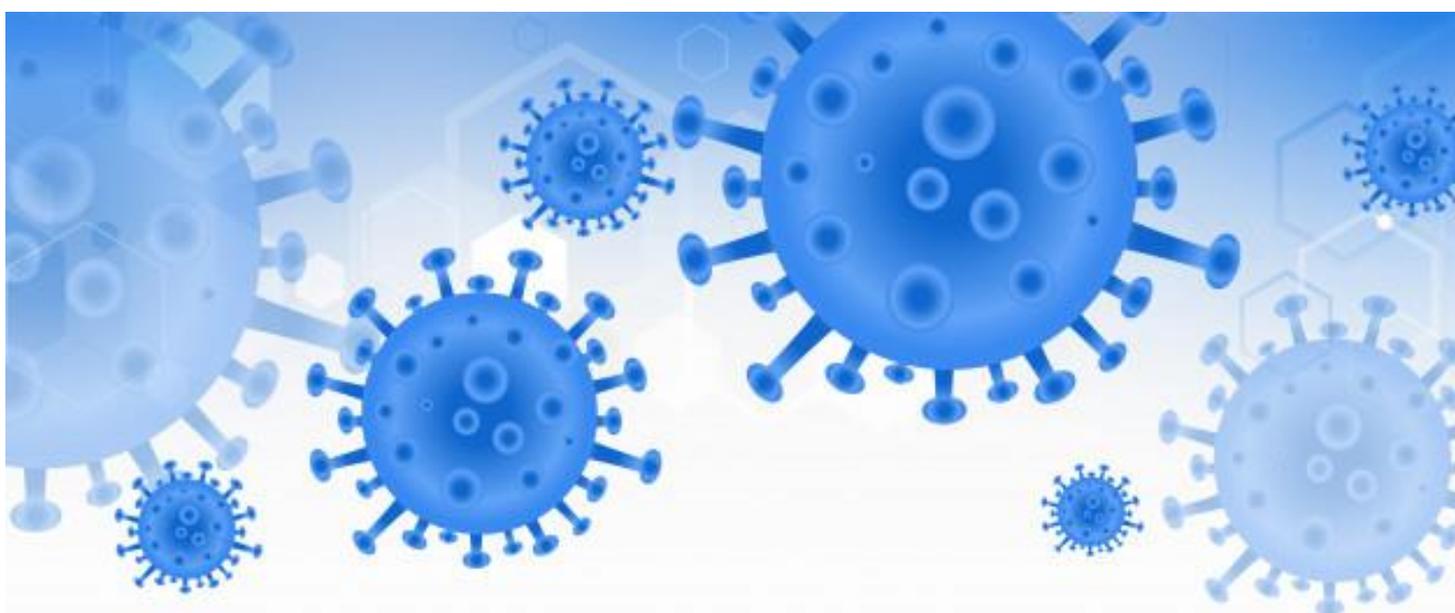




# “Return to school”

A guide for students and families



**COVID-19**  
CORONAVIRUS

**September 2020**

## Introduction

Dear Parents and Carers

We are looking forward to welcoming your children back to school at last! It has been too long, for sure. I guess that returning to full time school after such a long break may be a daunting prospect for some pupils (and teachers). However, whilst the return to school is a 'full' one, it is not a return to normal. The way in which the school operates will change.

For example, we will now need to keep groups of students apart by creating year group 'bubbles' which will necessitate staggered arrival, departure, lunch and break times. Pupils will be timetabled within a specified Learning Zone which will change each day and they will need to enter by the correct gate for each Zone.

Many of our pupils will find these changes challenging and we ask that you take the time to work through the contents of this booklet with your children in order to help prepare for their return to school.

Please remember that these rules and procedures have been designed to protect the safety of all members of the school community. They will require greater effort from all, sometimes without obvious and visible benefits. Please try to understand this and to support the school as we try to safeguard all of the children in our care.

With best wishes for your continued health and safety

Hugh Davies

# 1. Preparing to return

## Uniform

The national guidance is clearly in favour of a return to full school uniform. We will do that here, but it will **not be compulsory immediately**. We are mindful of existing public health advice around the easy and frequent washing of clothes, but we are also aware that we were in the middle of completing our transition to a new uniform. With this in mind, and knowing that some of you will have faced financial challenges over this period, we've decided to postpone the day when **all pupils are expected to be in full (new) uniform to Monday September 28<sup>th</sup>**.

## Face coverings

The guidance on the use of face coverings in schools changed significantly at the end of last week. Whilst this guidance is still evolving at a local level, it is clear that there has now been a shift of thinking nationally. As a result, all pupils (and staff) will now need to bring face coverings to school and these face coverings will **need to be worn when moving from one venue to another**. Face coverings are not currently required in classrooms, dining halls or 6<sup>th</sup> Form block, but this guidance may be subject to change. The face covering should be worn to cover the mouth and nose. Face coverings may not be transferred between individuals and face coverings should be stored in a plastic bag when not in use. All face coverings should be taken home at the end of the day to be washed or disposed of safely.

## Equipment

Your children will need to bring personal equipment such as pens, pencils, calculator, ruler etc. for their own personal use. Pupils will not be able to share or borrow resources. We ask that pupils bring only essential equipment to school. On days when your children are timetabled for a practical PE lesson they should attend school in PE kit.

## Visits to school

We want to continue to foster strong links with parents and carers to help us support our learners effectively. However, **under the current circumstances we are not able to accommodate visits from parents /carers, other than in exceptional circumstances and in such case, by prior appointment**. Please contact the school by phone or email in the first instance so that we can deal with your enquiry and make any necessary arrangements.

As you can appreciate, the start and end of school are very busy times. We need to minimise traffic so **parents and carers will not be permitted to enter the site to drop off or collect pupils at the start or end of the day**.

## 2. A 'new normal'

### Learning Zones

*Schools have been asked to minimise the number of contacts that every learner has during the school day as part of implementing a system of controls to reduce the risk of transmission.*

Pupils will be divided into 6 groups: Year 7, Year 8, Year 9, Year 10, Year 11 and Years (12/13).

The school has been sub-divided into 6 "learning zones" to enable us to minimise the contact between different groups of learners. The learning zones are numbered 1-6 and are colour coded. There is clear signage on doors to indicate the zone and floor markings to indicate when a zone is being entered or left. There are specified site entry points and dedicated entrances to the zones which are clearly marked on the plan and must be used by pupils. There are some parts of the school which are not allocated to a zone, such as the PE facilities, Main Hall and Drama Hall which will have shared usage (with cleaning between use by different groups) and areas which will be exclusively used by Year12/13 pupils.

**Each day, pupils within a group will be timetabled in a single learning zone (or in dedicated rooms in the case of Years 12/13). Pupils will be required to remain within their allocated zone except when accessing the catering facilities or certain specialist areas of the school. Please reinforce this message with your children as it is an essential part of the key measures to keep everyone safe.**



The learning zone allocated to a group of pupils will vary from day to day throughout the 2-week school cycle. This is to enable all pupils to access specialist rooms within the cycle. Pupils will need to pay close attention to their timetables to ensure that they use the correct entrance each day to access their allocated zone and we ask that you support your children here.

### Key Stage 3.

For the majority of lessons, pupils will be taught within Form classes and will remain within a single room for these lessons. For some lessons (e.g. Maths and DT) pupils may be grouped slightly differently and will change classrooms within their allocated zones for these lessons.

### Key Stage 4/5.

The need to accommodate option choices and groupings within different subjects means that pupils will mix with others within the year group more than in Key Stage 3 but will still be kept separate from other year groups.

Each zone has its own dedicated outside space and toilet facilities and it is essential that learners do not move outside the identified spaces within a zone.

The key information for each zone is summarised below:

Zone	Entry/exit to site	Entry/exit to building	Break venue	Lunch venue	Toilets
1	Parkway	Maths block main entrance	English Yard	Main Hall (12:30-1:05)	Maths Block
2	Aneurin Way	South block main entrance	Demountable Yard	Drama Hall (11:55-12:30)	South Block
3	Parkway	English yard doors nearest to room 11A	English Yard	Main Hall (1:05-1:40)	English Corridor (near rooms 11A/10A)
4	Aneurin Way	End of languages corridor near 6th form block	Demountable Yard	Drama Hall (12:30-1:05)	Languages Corridor (near rooms 21/22)
5	Main Gates	Right hand side of main entrance doors	Canopy/Quad	Main Hall (11:55-12:30)	IT Corridor (near rooms 36A/37A)
6	Main Gates	Doors nearest to drama hall	Canopy/Quad	Drama Hall (1:05-1:40)	Humanities Corridor (near rooms 46A/47A)

### 3. Organisation of the school day

#### Arrival and departure times

**Arrival and departure times will be staggered** to enable us to keep year groups apart **but they will remain the same each day** regardless of the zone allocated to a year group. Pupils will be expected to arrive at the specified time, as detailed below, entering (and departing) through the appropriate gate for their timetabled Learning Zone for that day. (see table p5). Again this is a key measure to keep everyone safe. **Pupils will only be allowed to enter the site through the correct entrance.** We are unable to make any exceptions to this to accommodate individual preferences as this would compromise the need to keep pupils within year group bubbles.

Year group	Arrival time	Dismissal time
Year 7	8:30am	2:40pm
Year 8	8:30am	2:40pm
Year 9	8:30am	2:40pm
Year 10	8:45am	2:50pm
Year 11	8:45am	2:50pm
Year 12/13	8:45am	2:50pm

## Lesson times

Lesson	Start	End	Details
Lesson 1	9:10	10:00	
Lesson 2	10:00	11:05	Includes 15-minute break
Lesson 3	11:05	11:55	
Lesson 4	11:55	13:40	Includes 35-minute lunch break.
Lesson 5	13:40	3:00	Includes time for staggered and escorted dismissal

## Break-time arrangements

Break-time will occur during lesson 2. There will be no catering facilities available during this break.

**Key stage 3 pupils (Year 7,8,9) will have their break from (10:05am-10:20am).**

**Key stage 4/5 (Year 10,11,12) pupils from (10:45am-11:00am).**

Pupils will be restricted to the outside space specifically allocated to their Learning Zone.

## Catering Arrangements

The school made the decision earlier this year that from 1<sup>st</sup> September 2020 we would move from a contracted-out catering provision, to an in-house, fully managed approach, giving the school total control over the menu, range of choice and price of the food and drink we offer pupils. Lots of work has gone into the planning of this over the last few months, but we are excited to launch this new venture when the pupils return. The menus on offer in each venue are on the school website (<https://www.olchfa.org.uk/>), so please take the time to read what will be available.

There will be a daily morning breakfast serving from 7.50am – 8.20am in the Main Hall, but under the current restrictions, this can only be accessed by pupils who are in Zone 5 each day.

The Main Hall will serve hot food, which will be plated and must be consumed in the venue – no food from here can be taken outside. The Drama Hall will serve predominantly cold food, which can be eaten in the venue, or taken outside. The 6<sup>th</sup> Form Café will be open in the normal way for those students to access during the day.

Under normal circumstances, pupils would have the freedom to choose which venue they wanted to visit each day, but under the current restrictions, their lunch venue will be dictated by the zone they are in, so please be sure your son/daughter checks their timetable to plan ahead what lunch provision they will be able to access each day.

Lunchtimes will be staggered with the timetabled slots for each Learning Zone. Students will also be able to access the outside space for their zone during this time.

**A message has been sent separately to this via School Gateway, our electronic communication tool (<https://login.schoolgateway.com/0/auth/login>), informing you of the need to top-up dinner money online via sQuid (<https://www.squidcard.com/support/parents>), as our machines around school have been turned off.**

## 4. Behaviour Policy

### ***Short Term adjustments to policy in response to COVID 19 and a return to full time schooling***

Our policy and practices will still be underpinned the principles of **Ready, Respectful and Safe**. However, our application of these principles and the graduated responses we would typically employ, will need to change (for the short term). Our overarching Olchfa expectations will remain the same:

1. Show respect for all members of the school community and school property
2. Show respect for your teachers and other pupils at all times, by participating in lessons to the best of your ability
3. Arrive at lessons promptly and ready to learn
4. Take responsibility for your own safety and the safety of others in all classroom activities

The nature of the pandemic and the associated health risks will require a firm and categorical response to certain types of behaviours (in particular those that are unsafe or present risk to the health and safety of others).

#### **Temporary changes to policy and practice:**

- No pupil call backs. The lack of consistent teacher bases (fixed classrooms) means that call backs will no longer be practical.

- Non-tolerance of non-compliant, risky or overtly confrontational behaviour. If a pupil fails to comply with reasonable requests to do something (linked to health and safety), they run the risk of being removed from the learning environment.
- Non tolerance of persistent lateness. Lateness, or not being where you should be within appropriate time frames will be deemed unsafe behaviour. This may result in a pupil being sent home and taught remotely.

## 5. Illness

***Under no circumstances should learners or staff attend schools/settings if they:***

- ***feel unwell with any of the identified COVID-19 symptoms. They should remain at home and self-isolate and arrange a COVID-19 test.***
- ***have tested positive for COVID-19.***
- ***live in a household with someone who has symptoms of, or has tested positive for COVID-19.***

Any staff member or **pupil who has possible symptoms of COVID-19 must not attend the school setting** but must remain home and self-isolate, arrange a COVID-19 test and **notify the school** of this.

Additionally, **if any family/household member of any member of staff or pupil displays possible symptoms of COVID-19 then the staff member or pupil must not attend the school setting**, but must remain at home and commence a period of household isolation. Again, **the school should be notified of this and a test arranged.**

Should a pupil become unwell, displaying symptoms of COVID-19 such as a fever, a cough or loss of taste or smell, arrangements will be made to collect and escort the pupil to the isolation area. Whilst awaiting collection by parents/carers, symptomatic pupils will be supervised at a distance of 2m in a separate and well-ventilated room. Please ensure that you have arrangements in place for your children to be collected should they become unwell.

## The first day

Year 7 will start school on Thursday 3<sup>rd</sup> September, with Year 12 joining them on Friday 4<sup>th</sup> September to complete induction days. Information around arrangements for these days will be communicated to students and families separately.

Years 8, 9, 10, 11 and 13 will return on Monday 7<sup>th</sup> September. The Learning Zones allocated to all year groups and the corresponding entry gate for Monday 7<sup>th</sup> Sept are detailed below:

## Monday 7 September Week A

Entrance		
		Monday
Zone 1	Parkway	KS5
Zone 2	Aneurin Way	11
Zone 3	Parkway	8
Zone 4	Aneurin Way	7
Zone 5	Main Gates	10
Zone 6	Main Gates	9

Please ensure your child knows where they need enter the school. Zones for the remaining days of the timetable will be given to students on Monday. This information will also be available on the school website.

FAQs	
Does my child need to wear uniform?	Uniform is not compulsory until sept 28 <sup>th</sup> but can be worn from the start of term if wished. On days where you child is timetable for practical PE they should come to school in PE kit.
What time does my child need to be at school?	<b>This will be the same every day</b> Years 7, 8 and 9 should arrive between 8:30am and 8:40am  Years 10,11,12 and 13 should arrive between 8:45am and 8:55am
Which gate should my child use on Monday?	On Monday 7 <sup>th</sup> only Year 7 Aneurin way (8:30am) Year 8 Parkway (8:30am) Year 9 Main gate (8:30am) Year 10 Main gate (8:45am) Year 11 Aneurin way (8:45am)

	Year 12/13 Parkway (8:45am)
Will my child use the same gate each day?	No the entrance they will use will depend on the Zone they are timetabled in which will change on a daily basis.
Can I ask for my child to use a different entrance?	No the entrance cannot be amended on an individual basis due to the requirement to keep year groups separate.
What does my child need to bring?	They will need their own pens, pencils, ruler, calculator etc. They will not be able to borrow or share equipment
Will my child need to wear a face covering?	Pupils will be required to wear face coverings in corridors and stairways. They currently will not need to wear them in classrooms or in dining halls.
Can I come into school without an appointment?	No
Will food be available?	Food provision is available for all students each day, but the choice available will be different on different days. Where possible please use online methods to payment. Pupils are also welcome to bring a packed lunch if they so wish.

Returning to school will present challenges for us all but we need to be **ready** to embrace these next steps in order to move forwards.

It is the personal responsibility of every individual to show **respect** for others by adhering to the health and safety arrangements put in place to ensure that we can all stay as **safe** as possible.