

**Brooke Weston Trust**



**Brooke Weston**



Guide to Year 10 Returning to School  
15<sup>th</sup> June 2020

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# Introduction

## Welcome to our guide for returning to school

As part of the next stage of the COVID-19 response, the Government confirmed that secondary schools can start offering some face-to-face support for students in Year 10 and Year 12 from Monday 15<sup>th</sup> June. However, it is important to stress that the Government advice states that remote learning should remain the predominant mode of education.

The guidance instructs secondary schools and colleges to:

- ensure that only a quarter of pupils in Year 10 and Year 12 are in school at any one time
- aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 2 metres apart from each other where possible
- plan that classes are no more than half their usual size, to allow sufficient distancing between pupils. However, this may vary due to individual school circumstances (for example a larger group could be taught in a larger space provided social distancing can be maintained and mixing is minimised)

While we are excited to get students back to school, safety remains our ultimate priority. We are focused on ensuring students enjoy being back in school and that we address their gaps in learning to ensure they are as ready as possible for transition in to their new year group in September.

However, COVID-19 continues to pose a threat and we will need to introduce new operating procedures across our school to minimise the risk of infection and enable our trained practitioners to continue supporting the emotional, educational, and general wellbeing of our students. This means that school will look very different upon our return and almost everything your child is used to in a normal school environment will have changed.

## What is the purpose of this document?

This document helps to explain these changes, helping to prepare you and your child for what to expect between now and the end of term.

We hope this document will:

- Give you an outline of what our new school environment will look and feel like
- Reassure you that we will do everything we can to ensure our schools are as safe as they can be for students and staff
- Help you to make the decision about whether or not you feel returning to school is right for your child at this time
- Support you in preparing your child to return to school

We hope that you understand our decision and that you continue to support us in providing an education for all of our students, whether they attend school or not.



# Our Approach

## Our overall approach

We will tread carefully, but with purpose. Following guidance from the Department for Education and our own additional measures, the Brooke Weston Trust COVID-19 protocols are designed to create protective 'pods', which limit social interaction between groups of students and staff teams. There is more detail about these pods later in this document.

We are confident that the procedures outlined in this document offer the safest environment possible for our students, staff and their families whilst enabling us to deliver subject specialist teaching. We have carried out a detailed evaluation of the level of risk across our schools and this has provided a clear picture of the challenges and the measures we needed to put in place to ensure that all students, parents, and staff are entering an environment that is as safe as possible.

We were supported in our planning with input from teaching and support staff, Brooke Weston Trust specialist colleagues and, importantly, an independent health and safety professional who has visited our schools and will be returning regularly to see how we are operating during June.

While we are excited to get students back into school, we know it is important to share the realities of the situation with you and to help you make sure this is the right decision for your child. To support you with this decision, you should have received a phone call to discuss the return to school and answer your questions.



## Our key principles

Government guidance is very clear that social distancing guidelines need to be maintained to keep our students safe. We are introducing the following measures to help keep school as safe as possible for our students:

- If any member of your household displays symptoms of COVID-19, your child must not come into school and we advise that your household follows NHS isolation, testing and track and trace guidelines
- To adhere to social distancing measures, students will be organised into pods. There will be no more than **45** students per pod. Staff will be allocated to and responsible for each pod and there will be strictly no contact outside students' own pods
- Where possible, we will be utilising very large spaces like sports halls and theatres, usually designed to fit 600 students
- School will be strictly organised so 2 metre social distancing can be observed by every student. There will be clear signage and markings on the floor to support this. Each student will sit at an individual desk spaced 2 metres apart from others and there will be no sharing of equipment
- Students may not always have their regular teachers, but we have organised it in this way so that we can guarantee subject specialist teaching



# School Day Information

## Changes to the school day

School will start reopening for some Year 10 students on Monday 15th June. Government guidance states that only a quarter of pupils in Year 10 and Year 12 are in school each day. Therefore we will be operating a rota system. The covering letter to this document will confirm when your child can attend school.



## The school day

Each school day will look like the table below.

Arrive at school	Allocated arrival time between 08:35-09:00
Session 1	09:00 – 09:45
Session 2	09:50 – 10:35
Break	10:40 – 11:00
Session 3	11:00 – 11:45
Session 4	11:50 – 12:35
Lunch	12:40 – 13:20
Session 5	13:20 – 14:05
Leave school	Allocated pick up time between 14:10-14:40

## The curriculum

To help aid and accelerate online learning, Year 10 will be taught the core subjects (English, Mathematics, Science, Humanities and Modern Foreign Languages) by a subject specialist during their time at school. The only exception to this is the FCSE Language course who will have their content delivered online. All of the content taught at school will also be available to the students online.



Students are still able to access the full curriculum online and are expected to complete all work set in addition to the work they will complete whilst at school.

## Contingency plans

Schools will always need to make sure there is the right ratio of staff to students. In the unlikely event that we need to review the provision we are able to provide based on staff absence, our highest priority will be to support key worker children and vulnerable students.



If there any changes to the provision at any stage, we will get in touch with you as soon as possible to let you know of the changes to the arrangements.



# Preparing for opening

## Booking your child's space and lunch arrangements

Our booking system using Microsoft Forms will be open every week on Thursdays and close at midnight. The booking form can be accessed here <https://bit.ly/2ALLiL> and a reminder will be sent out every week.



We will need you to indicate **YES** or **NO** each week as to whether your child will be attending. If your child does return to school, normal attendance procedures will apply. This means that if your child is unable to attend school for any reason, you must inform the school on the morning of absence (by 08:30) by contacting the school on 01536396366 or emailing [bwaattendance@brookeweston.org](mailto:bwaattendance@brookeweston.org).

If you confirm with **NO** or do not complete the booking form, we will **NOT** allocate a space for your child. If you are choosing **NOT** to send your child into school at the present time, you will be asked to provide a reason for your decision. This is because we are required to submit information on school absences to the government so the data can be used to help manage the impact of and response to COVID-19 on the education sector.

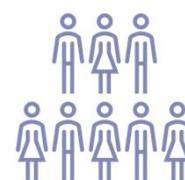


All students attending will be provided with a free packed lunch in week 1. We will keep this under review and advise you of any changes. Therefore, within the booking form you will also have the opportunity to choose your child's lunch preference. No other food options are available.

## Pods

All students will be placed in small groups known as pods. The aim of these pods is to minimise contact with other students, and reduce the risk of spreading COVID-19. The pod will be taught together and will have breaks and lunchtime together.

There will be no more than **45** students in each pod and your child will be in the same pod every time they come into school. Staff will be allocated to and responsible for each pod and there will be strictly no contact outside students' own pods.



Up to 5 teachers will deliver subject specialist teaching from a teacher station in a very large space such as the theatre. At all times social distancing will be observed. This will more than likely mean that your child is not being taught by their usual teacher.

## Behaviour

We have updated our behaviour policy to reflect the government's COVID-19 guidance for schools. Our new behaviour policy can be read in full here: <https://www.brookeweston.org/attachments/download.asp?file=532&type=pdf>

All students who return to school will be required to adhere to this new behaviour policy as normal. If anyone consistently breaches these requirements, they will be sent home, parents will need to immediately collect them and they may not be able to return to school until September.



# Travelling to school

## Travelling to school

The start and end of the school day will be staggered to ensure as little crossover between students as possible. You can find your child's allocated start time in the attached covering letter.

The scientific guidance is clear that the greatest risk to students returning to secondary school relates to their social interactions outside school. This includes travel to and from school and their social gatherings after school.



It is therefore important that students do not mix with peers outside of their pod group on their way to and from school. We ask parents to support us by restricting contact with others outside of school hours, in accordance with government guidance. Where breaches are reported, the school will follow the latest government guidance.

We also strongly recommend that students walk or cycle to school to avoid a build up of cars and movement of people on the roads surrounding school.



Following recent government guidelines, those using public transport must wear a face covering on their journey to help reduce the risk of transmission where social distancing might not be possible.

## Drop off and collection

When parents are waiting to drop off or collect their child, social distancing should be maintained at all times and if you are in a vehicle you should stay in it until it is your child's turn to be dropped off or picked up.



Please note that access around the school will be through nominated access points and there will be a one-way system in operation around the site to prevent congestion. There will be clear signage and staff to direct you.

To ensure we can safely facilitate students' exit, we ask that you contact your child via mobile when you have reached the pick up point.

# Social distancing

## Parents

- Parents must **NOT** approach staff at the academy entrance and will not be allowed into school, including reception areas. All contact will be via email or telephone, and any messages for specific staff must be telephoned through to the school office to be passed on
- We strongly advise that students walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school. Students should not enter the site before their allocated arrival time
- If parents do have to drop students off by car they must drop off in the allocated areas and leave immediately, again not before the allocated arrival time
- Students need to leave the school premises promptly and must not congregate in groups outside the school



# Social Distancing

## In the learning areas

- Each pod of students will be kept completely separate and will not mix directly
- Students must maintain social distancing. We appreciate it will be very difficult for them, but students must not have any physical contact with each other, **including hugging or shaking hands**, each pod must remain at least 2 metres apart at all times
- Throughout the day, students will attend lessons that will be lecture-style which will allow for some interaction with students to benefit learning
- Students in Year 10 will be allocated notebooks to use in the lesson, they will not be allowed to share. These must then be taken home in a bag and brought back in for the next lesson. They must bring their own writing equipment and drinks bottle if they wish
- Students in Year 12 are expected to bring their own folders and stationary
- All personal items must be kept in a bag and accessed only by the owning student. All items must go home with the student
- Students cannot access books from the school library or use the lockers
- If your child has an educational health care plan, a risk assessment will be undertaken to establish if it is safe for them to return to school. We will discuss this with you individually if this affects your child



## Breaks

- Each group will have separate break and lunch times. The pods will be allocated a breakout area to use for these
- The school will provide a packed lunch for all students in week 1 and this needs to be booked in advance when parents book attendance for students, including taste options
- When moving to breakout areas, students will be staggered and must observe social distancing rules at all times
- Students will be allowed to use the allocated toilet as required during the course of the day. Staff will be monitoring the flow of students to the toilet to ensure social distancing
- The students will eat their lunch in their pod in a designated breakout area. Pods will not mix during break and lunchtimes
- There will be no breakfast and after school club facilities
- All students will leave the academy on a staggered basis as directed and in accordance with the timetable



# In the event of illness

## Symptoms of COVID-19

The main symptoms of COVID-19 are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



The Government encourages staff and students attending an education or childcare setting to get tested if they display symptoms of COVID-19. The Government has also introduced a test and trace system. For an overview of the NHS test and trace service, including what happens if you test positive for COVID-19 or have had close contact with someone who has tested positive, please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

## What will happen if a pupil or staff member shows COVID-19 symptoms in school

In the event of a student developing symptoms of COVID-19 whilst attending school, parents will be contacted **immediately** and must collect their child **immediately**. The family will be advised to follow NHS guidelines and not return to school until the isolation period is over and their child is no longer symptomatic. If the symptoms are confirmed to be COVID-19, the school will contact Public Health England (PHE) immediately and act according to their advice.

Parents will need to make sure they are able to collect their child immediately if needed. We recommend that you talk to your employer about these arrangements as soon as possible if another adult in your household cannot do this for you.

While awaiting collection, a student displaying virus-like symptoms in school will be isolated with a specially designated member of staff in a previously identified room or area. If possible, a window will be opened for ventilation. Suitable PPE, including a mask, will be provided to the colleague to safely isolate with the child. Once the student has been collected, the area used to isolate them will be thoroughly cleaned by a colleague wearing appropriate PPE. We will consult with Public Health England (PHE) and will follow their advice for all other students in the pod.

In the event a member of staff develops COVID-19 symptoms whilst working they will be provided with a mask to safely exit the building and advised to return home immediately. They will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to work until the isolation period is over and they are no longer symptomatic. We will consult with Public Health England (PHE) and will follow their advice for all other students in the pod.

## What you should do if your child or a member of your household shows COVID-19 symptoms outside of school

If any member of your household displays symptoms of COVID-19, your child should **not** come into school and we advise that your household isolates at home in line with the NHS guidelines. You should inform school as soon as possible by phoning our office and your child should not return to school until the isolation period is over and they are no longer symptomatic.

# Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out a number of measures too.

## Our promise to you

- Cleaners will be in school throughout the day to regularly clean classrooms, toilets and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- Staff will clean down contact surfaces and common touch points regularly
- All students and colleagues must thoroughly wash their hands or use hand sanitizer upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each student will have their own equipment and these will not be shared with other students
- All classrooms and venues will be cleaned once all students have departed
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety. This may mean we don't offer learning experiences that involve materials which cannot easily be washed



## What we expect from you and your child

- Students will not be permitted to bring items from home into school, except a water bottle and lunch box (if required). This includes school bags and pencil cases. Water bottles and lunch boxes must be washed thoroughly each day
- Students can bring in packed lunches. They will be kept on their individual table throughout the day and will not be stored elsewhere. Lunchboxes should be cleaned thoroughly each day
- For the remainder of this academic year, students do not need to wear school uniform but clothing will need to be appropriate for school. If students are wearing inappropriate clothing you will be asked to collect them
- It is expected that students' clothes will be washed when they arrive home and that they will wear fresh clothes when they are next in school



# Useful information

## Emergency contact details

**Telephone:** 01536 396366

**Email:** [BWYear10Return@brookeweston.org](mailto:BWYear10Return@brookeweston.org)



## COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## NHS Test and Trace

The NHS test and trace service:

- ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents
- helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus

For an overview of the NHS test and trace service, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive, please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>



## NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.