

We are very pleased that we will be able to welcome all students back to Giles Academy in September and for schools this plan hasn't changed. All students can still expect a 'new normal' school day, but with some specific amendments as explained in this document in order to meet the latest Government guidance for schools. We aim to make our re-opening educationally worthwhile, with our primary concern remaining on the safety and wellbeing of students & staff.

#### THE SCHOOL DAY ... WHAT TO EXPECT

- All students will need to enter the school site via the designated areas, these are as follows: **pedestrians and students travelling by car via the swimming pool gate**, there are two drop off points for students **travelling by bus – front and back of school via the designated gates**.
- Students will be able to access the school site from 08.15am and will be allowed onto their Year Group 'Zone Base' yard area only (see information re yards on covering letter), with entry into the school building from 08.30am.
- Teaching staff will arrive in their classroom no later than 08.25am.
- Appropriate staff will be on the 'Zone Base' yards from 08.15am.
- No student is to enter through the main school reception unless they have been given correct SEN permissions.
- **Please note that the school will still remain closed to the public, which includes parents and access to the school reception will still not be permitted without a pre-booked appointment. In addition to this no student will be allowed to go home for lunch.**
- We encourage any contact needed with school to continue to be done remotely, either by email or if necessary by phone.
- Clear markings will be laid out on the paths outside of the student main entrances to support students and to encourage 1m social distancing rules and to control the flow of students into school and allow staff to carry out the necessary checks.
- All students will be expected to follow the clearly laid out one-way system on the school site at all times and once in the building, students can be reassured that movement will be monitored by staff and controlled by a clear staggered start / end to each lesson. The one-way system within the zone are set up to minimise disruption across Year Group Bubbles and will significantly reduce student movement and students crossing in corridors, with 1m markers laid out along corridors in all necessary places.
- All students will be kept in a Year Group Bubble, with a maximum number of 200 in a bubble, and will be given a 'teaching Zone area' and an 'Zone Base', i.e. a Yard, which is a segregated space to use throughout the school day.
- Although students don't need to adhere to social distancing within their 'Bubble' we will still be encouraging 1m distancing.
- **Expectations for the 'Zone Bases':**  
There will be an identified yard and this area will be the only place a year group can gather at break or lunch. This will be for their Year Group Bubble only and these will be supervised spaces. All students will meet at their 'Zone Base' areas in the morning and at times throughout the day, such as break and lunch. From these Zone Bases students will be guided back into school for lessons and this process will be staggered to reduce numbers in the corridors and to keep Year Group Bubbles in separate areas, with Year Leads and pastoral staff releasing students from the yards when it is time to start the next lesson.
- **Expectations for the teaching Zones:**  
The Year Group Bubble will be taught within a 'teaching Zone' area in the school for the majority of their lessons, with teachers moving across the school to teach each class or classes moving within their teaching zone only. This is to minimise movement across the school.

- **Details of the School Day:**

The curriculum plan for the school day has been revised to represent the 'New Normal', so that morning, break, lunch and other key times of the day can be staggered to reduce movement across the school site.

There will be no school bells.

Instead staff will guide the students at the appropriate times to their next lesson; break; lunch.

The new timings of the school day will be:

	Normal	Y11	Y10	Key Stage 3
Reg	08:30 - 08:40			
Period 1	08:40 - 09:30	08:30 - 09:30	08:30 - 09:30	08:30 - 09:30
Period 2	09:30 - 10:20	09:30 - 10:40	09:30 - 10:00	09:30 - 10:20
Break	10:20 - 10:40	10:40 - 11:00	10:00 - 10:20	10:20 - 10:40
Period 3	10:40 - 11:30	11:00 - 11:30	10:20 - 11:30	10:40 - 11:30
Period 4	11:30 - 12:20	11:30 - 12:50	11:30 - 12:00	11:30 - 12:25
Lunch	12:20 - 13:10	12:50 - 13:30	12:00 - 12:50	12:25 - 13:10
Period 5	13:10 - 14:00	13:30 - 14:00	12:50 - 14:00	13:10 - 14:00
Period 6	14:00 - 14:50	14:00 - 14:50	14:00 - 14:50	14:00 - 14:50
PM Reg	14:50 - 15:10	14:50 - 15:10	14:50 - 15:10	14:50 - 15:10

The familiar normal Giles Academy timetable has been amended to the 'New Normal', eg KS4 students moving to a majority of double lessons and KS3 students having a range of double and single periods.

- **Assemblies / Large Gatherings:**

We have planned to continue with Year Group Bubble assemblies only, in accordance with the DfE guidance for schools.

- **Extra-Curricular:**

Regrettably there will be no extra-curricular activities offered at school in Term 1 and 2, and this will be regularly reviewed throughout these terms and prior to 01 January 2021.

## HEALTH & SAFETY PROCEDURES ... WHAT TO EXPECT

- It is an expectation that staff and students will do their best to adhere to the appropriate social distancing at all times.
- **Travelling to and from school:**
  - Please ensure that transport to and from school is organised and other than travelling by bus, morning and after school transport is not shared with others outside of your household 'bubble' as far as possible.
  - Students that live near to the proximity of the school are encouraged to walk or cycle to school where possible.
  - It is important that everyone adheres to the social distancing guidelines on the way to school – i.e. at least 1m distancing.
  - If travelling on the bus / taxi: Current Government advice is that a face covering is compulsory. Parents / carers need to ensure that their child has an appropriate face covering for their journey to school. There will be a staggered loading of the buses at the end of the school day, which will be supervised and face coverings will need to be reapplied.
- Classrooms will have been set up for students with Government guidance social distancing measures in place, i.e. facing forward or with the appropriate screens to separate working areas in readiness for September.
- The school will have a clear one-way system in place, with 1m floor distanced floor markings at key points of the school to encourage social distancing.
- Staff will aim to stay 2m apart from students as far as possible and will aim to teach from the front of the class where possible.
- **Additional Cleaning:**

- We have organised for there to be a significant increased uplift clean arranged for the end / start of each day.
- Classroom and hard surfaces will be cleaned regularly by the day cleaner/s and additionally teachers will have the appropriate hand sanitiser, sanitising sprays and cloths to clean hard surfaces between lessons.
- Additionally, the day cleaners will be cleaning the high contact areas of the school site, outside of Year Group Bubbles throughout the school day, including specific cross over areas.
- The intention is to ventilate classrooms and corridors well with windows and doors left open to increase airflow.
- To reassure parents on the use of air conditioning, our systems in school do not recirculate and use a fresh air supply.
- A thorough and robust whole school risk assessment has been completed and this is supported by individual subject area risk assessments for all core and foundation subject areas, with the appropriate measures in place to support activities taking place in a safe way.

#### **How we will manage confirmed cases of coronavirus (COVID-19) amongst the school community:**

NHS Test and Trace: As you will be aware the government launched and has updated its Test and Trace strategy. For your information, anyone in the school community who tests positive for COVID-19 will be offered support through school and contacted by NHS Test and Trace. If we have an employee or student who is contacted by Test and Trace, we will work with that individual to ensure that they do not attend school and self-isolate for the required period of time.

We will take swift action when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19). In this circumstance we will contact the local health protection team / Public Health England. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) has attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with our school in this situation to guide us through the actions they need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for the recommended period since they were last in close contact with that person when they were infectious.

The health protection team, i.e. Public Health England, will provide definitive advice to our school on who must be sent home. To support them in doing so, we will keep a clear and up to date record of students and staff in each group, and any close contact that takes place between students and staff in different groups. We will act on any advice offered by the health protection team and will advise parents / carers, staff and students on self-isolation requirements as necessary and guided as / if anyone develops or shows symptoms of COVID-19.

#### **PPE; HANDWASHING & HYGIENE ... WHAT TO EXPECT**

- The school will promote regular hand washing and hand sanitising amongst all staff and students on site, as well as good respiratory hygiene by promoting the “Catch it; Bin it; Kill it” approach.
- In addition to the hand washing facilities in all toilets for staff and students, hand sanitisers will be available on entry and exit to school and in all lessons, this will include additional hand sanitiser stations around the school. It will be compulsory for all students and staff to use this facility at the start / end of every lesson and when moving rooms.
- For our school, putting in place an enhanced cleaning schedule will include:
  - More frequent cleaning of rooms / shared areas that are used by different groups;
  - Frequently touched surfaces being cleaned more often than normal, such as door & window handles, etc.

- Different Year Group Bubbles will be allocated their own toilet blocks near to the Zone Base and Zone teaching area, with toilets being cleaned regularly and students will need to clean their hands thoroughly after using the toilet.
- Students will not be escorted to the toilets and will be free to use the facilities at any time of the day.

#### **PPE:**

- **You will now be aware that there still is a lot of controversy surrounding the issue of PPE in schools, i.e. with the issue of face coverings being highly publicised in the news and guidance expected to change, and we can reassure parents / carers and students that as / if any guidance changes from the time of writing this document, we will react straight away and update our own advice accordingly and communicate this to parents / carers & staff.**
- Currently, Government advice outlines that PPE is not recommended or necessary in schools for either staff or students. However, we recognise that some staff and students will feel more confident about returning to school if PPE, such as face coverings, is permitted and therefore from September and we would encourage staff and students to wear PPE if they chose too, this must be a personal choice. For students this PPE would need to be provided by parents / carers, and any PPE would need to be plain, with the use of 'horror masks' or other such novelty masks, which are freely available on the market, being strictly not permitted. For staff PPE can be provided on request, this will include face shields for staff that need them in identified areas, i.e. close working in areas like Art & Design; when teaching students who lip read, so communication is well facilitated.
- We are aware that many students, as well as staff, will be nervous about returning to school and we are available to have more detailed discussions on any matters linked to COVID-19 with those individuals who are concerned, to offer any reassurance needed. Please contact the school for advice on this matter as necessary.

#### **First Aid:**

- The First Aid room will be open and staffed everyday by our First Aid staff, with these staff wearing full PPE.
- There will be screens in place to create segregated spaces in the First Aid room to support social distancing.
- Any student attending the medical areas will be provided with a face covering to wear in this environment.
- Any students that develop COVID-19 symptoms whilst at school will be isolated and parents / carers will be asked to collect them promptly and there will be a separate isolation area set up for students with any symptoms to be able to wait away from others in the main First Aid room.

**However, we need to stress that if a student has any of the symptoms of coronavirus; high temperature, continuous cough or loss of taste or smell then they must NOT come into school**

### **PREPARING FOR DAY ONE AND BEYOND ... WHAT TO EXPECT**

Please make sure that all students are aware of the following points for attending school in September:

- Everyone will need to understand their individual timetable, which will be issued in September, including being aware of rooming and timings. Students will be highly supported and helped in the first few weeks to understand where they need to be and the new school day timings.
- Students will not be able to have access to their lockers in September and will need to organise all books, folders and equipment required for each day in advance, including all resources that cannot be shared.
- Help your child to organise themselves, i.e. read over and review any work completed for homework so that they are ready for learning.
- **Transition Days for Year 7:**  
The Year 7 Transition Day will start in the school Main Hall and Year 11 will start their day in the Sports Hall on 03 September.
- **Tutor Groups:**

Form Groups will be based in tutor groups around their Zone Base – this will be their area for this academic year. This will mean that students will still be grouped with the same students however in the majority of cases they will have a different tutor. This information will be given in their first assembly.

- **Uniform:**

- All students will need to meet the normal required standard of uniform.
- With the autumn term bringing wet weather, we would like to inform parents and carers that dark coloured, plain coats are the required uniform – i.e. black; navy; grey; blue; etc.
- As previously communicated from September **we will have a No Mobile Phone policy.** Although students may have a mobile phone in their pocket for safety reasons regarding travel, no phones are to be visible on school site as in all previous years.

#### **BREAK & LUNCHTIME ... WHAT TO EXPECT**

- Social distancing is to be maintained by staff at all times and by students during social times.
- Movement to and from the Zone Bases and during breaks will be monitored and supervised by staff.
- Students will only be allowed to socialise with those in their Year Group Bubble and will not be allowed under any circumstance to socialise with others in a different Zone Base.
- **There will be hot food available from September, although this will be more limited. Where possible we strongly encourage students to bring a packed lunch, appropriate food and a drink for the day to reduce numbers and limit any queues.**
- **Wet Weather:** Should there be inclement weather students will need to report to their Zone Base area, where these spaces will be utilised for wet breaks and lunches.

#### **TEACHING & LEARNING ... WHAT TO EXPECT**

- **Classes:**

- Classroom spaces will be rearranged prior to September to accommodate appropriate social distancing, as shared in the guidance for schools, including seating plans in place made by teachers.
- All desks will be facing front in the majority of classes and where this cannot be done, i.e. in some computer rooms, screens will be in place to separate student working areas.
- Students will be guided in certain specialist subjects such as: Music; Food; DT and Art on how to operate in these areas, with emphasis on the written elements of these subjects, rather than the practical ones to begin with.
- Regrettably, there will also be no opportunity for PE in any Year Group for the first week of Term 1, so we can assess and review the safety aspects of this subject area once we have all learners back on site and make appropriate arrangements for suitable activities. In the meantime, we will work to encourage students to continue with exercise out of school.
- Teachers, where possible, will teach from the front and will be up to 2M apart from the students. There will be an expectation that all students respect and adhere to the 2m distancing from their teacher, where possible.
- Students will not be required to line up for lessons, instead taking their designated seat for each lesson without delay.

- **Assessment:**

- An amendment to the school Assessment & Homework policy will be applied for September, to include how work can be checked, marked and organised by teachers safely and a clear teacher plan for the timing of each assessment.
- Additionally, all staff will continue to set homework tasks and assess work using the Show My Homework system.

- **Textbooks:**

- The use of textbooks in class is strongly discouraged and should only be used within a Year Group Bubble.

- **Equipment:**

- The school will NOT be able to lend students any equipment for their lessons.

- However, to support assessment processes and our learners to be prepared for September, we will be providing all students with the following equipment in a clear zip wallet on their first day:

**Black Pen / Red Pen / Purple Pen / Pencil / Ruler / Eraser / Glue Stick**

- Once in receipt of this equipment, students should then come prepared every day and bring any other equipment they may need for specialist areas.
- **We strongly recommend an appropriate school bag to carry all equipment needed, i.e. waterproof and sturdy.**
- KS4 will not need to carry large coursework folders, which should be kept at home and will only need to bring work for each day.
- **Microsoft TEAMS:**
  - From September, as well as the Show My Homework system, which has proven to be an effective way of organising work for our learners, we will be moving to Microsoft TEAMS in all schools. This is so we can start to live stream into tutor bases and classrooms, i.e. for all Year Group Bubble and House assemblies; key messages and year group activities
  - TEAMS and the ability to live stream may be used for student/parent presentations
- **Remote Learning:** General 'lockdown' remote learning will cease, as all students will be expected to return to school, with school being compulsory from September in accordance with Government guidance. However, the following will apply for certain individuals/groups of students:
  - For individual students that need to self-isolate following Government recommendations, work will be collated centrally and sent home via Show My Homework.
  - In the event of a Year Group Bubble needing to self-isolate, work will be issued as during the period of lockdown, via Show My Homework. Additionally, the school will be using TEAMS from September to deliver some lessons for these students remotely.
  - In the case of any individual student being absent from school due to general illness, the support will be the same as in previous years, with work collated for students and sent out centrally by Year Leads to support them learning from home.

#### **THE 9 POINT BEHAVIOUR & SAFETY PLAN ... WHAT TO EXPECT**

- We are very much looking forward to welcoming students back into school and staff will strive to create a positive environment but ALL students will need to adhere to the **9 Point Behaviour & Safety Code** attached with this document.
- This is an addition to the school's Behaviour Policy which is available on the school website and is necessary to ensure that the school site remains as risk free and safe as possible.
- **It cannot be stressed enough that good behaviour of students in school is paramount and they will be expected to conduct themselves in an appropriate fashion at all times and students who fail to comply with the 9 Point Behaviour & Safety Code will have their place in school reviewed on a daily basis.**

**We hope these details contribute to reassuring you of the commitment to supporting both staff and students**