>All students</b>	Wednesday 9 <sup>th</sup> September

We have intentionally staggered the return to minimise anxiety amongst students and ensure all procedures and routines identified are clearly communicated with all students.

## Managing the risk

*Anyone experiencing new COVID-19 like symptoms is requested not to attend, this includes other members of the household. Please inform the school immediately if this is the case. Whilst on site, everyone must follow our social distancing and handwashing protocols along with the wider reopening plans. Anyone found not adhering to the basic considerations, despite support and clear warnings, will be asked to leave the site immediately.*

The measures set out in the government guidance are fundamentally asking school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. Our full risk assessment, detailing how the risk will be managed, can be found on the school website. Please be aware both these documents are live and subject to change. You will be informed of any major amendments or updates.

## Prevention

- **Hand sanitiser will be used on entry and exit to all teaching areas each period** and sinks available when inside rooms. We recommend that all students have their own bottle of hand gel for personal use.
- **Anyone travelling to school by bus is required to wear face protection.**
- All students must carry face protection with them at all times.
- Antiviral spray and wipes will be provided in each classroom.
- We will reinforce good respiratory hygiene – **'catch it, bin it, kill it'**. Lidded bins will be provided in each area.
- We will reinforce good hand washing routines – **'20 seconds with soap and water'** regularly throughout the day.
- Clear and obvious signage is provided across the school reinforcing good respiratory hygiene and hand washing routines.
- Throughout the school day focussed cleaning will take place (e.g. handrails, doors, toilets, etc) with a full, thorough, clean completed at the end of each day.
- The opportunity for contact between individuals and year groups will be minimised and **social distancing** implemented wherever possible.
- Visits made to the school by members of the public will be kept to a minimum. Please consider whether your visit is absolutely necessary or whether you can make contact

with us in any other way. Visits to the school must only be made through a pre-arranged appointment

- All visitors must report to Main Reception and not enter the building through any other entrances.

### **Response to any infection:**

- Anyone in school who displays COVID-19 symptoms will be immediately taken to our isolation room and arrangements for them to leave the site will be made without delay.
- Should anyone test positive for COVID-19 local health protection team advice which will be sought immediately and the school will engage with the NHS Test and Trace process.
- Should any student or family member test positive for COVID-19 the school must be notified immediately.

### **Grouping**

- We will endeavour to keep students within year group bubbles as shown below:

Bubble					
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12 & 13

- The year group bubbles will remain in place during break and lunch time where students will be allocated a dedicated outdoor space. In poor weather students will have an indoor designated space that they must report to.
- Year group assemblies may be conducted, but year groups will not be mixed for any school events.

### **Classroom**

- On entry to each area students will be asked to sanitise their hands.
- Antiviral spray and wipes are provided for each classroom.
- The furniture in classrooms will be rearranged (where it is not fixed e.g. science) so that desks are not grouped and all desks face forward.
- Students should maintain good social distancing at all times wherever possible.
- Good ventilation will be encouraged through the opening of windows. Where it is safe to do so, doors should also remain open.



- Students will not be lent any equipment, though items can be purchased from school; they must have their own supplies of standard educational equipment (Pen, pencil, ruler, rubber, sharpener, calculator, pair of compasses and a protractor). Financial support is always available – please contact your Head of Year.
- Resources will not be shared between bubbles unless sanitised or left for 48/72 hours.

### **Curriculum**

The curriculum at Beaminster is broad, balanced and ambitious for all our students. Besides promoting equality of access and experience, we are committed to ensuring all students excel whilst they are with us. The curriculum, in response to the characteristics of our intake, enables students to build knowledge, develop skills and apply their learning across many different contexts, all supported by a robust and consistent approach to assessment.

- We will continue to provide the full curriculum to all our students as detailed above.
- Delivery approaches may need to be amended to be in line with the guidance provided.
- Specialist teaching (Art, Science, Tech) will take place in specialist teaching rooms.
- Homework will be set on ClassCharts. Students and staff can take books and other shared resources home, although unnecessary sharing should be avoided.

### **Around the school**

- Students are asked to move around the site maintaining social distancing expectations.
- Students will travel around the outside of buildings in a clockwise direction, wherever possible. Inside buildings students should walk on the left and move in single file.
- Markings will be provided on the floor to reinforce this message.
- Students will leave buildings at the end of each lesson. After the 5 minutes of movement time, the bell will signal that they can move to their next lesson.
- In some areas of the school, we will be operating a one-way system to reduce pinch points. Therefore, at times it may be necessary for students to take an alternative route between rooms.
- Year groups will be given identified areas where they can congregate together safely.

## Transport

- We would encourage as many students as possible to attend school by foot, on a bike or by car.
- Where this is not possible, school transport will run as normal.
- The LA have made it clear that the resources are not available for additional buses. Therefore, the school cannot implement staggered start / finish times.
- **Anyone travelling to school by bus should be wearing face protection.** Gloves can be worn by individuals who choose to wear them. Bins will be provided for their safe disposal.

## Arriving on site

- Parental cars must be off site by 8:30am.
- 'Odd' number car registration plates (e.g. HK07) to use the main bus park or Town Centre.
- 'Even' car registration plates (e.g. HK08) to use Monmouth Gardens or Memorial playing fields car park.
- Students arriving by bus are asked to enter the site maintaining awareness of the social distancing expectations.
- Students should **muster** in their allocated areas as soon as they arrive in school:

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12&13
Courtyard	Science Tennis Courts	Outside LRC	Gym Tennis Courts	Canteen Steps	6 <sup>th</sup> Form centre

- Late arrivals must sign in at Reception before attending their next class.

## Leaving the site

- At the end of Period 5 Year 7 and 8 will finish 5 minutes early to move to the bus park first (Year 7 via Swimming Pool/Tennis Courts and Year 8 via Fitness Suite/Sports Hall).
- Years 9 -13 will leave at 3:30pm (Year 11-13 via Swimming Pool/Tennis Courts and Year 9-10 via Fitness Suite/Sports Hall).
- The 'holding area' for the link bus (or delayed buses) will be on the Gym Tennis courts with year groups in dedicated marked areas.
- All students will be expected to leave the site immediately at the end of the school day.
- No after school clubs are currently on offer, but this will be reviewed regularly.

- Bus students will be expected to wait and embark in an orderly fashion following social distancing wherever possible.
- Parental collection from the bus park will only be available after 3:45pm.
- Marshalls will be at the school gates to ensure compliance with access guidelines.

### **Attendance**

- In March when the COVID-19 outbreak was increasing, the DfE made it clear no parent would be penalised or sanctioned for their child's non-attendance at school.
- Now the circumstances have changed, **it is vital for all children to return to school** to minimise, as far as possible, the longer-term impact on children's education, wellbeing and wider development.
- It is the parents' / carers' duty to ensure that their child attends regularly.
- It is the school's responsibility to record attendance and follow up absence.
- Schools may issue sanctions for non-attendance, in line with local authorities' codes of conduct.

### **Uniform**

- **Full school uniform must be worn as normal.**
- Where possible long hair must be tied back.
- School uniform should be washed regularly.
- As rooms will be well ventilated, and students have increased time outside school buildings, we strongly recommend the **school coat** is worn every day.

### **Break and Lunch**

- Year groups have identified 'muster' areas where they can congregate together.
- We recommend that students bring a reusable personal water bottle, this is good for the environment too! Students should only fill water bottles at drinking stations and not drink directly from water stations.
- For the first two weeks no food or drink will be available at breaktime. Students should bring their own snacks.

- Lunches can be purchased from the school, and Free School Meal provision will continue. During September these will consist of 'Grab and Go' cold lunches and sandwiches along with hot pasta pots, pizza and pastries.
- Year 7, 8 and 9 will have first lunch during Week A and Year 10 and 11 will have first lunch during week B.
- First lunch will be at 12:35pm. Second lunch will be at 1pm.
- Dry break and lunch – students will be out of the building getting fresh air in their identified areas.
- **Wet break and lunch** – students will be supervised in the following areas:

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12&13
Hall	LRC	Technology	Science	Music / Maths	6 <sup>th</sup> Form centre

- Senior Leaders and staff will be patrolling / supervising areas
- No extra- curricular activities will be offered at lunchtimes in September. This decision will be reviewed regularly.
- Toilets in the corridor between the hall and LRC will be allocated to Years 7 - 9, Technology block for Years 10 - 11 and the 6<sup>th</sup> Form in their own block (maximum of 3 students per toilet area).

### **Behaviour**

- We have the highest expectations of behaviour - our normal Behaviour for Learning policy will apply.
- We will ensure that students are fully supported to settle and quickly return to their excellent learning habits.
- We ask parents and carers to ensure that students know our expectations and behave accordingly.
- Any student finding the readjustment difficult will be supported by the pastoral team.
- Should a student put the safety and wellbeing of others at risk due to their behaviour, parents / carers will be expected to attend school immediately to support the school in correcting the poor decisions made by the student in question.

## **Visits**

- In the autumn term, schools can resume non-overnight domestic educational visits.
- We will keep you updated about any visits that have already been planned.

## **PE and Extra-curricular activities**

- Students will continue to study PE as part of our broad and balanced curriculum.
- Additional hygiene measures have been put in place to ensure students can participate safely and successfully.
- Extra-curricular activities, including PE fixtures, will not be available initially on the return to school in September. The situation will be reviewed pending further guidance.

## **Exams**

- A full exam programme will be available in October and November for students who would have completed their GCSE or A-Level exams this summer. The final location for the hosting of the additional exam series will be decided in the autumn term. This may have a knock-on impact on some of the arrangements set out in this document.
- Additional information on this will be provided by our Examination Manager in due course.
- It is expected that students in Year 11 and Year 13 from September will be sitting exams in the summer of 2021.
- Should the national situation change it is possible that 'Centre Assessment Grades' could be used again for the summer exam series in 2021.

## **School Events**

Wherever possible we want to continue with all events in the school calendar. However, given the current situation, it is likely that alternative provision either through virtual means, postponement and/or rearrangement will be required.

## **Other considerations**

- 'Keeping Children Safe in Education' and safeguarding updates will continue to be commonplace.
- Staff social spaces will be restricted to a maximum of 6. Hot drinks facilities will be provided within department areas.

- Staff will be encouraged to work from a single workstation and not share workspaces.
- The school will close at 5pm to allow additional time for daily cleaning, particularly for hard, frequently touched, surfaces. A warning bell will sound at 4:45pm.
- The whole school community will need to work together so that we can successfully reopen to all students from September.

### **To conclude**

We are extremely grateful for your continued support during these most unprecedented of times. Please be aware that whilst this plan represents our best endeavours at this point, it remains a live working document and is subject to change.

We have no way of knowing what the future may hold and the impact it may have on individuals, groups and education in general. We will continue to use the best available information to inform our decisions and do what we can in support of all students at Beaminster School.

The education of our children is of huge importance but so too is the safety and wellbeing of our whole school community.