



## Introduction

We understand that parents, carers and students will have questions about returning to school full time in September, and what Holmleigh Park will be doing to minimise the risk of infection from COVID-19. This pack has been put together to answer the questions that you will have regarding reopening in September 2020. It is neither official guidance nor a school policy; these can be found below.

- The official government guidance can be found here: <https://tinyurl.com/HPHSGuidance>
- The school policies can be found here: <https://tinyurl.com/HPHSPolicies>

The policies which specifically deal with COVID-19 are:

- HPHS Health and Safety Policy (incorporating Infection Control measures)
- HPHS Behaviour Policy
- HPHS Safeguarding Policy
- HPHS COVID-19 Risk Assessment (this will be updated over the summer)

## 1 Daily Routines

When we've spoken to the students who have returned to part time school, they've all told us exactly the same thing: *they just want to get back to normal!* As such, our plans attempt to revert to a model which is as similar as possible to how the school operated before lockdown. We have only made changes where these are necessary for minimising the risk of infection.

The key difference is that students will be kept within year group bubbles, so that students only mix with those in their bubble. Each bubble will be assigned to a different zone within the school, including its own toilets, food pod and social area.

### 1.1 What will happen at the start of the day?

- Students arrive through their designated entrance gate (see map / table below)
- Students should go initially to their break areas. At 08:30, students will go to their tutor rooms.
- Roll Call will take place inside the tutor rooms. Students should enter and stand behind their desks, holding up pencil cases etc for inspection. The HoY will be responsible for collecting checklists during TTRP
- Students needing support with uniform etc. will be collected by their Head of Year and kept back

### 1.2 How will students move around the building?

- For almost all lessons students will stay within their zones
- However, some subjects will continue to take place in specialised rooms. Students will be directed whether they should go directly to the lesson or line up in their break area.
- The lessons which will take place in specialised rooms are:
  - PE
  - ICT/Computing
  - Food/Hospitality at KS4/5
  - Performing Arts at KS4/5
  - Art, Textiles and Photography at KS4/5



### 1.3 What happens during between lessons?

- Staff will no longer have their own classrooms, and will have to move around the school, so some lessons will have a short break in between them to facilitate this. This replaces the existing morning break.
- To avoid students being left unsupervised, we will continue to follow our normal exit routines, with students leaving the classroom after each lesson
- Students will continue to line up outside classrooms, and wait for their teacher. Staff should ensure students sanitise hands on entry, but should not stand in the doorway to greet students; stand inside the class where you are able to maintain social distance.

### 1.4 What happens at the end of the day?

- Students will leave through the same gate as they entered from
- Students must leave site promptly, and will only be able to stay on-site for a pre-arranged club or activity like a detention

### 1.5 What are the amended timings of the day?

- To ease transitions, the timings of the day have been amended to allow a short break between each lesson (see below), to allow teachers to move around the school.
- Breaks will not be used between TTRP and Period 1, or Period 5 and DEAR time as most teachers will not have as far to travel as between lessons.

Time	Period
8.30-8.55	Roll Call and TTRP
8.55 -9.50	Period 1
9.50-10.00	Break (10)
10.00-10.55	Period 2
10.55-11.05	Break (10)
11.05-12.00	Period 3
12.00-12.10	Break (10)
12.10-1.05	Period 4
1.05-1.35	Lunch (30)
1.35-2.30	Period 5
2.30-2.55	DEAR

### 1.6 Where is each zone?

Each year group will have its own zone. As well as teaching spaces, these will include designated food serving points, break areas and toilets. Year 12 and Year 13 will share some facilities, but will be kept as separate as possible.

Year	Teaching Space	Entry / Exit	Break Area	Food	Toilet
Year 7	Maths Block	Bottom Playground	MUGA	Canteen via back door	Maths Block
Year 8	H block (school side) plus H2, H3	Top Playground	Top Playground by Maths	Top playground pod	Main Corridor toilets
Year 9	S1, S2, S3, S9, S10, S11, A4, A5	Bottom playground	Bottom playground	Performing Arts pod	Toilets near medical room (downstairs)
Year 10	H block (far side)	Top Playground	Playground by Science	H block pod	H block
Year 11	S4, S5, S6, S7, S8, M9, M10, M11	Back gate	Bottom Playground	Canteen via front	Toilets near admin block (upstairs)
Year 12	D block and study centre	Reception	Study centre and half of courtyard	Refectory Pod (13:05-13:20)	D block
Year 13	D block and refectory	Reception	Refectory and half of courtyard	Refectory Pod (13:20-13:35)	D block

This information is also shown by the map below.



Symbol	Meaning
	Area (inside)
	Area (outside)
	Route
	Arrival Gate
	Lessons
	Break Area
	Food Pod
	Toilets
	Year 7
	Year 8
	Year 9
	Year 10
	Year 11
	Sixth Form



### **1.7 How will students use toilets?**

- Students can use the toilet during social time and can only use their allocated toilet
- Toilets will be monitored by staff to prevent them being used outside of social time. If a student urgently needs to use the toilet they will be permitted on a case by case basis
- As always, students should not be given permission to use the toilet during lesson time, unless they have a pass

## **2. Curriculum**

We believe that students deserve to study a broad and balanced curriculum, and will do our best to deliver this. We will not be narrowing the curriculum for catch up purposes. However, some subjects will need to be temporarily replaced / modified for safety reasons:

### **2.1 Which subjects will not run?**

- We are no longer able to run Choir for Year 7 and Year 8. This will be replaced by alternative lessons.

### **2.2 Which subjects will run, but with altered practices?**

- All practical subjects will take reasonable steps to avoid increasing the risk of transmission. This might involve rearranging rooms, using demonstrations instead of practicals, or altering what activities students complete.
- The following subjects will continue to run, but with some modification.
  - Catering / Food
  - PE / Sports Studies (students should continue to bring PE kit as normal – changing rooms will be cleaned every period)
  - Science
  - Art
  - Photography
  - Textiles

### **2.3 Will students still be set?**

- In Year 10 and above, students will generally be set by ability as we currently do.
- In Year 7-9, students will be kept in “home groups” for subjects which are normally mixed ability, and will have most of their lessons in those groups. They will continue to be placed in sets in subjects which have always used setting.

### **2.4 Will we continue to offer an online curriculum?**

- Yes. All schools have agreed to pay a contribution to the shared service to produce a full online curriculum.
- The central team will be advertising for applicants to produce lessons. GLT staff are welcome to apply – it will be a paid position, but must not interfere with your in school responsibilities.
- If we go back into lockdown, we will review this structure



### 3 Break and Lunch

We want break and lunchtime to feel as normal as possible. It's important that students can socialise with their peers, rest and engage in extra-curricular activities. Students will spend social times in their designated break areas, shown on the map above.

#### 3.1 What will happen with food and drink?

- Students will be able to purchase hot and cold food in 2<sup>nd</sup> break, 3<sup>rd</sup> break and lunch.
- To speed up service, menu choice will be restricted. We will continue to offer a choice between hot and cold, and meat, vegetarian or vegan options.
- Food will continue to be served in disposable packaging. Where possible this will be biodegradable or recyclable.

#### 3.2 Will there be different rules at break and lunch

- The behaviour policy has been updated to reflect additional expectations regarding hygiene and safety.
- Although students will not be required to socially distance from each other, they are to maintain distance and avoid touching their peers. As such, the following will not be permitted:
  - Contact sports or games
  - Sharing food or drink
  - Sitting on laps, hugging, holding hands etc.
- It is essential that students stay in their designated locations during social time. If students cross into another area they are breaking the behaviour policy.

#### 3.3 What will happen if it rains during social time?

- Wet weather conditions will be managed by keeping each bubble in their internal zones.
- Year 7, who are based in the Maths block and have the least covered space available, will be able to use the Sports Hall.

### 4 Infection Control

There are important actions that students, parents and staff can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

#### 4.1 What are the controls which will be used to reduce the risk of transmission?

- In addition to controls described elsewhere in this guide, parents, carers, staff and students can all help reduce the risk of transmission by
- minimising 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
- cleaning hands more often than usual, and washing hands thoroughly for 20 seconds using alcohol hand sanitiser
- ensuring good respiratory hygiene through the "Catch it, kill it, bin it" approach that we will be promoting
- Minimising contact with others



## 4.2 What routines will be in place to ensure these controls are adhered to?

- All staff, students and visitors will be required to sanitise their hands and remove masks on arrival
- Each classroom will have a wall-mounted hand sanitiser dispenser at the door. Students and staff must use this when entering a room.
- Sanitation equipment available in all rooms including tissues and disinfectant wipes
- Increased frequency of cleaning, in particular the routine cleaning of frequently touched surfaces throughout the day, scheduled cleaning of rooms used by different bubbles (e.g. IT rooms, PE changing rooms) and deep cleaning of all spaces at the end of every school day
- Removal of unnecessary furniture, loose and soft items
- The promotion of good hygiene through clear posters throughout the school
- Maintaining good ventilation
- Reduced mixing of by having year group bubbles

## 5 Behaviour and Uniform

We continue to have high expectations of behaviour and have updated our behaviour policy for the new academic year to reflect further requirements.

### 5.1 Will our expectations change?

- We will maintain our high expectations. In addition, a student who fail to comply with expectations regarding maintaining bubbles and/or hygiene and sanitation will be treated as defiant
- Students will be reminded and informed, as we understand that these expectations are unusual and new in these circumstances
- However, if students persistently defy these expectations this will result in their removal from site as they will be undermining safety
- If a staff member feels the defiance is persistent (ie. refusal to comply after being directly asked or repeating a behaviour multiple times despite being reminded) they should contact OSP

### 5.2 Will classrooms still be disruption free?

- Yes, definitely!

### 5.3 Will OSP still run?

- Yes. OSP is an essential part of ensuring our lessons are disruption free. Students will sit in separate rooms depending on year groups.

### 5.3 Will detention still run?

- Yes. Detention is an essential part of making sure our standards remain high. Students will sit in separate rooms depending on year groups.

### 5.4 Will students still wear full uniform?

- Yes. We will continue to provide uniform items on the day to any student requiring them to ensure that all students are wearing the correct uniform every day. Those items borrowed will be laundered and/or quarantined when they are returned.



### 5.5 Will students need to bring their own equipment?

- Yes - Students must bring equipment and stationery for lessons including the usual pencil case with pen, pencil, ruler, maths set and calculator. If students need support with this we will be able to provide equipment. Students should not lend or swap equipment between each other.

### 5.6 Can students wear masks?

- We are following government guidance on wearing a face covering or face mask.
- At present, masks are advised for public transport. However, masks will not be permitted in school. This is because, as a result of wearing them for a long period of time, students will be likely to fiddle with or remove them; this actually increases the risk of transmission.

### 5.7 Can students bring hand sanitiser?

- Students may carry their own hand sanitiser gel or wipes if they wish; however, this is not required as school will provide this for all students on site.
- Students will be required to use the sanitiser provided as part of the entry routine to lessons.
- Misuse of sanitiser, which is construed as dangerous, will be sanctioned.

## 6 Attendance

We are planning towards all students returning in September. **The key change here is that students must not attend school if they, or someone in their household, has COVID-19 symptoms.** An up to date list of symptoms can be found here: <https://tinyurl.com/HPHSSymptoms>

### 6.1 Do all students have to attend school?

- School attendance is mandatory from September. 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
  - our 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

### 6.2 What happens if a student is shielding?

- Students should only be absent from school in relation to COVID-19 if:
  - they have had symptoms or a positive test result themselves, or
  - they are a close contact of someone who has coronavirus (COVID-19).
- In these circumstances the absence will not be penalised and the student will be expected to engage in the curriculum remotely. We will provide a complete remote curriculum, it will mirror the style and structure used during the school closure and is being generated centrally by GLT. We will continue to monitor their engagement in this through "exit tickets".

### 6.3 What happens if a student is late to school?

Students who arrive late should enter via student reception, where they will be sanctioned as normal.

## 7 Assemblies, trips and extra-curricular activities

Our Character Programme is an essential part of students' education, so we intend to offer as full a provision as possible.



### **7.1 Will assemblies run?**

- Year group assemblies will be able to run, either in the Sports Hall, or by streaming the assemblies direct to each tutor group via Google Meets
- House Assemblies will not be able to run in person, but can be by Google Meets

### **7.2 Will Period 6 and Champions Hour for Year 11 and 13 run?**

- Yes, as this fits within their bubbles

### **7.3 Will other clubs run?**

- Initially, clubs will need to be restricted to one year group
- We will review this in October, and if conditions are right, we will consider relaxing this rule providing students have signed up in advance

### **7.4 Will we run school trips?**

At present, we are not permitting school trips. We will continue to review this.

## **8 First Aid**

### **8.1 Self-isolating**

- The best protection against the virus is isolation, and therefore:
  - anyone who is unwell with COVID-19 symptoms must not attend school
  - anyone living in a household with someone with coronavirus (COVID-19) symptoms must not attend school
- The above will be made explicitly clear to students and parents/carers. An up to date list of symptoms can be found here: <https://tinyurl.com/HPHSSymptoms>

### **8.2 What happens if a student becomes unwell on site?**

- The student will be sent, or escorted, to the medical area
- The Welfare Officer will assess the student as normal. If the student is 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 will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.
- The Welfare Officer will contact parents to arrange for them to be collected
- If a child is awaiting collection, they will be moved, to a room where they will be isolated behind a closed door, with an appropriate adult supervising if required. A window in the room will be opened for ventilation.
- If they need to go to the toilet while waiting to be collected, they will use a separate toilet. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE will be worn by staff caring for the child, or while they await collection, if a distance of 2 metres cannot be maintained.
- In an emergency we will call 999 if they are seriously ill or injured or their life is at risk.
- If the student is unwell with symptom unrelated to coronavirus (COVID-19) we will follow our usual protocols for first aid





## **9 Pastoral Support**

We firmly believe that the best way to support children in September is to get back to normal as quickly as possible. We think our plan is as simple as it can be, and will provide an experience which is reasonably close to normal school.

However, it is natural that some students will feel anxious. Our Heads and Deputy Heads of Year, Tutors and Safeguarding Team will continue to offer pastoral care to all students. For students especially nervous about coming into school, our Hero Time programme will continue to run from 08:15 in the morning for students to check in with us before the start of the school day.

## **10 Further Information**

If you would like more information on any of the measures outlined above, please consult our website in the first instance.

If you cannot find the information required, please email [contact@hphigh.co.uk](mailto:contact@hphigh.co.uk). Although the school will be closed over the summer holidays, this address will be checked regularly.