



# Continuing Education: Practical Arrangements

## Checks and Balances: Responding to Covid -19

A toolkit and plan for the continuation of teaching and learning in case of lockdown (partial or full) for the academic year 2020-21



"The glory of God is  
a human being fully alive!"

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## Introduction

The prospect of a future Lockdown is a matter of 'when' not 'if' for the academic year 2020-21. In that situation we will need to have a plan to continue education - but what that looks like will be dependent on the severity of the lockdown. The chart below sets out 4 possible Tiers (subject to review from National Government) each of which will require different requirements for the content of what needs to be taught, the pedagogy to implement it and how to assess student learning. Although each scenario has its own characteristics there are nonetheless common practices that minimise the risk of the spread of infection that cut across full opening and all partial lockdown scenarios.

Tier level	Content	Pedagogy	Assessment
<p>1.CV19 risk of contracting it is low enough to allow a full return of all students</p> <p><b>This means the school will return in full in September - the old normal</b></p>	<p>Key concepts are the main focus. GCSE and A Level specs can be covered (it'll be difficult). Catch up sessions, catch up exams. Assess learning gaps quickly.</p>	<p>Normal timetable. 100% face to face teaching. Possibly direct Instruction driven teaching and workbook completion to ensure key concepts completed</p>	<p>As the assessment policy cycle outlines PPE exams brought forward Oct/Jan Risk of possible school closures Possible Centre assessed Grades used like this year</p>
<p>2.The risk level of contracting CV is not eliminated&amp; a rota is introduced.</p> <p><b>This would mean that we could have half the school in at any one time</b></p>	<p>Face to face teaching will be pressured. Teaching will have to focus on the key concepts, and the final parts of the lessons will have to focus on ensuring students are familiar with the work that is being set remotely.</p>	<p>Only 50% of the school means a 2 week cycle timetable – half in school, half at home and then a swop. This will present difficulties for teaching on line as teachers will all be teaching in class, all week, every week.</p>	<p>In class short quizzes to assess K&amp;U frequently and regularly. Major assessments will all be undertaken at home to maximize the best use of face to limited face teaching. Purchase of Board approved work books to ensure the basics are all covered. It's possible we could go back to CAG at the end of the year – what would we need to have in place?</p>
<p>3.The risk level of contracting CV is something like in June- July 2020.</p> <p><b>It's likely we see Y11/13 more than other groups whose provision is more remote.</b></p>	<p>Teaching will have to focus on the key concepts, we'll have to identify what the students haven't learned and address any misconceptions and prepare them for the next stint of remote learning.</p>	<p><i>If year group social bubbles remain</i> we could be split into smaller class sizes to could compensate for significant remote supervision</p>	<p>Whilst Y11/13 have live face to face contact time all other students receive live on line teaching according to the students' timetable. PPE set of exams for external exam groups in October and January with a possible third in March/April.</p>
<p>4.The risk of another spike is high.</p> <p><b>Schools are closed to ALL students</b> with exception of children in school (EHCP. DisAd etc)</p>	<p>All content is delivered on line with exception of children in school (EHCP. DisAd etc) .</p>	<p>We will have enhanced our on line practice and will deliver on line learning in the most interactive way possible. Revision of T&amp;L policy.</p>	<p>All classes now take place live on line via Microsoft Teams in line with the students' timetable over the entire course of the day.</p>

### **Tier 1: Full Opening from September 2020**

#### **Rooming and movement: Year Group Bubbles**

In order to mitigate risk during movement of pupils in between lessons, rooming from September 2020 will entail pupils being placed in year group zones with the majority of their lessons undertaken in year group zone with the exception of specialist lessons (PE, Music, Drama, Technology, Art, Science practical activities).

#### **Year 7**

E5	E6	E7	E8	E2	E1
7C	7J	7M	7P	7T	7V
SST	RRO	EST	JUR	HSI	SBE

Reserve rooms: E3

#### **Year 8**

T9	T10	T11	T12	T13	T14	T15	T16
8P			8J	8M	8C	8T	8V
LFI/AGO			AAU	JSP	EWE	MTS	RWE

#### **Year 9**

T3	T4	T5	T6	T7	T8
9C	9J	9M	9P	9T	9V
LRO	JDA	KUR	DKU/SLI	BHA	DNY

Reserve Rooms: T1, E1

#### **Year 10**

LAB2	LAB3	LAB4	CP1	CP2	CP3
10C	10P	10M	10J	10T	10V
THU	NCA	JCS	EBU	JOB	LDE/LKE

Reserve rooms: E1, E2, A5, A6, Business Block

#### **Year 11**

M1	M2	M3	M4	M5	M6
11C	11J	11M	11P	11V	11T
SIR	LBO	BMA	AAN/EOT	CCU	MPR

Reserve rooms: M7, M8

#### **Year 12/13**

Music	E4	A1	A2	E3	A4	A3
Form 1	Form 2	Form 3	Form 4	Form 5	Form 6	Form 7
MJO	REV	LLE	AHU	ARM	SWA	MWA

Reserve Rooms: E1, Tower block, A5/A6

Reserve Rooms: T1, CP3

## **Year 12 and 13 student movement in a Tier 1 scenario**

During this period of time Year 12&13 should only come in for lessons unless acting in other activities authorized by the Head of Sixth Form (i.e. Prefect duties, helping and assisting other younger students, sporting events, representing the school in other activities etc).

Private study sessions can be accommodated in designated rooms and some students may be required to attend these to help and assist their study.

## **Break time and lunch time: Staggered starts and endings in a Tier 1 scenario**

The timetable below outlines staggered break times, lunches and endings of the day so that there is a minimal risk of the students from different year groups mixing with each other socially.

Each year group takes their break at separate times. Up to three year groups are on break together but should be separated by the area they are zoned in.

## **Actions that will Minimalizing Risks**

### **PE in a Tier 1 scenario**

In addition to measures laid out in this document around cleaning and standards of hygiene (for example washing of hands regularly) there are a further set of circumstances around Physical Education that require attention as set out by the *Association of Physical Education*. Namely:

- On the day of PE students should wear their PE kit to avoid the confinements of the changing rooms
- Team games that involve contact should be avoided
- Outdoor PE will be encouraged where possible
- Students can work in zoned areas dependent on the level of localized risk
- PE equipment should be cleaned between lessons

### **Food Distribution and Catering in a Tier 1 scenario**

There will be 3 food outlets (one for each year group up to a maximum of 3 groups). The Canteen, the Quad and a hot food outlet in the Diamond Quad from which each year group can access hot food and remain in their year group bubbles. Clear coverings have been attached to the serving hatches and similar plans are in plan for each outlet.

### **Face Coverings in a Tier 1 scenario**

The earliest advice by the Department of Education as of the 28<sup>th</sup> August 27, 2020 said in a Tier 1 scenario face coverings were not necessary during taught classroom time but allowed face coverings in school at the discretion of the Head Teacher. We're now saying that students must wear face masks/coverings during times when students are in transit around the school and at times when they may come into contact with other year groups but also, at this point, that coverings can be removed when in classrooms. Students other than EHCP or otherwise known to the school, who consider themselves exempt must provide medical reasons to do so. Wearing masks in class is currently under review (03/01/21) and it is our intention to follow the DfE guidance where changes are made. Children have been provided with washable black cloth masks by the school (free of charge) which is the ideal. Otherwise they may use visors or their own masks for which they will be responsible. Masks have a variety of designs and those used to , from and in school must be not be offensive or have the potential to cause distress to others – if considered to be so, masks may be confiscated by staff. The disposal of masks is the responsibility of those who wear them and must be conducted off site.

Staff will be provided with a visor, upon request. Whilst the visor is predominantly for the purposes of teaching, staff may wear them at any time. Its maintenance and sanitization will be the responsibility of the member of staff. Visors are preferred over masks as it aids visual communication in a more effective form and allows for greater clarity of audible instruction.

### Student Expectations in a in a Tier 1 scenario

- Students only attend school if they or a member of their household do not have COVID – 19 related symptoms.
- **When attending school, students should adhere to the St Joseph's Non Negotiables as normal as well as the requirements listed below for their own and the school community's well-being.**
- Wear your full school uniform.
- Arrive to school and go to your designated areas. Year 7&8 will be on the lower playground and will be divided into Year group areas. Year 10 & 11 should go to the Upper playground where it will be similarly divided and Year 9 should go to the Quad. Do not congregate in or out of school at the end of the day. When the bell starts the day, go straight to your allocated classroom from the outside doors.
- Wash your hands using the washing stations nearest to the outside of your allocated classroom before you enter the classroom.
- Use a sanitizer to disinfect your hands when you enter and leave your classrooms.
- If you visit the toilet, wash your hands thoroughly.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- Sit in the same designated space in your classroom every lesson, every day.
- Maintain a safe distance from others before, during and after lessons.
- Do not share belongings.
- If in a computing or music room, wipe the keyboard and mouse at the end of each lesson.

### Staff Room and Offices in a Tier 1 scenario

Staff should only use offices or staffrooms if they are able to minimise risk by socially distancing themselves from each other. All offices or staffrooms should be used at a maximum of 50% of their capacity at most. Staff rooms must not be used for meetings unless social distancing is possible. The meeting room can be used (pre-booked) and the surfaces must be wiped down at the end of the meeting.

In staff rooms and offices, hot desking on PCs should be avoided where possible. Staff should only use the PC designated to them. If there is a situation where sharing of laptops is unavoidable then staff should wipe down the keyboard and mouse before using them.

### School Transport

The school operates a very limited bus service for a selected number of children. During tier 1 scenarios all students should wear face coverings for the duration of the journey and the students involved will form their own bubble and should be treated as such. Cleaning will be carried out after each journey.

### Communication of Lockdown to Parents

In the event of lockdown parents will be contacted immediately via email, mobile text, the school's social media tools and the school website.

In the event of a *total* lockdown, all staff and students will be required to leave the premises. In this situation the school will turn to a **Remote Learning Policy** and communication between parents and the school can be established through the email address [cv19@st-josephs.slough.sch.uk](mailto:cv19@st-josephs.slough.sch.uk)



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**School Day Timings from September 2020**

<b>Year 7</b>	Tutor time 8.30-8.50	Period 1 8.50-9.50	Period 2 9.55- 10.55	Break 10.55- 11.15 (Lower playground)	Period 3 11.15- 12.15	Period 4 12.20-1.20	Lunch 1.20- 1.55 (Lower playground)	Period 5 2.00-3.00	3.00 Departure
<b>Year 8</b>	Tutor time 8.30-8.50	Period 1 8.50-9.50	Break 9.50- 10.10 (Lower playground)	Period 2 10.10- 11.10	Period 3 11.15- 12.15	Lunch 12.15- 12.50 (Lower playground)	Period 4 12.55-1.55	Period 5 2.00-2.45	2.45 Departure
<b>Year 9</b>	Tutor time 8.30-8.50	Period 1 8.50-9.50	Break 9.50- 10.10 (Quad)	Period 2 10.10- 11.10	Period 3 11.15- 12.15	Lunch 12.15- 12.50 (Quad)	Period 4 12.55-1.55	Period 5 2.00-2.50	2.50 Departure
<b>Year 10</b>	Tutor time 8.30-8.50	Period 1 8.50-9.50	Break 9.50- 10.10 (Upper Playground)	Period 2 10.10- 11.10	Period 3 11.15- 12.15	Lunch 12.15- 12.50 (Upper playground)	Period 4 12.55-1.55	Period 5 2.00-2.55	2.55 Departure
<b>Year 11</b>	Tutor time 8.30-8.50	Period 1 8.50-9.50	Period 2 9.55- 10.55	Break 10.55- 11.15 (Upper Playground)	Period 3 11.15- 12.15	Period 4 12.20-1.20	Lunch 1.20- 1.55 (Upper Playground)	Period 5 2.00-3.00	3.00 Departure

### **Tier 2 Partial Lockdown Scenarios**

A Tier 2 Partial Lockdown scenario is where the school adopts a rota system aimed at reducing the number of students on site but Vulnerable children, EHCP and Critical Workers' children will be able to remain on site and in education throughout. The DfE states the ideal time is 2 weeks in school and 2 weeks off. This may be reviewed to a one week on/ one week off model.

Year groups that will share the school will be based on a range of factors including the ability to be able to socially distance them in the school when they are on site.

#### **Sharing rooms and facilities and other considerations in a Tier 2 scenario:**

- Toilets, classrooms and facilities can be used by more than one social bubbled year group but cleaned in between use of different groups.
- The Risk Assessment will be reviewed; year groups present on site in rotation will be based on the ease of social distancing from each other during the school day.
- Staggered starts and finishes should continue and as in Tier 1
- Face coverings should be used by everyone when there is movement around the school
- Social Distancing should return to 2 meters where possible, face to face contact time of 1 meter should be minimized
- The highest of expectations is expected online as it is on site and when coming into school. Any infringements of the behavior will be dealt with according to the school behavioral policy and the online/ remote teaching policy (found on the website).

#### **Vulnerable children, EHCP and Critical Workers' children in a Tier 2 scenario**

Vulnerable children, EHCP and Critical Workers' children will be integrated into their groups and as the groups are rota'd off they will have education provided on site.



### **Tier 3 Partial Lockdown scenario**

A Tier 3 Partial Lockdown scenario is where attendance is limited to certain year groups, EHCP students, Disadvantaged (pupil premium) students, other vulnerable students and children of critical workers. Those year groups to be prioritized will be directed to the school by National Government and the Department of Education will offer operational guidance. It'll probably look a lot like how we worked the scenario in June and July 2020.

### **Net Capacity, organization of teaching and learning spaces in a Tier 3 partial lockdown scenario**

In the scenario of a partial lockdown with limited Year Group face to Face teaching

In order to limit class sizes, rooms have been assessed on the basis of their size and will contain up to a maximum of 15 students. Students will be placed into teaching and learning groups from which they should not deviate. You may hear this grouping referred to as a 'social bubble' and students will remain in the class room whilst the subject teacher specialists will visit them. Class sizes are strictly limited to minimalise risk of infection and to limit movement of students during this period. In the event where, *for example, only 25% of a cohort would be allowed on site at any one time, we'd use the following rationale for organization:*

Pupil Group	Learning Spaces/ Classrooms
Group 1	M4
Group 2	E1
Group 3	Lab 2
Group 4	M6
Group 5	M3
Group 6	Lab3
Group 7	M5
Group 8	E3
Group 9	T7

Staffing Timetable (where 25% of students were permissible on site)

Group	Example Option Subject	Max Number of Pupils	Room	Day (& Fri)	Eng	Maths	Sci	Option
1	History	15	M4	Mon&Tues				
2	History	15	E1	Mon&Tues				
3	French	15	Lab 2	Mon&Tues				
4	Spanish	15	M6	Mon&Tues				
5	Geography	15	M3	Weds&Thurs				
6	R.E	15	Lab 3	Weds&Thurs				
7	R.E	15	M5	Weds&Thurs				
8	Geog	15	E3	Weds&Thurs				
9	R.E	15	T7	Weds&Thurs				

In such a case where we can run a year group on site with face to face teaching students will be placed into teaching groups by the school in advance of their return and must adhere to social distancing restrictions. The day would consist of 3, 1 hour lessons which begin at 8.30am and finish at 11.30am. An example of the kind of teaching plan for the year group might be as follows below:

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<b>Monday</b>				
Group Room	1 M4	2 E1	3 Lab 2	4 M6
Lesson 1	English	English	English	English
Lesson 2	Maths	Maths	Maths	Maths
Lesson 3	Science	Science	Science	Science
<b>Tuesday</b>				
Group Room	1 M4	2 E1	3 Lab 2	4 M6
Lesson 1	History	History	French	Spanish
Lesson 2	English	English	English	English
Lesson 3	Maths	Maths	Maths	Maths

<b>Wednesday</b>				
Group Room	5 M3	6 Lab 3	7 M5	8 E3
Lesson 1	English	English	English	English
Lesson 2	Maths	Maths	Maths	Maths
Lesson 3	Science	Science	Science	Science
<b>Thursday</b>				
Group/Room	5 M3	6 Lab 3	7 M5	8 E3
Lesson 1	Geog	R.E	R.E	Geog
Lesson 2	English	English	English	English
Lesson 3	Maths	Maths	Maths	Maths

<b>Friday 8.30am – 11.30am</b>				
Group Room	1 M4	2 E1	3 Lab 2	4 M6
Lesson 1	Science	Science	Science	Science
Lesson 2	Maths	Maths	Maths	Maths
Lesson 3	History	History	French	Spanish
<b>Friday PM 12noon – 3pm</b>				
Group/Room	5 M3	6 Lab 3	7 M5	8 E3
Lesson 1	Science	English	Science	Science
Lesson 2	Maths	Maths	Maths	Maths
Lesson 3	Geog	RE	RE	geog

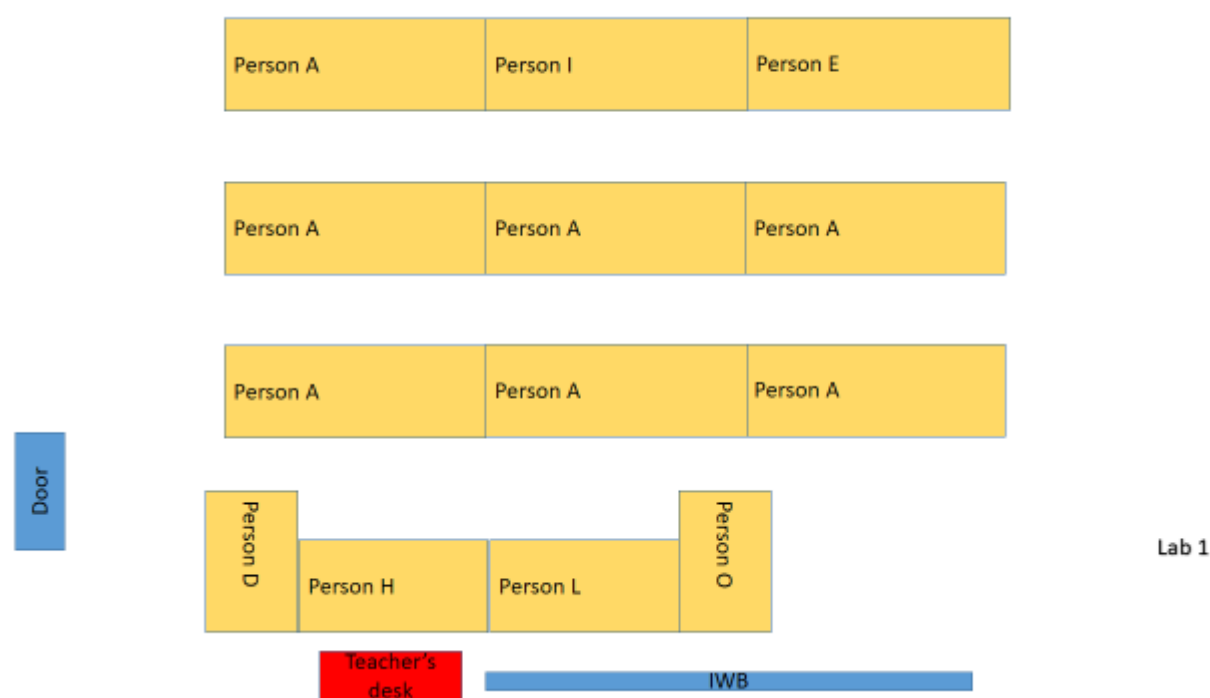
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Group 9

<b>Wednesday 8.30am – 11.30am</b>	
Group Room	1 T8
Lesson 1	English
Lesson 2	Maths
Lesson 3	Languages (inc T7)
<b>Thursday 8.30am – 11.30am</b>	
Group Room	1 T8
Lesson 1	RE
Lesson 2	English
Lesson 3	Maths
<b>Friday PM 12noon – 3pm</b>	
Group/Room	5 T8
Lesson 1	English
Lesson 2	RE
Lesson 3	Languages (inc. T7)

### Learning Spaces for Class rooms in a in a Tier 3 partial lockdown scenario

Each class has an individual map and student places will be allocated such that each child has a specific space: for example see below for the layout of Lab 1.



### Organization and Timetable for Sixth Form Groupings in a Tier 3 partial lockdown scenario

It's possible that Year 12&13 students would be required to remain in a 'social bubble'. That means students and teachers should remain in one teaching group to minimise the risk of infection to others outside of that group (bubble). What this means for Year 12&13 students is that it is not possible for students to be taught a range of subjects in school as students would mix bubbles. So we'll ask for Year 12&13 students to pick a preference for the subject they feel the most need to meet 'face to face' in school. We'll try to accommodate preferences and parents will be contacted by email to confirm their choices. Lessons for Year 12&13 will start promptly at 12noon. Each session covers a maximum 3 hour duration between 12noon and 3pm. Some subjects will continue to taught exclusively as 'live lessons' throughout the week to enable those students to gain face to face time with another of their option choices. The Heads of Department will contact each of the students to confirm specific rooming and times the lessons will take place over the week. An example of the timetable and rooming most likely is outlined below

Subject	Number of Pupils	Room	Day
Maths		M2	Monday & Friday
Philosophy and Ethics		T10	Monday & Wednesday
Sociology		T16	Monday & Wednesday
Business		M7	Monday & Wednesday
Law		E2	Tuesday & Thursday
Media		E4	Tuesday & Thursday
Psychology		T13	Tuesday & Thursday
T&T		T15	Tuesday & Thursday
Biology		Lab 1	Tuesday & Thursday

## Organization and Timetable for EHCP, Key Workers and vulnerable Groupings in a Tier 3 partial lockdown scenario

In the event of a Tier 3 partial lockdown EHCP, Key Workers and vulnerable groupings of students will still be required to come to school and provision will be made for them. We'll use CP1-3, T1 and T2 for those deemed to be vulnerable, EHCP and children of Key workers. Students whose parents have expressed a wish for their children to return and who fall into the category of both vulnerable/EHCP/ Key Workers will be allocated teachers on a daily basis who will form part of a social bubble. Essentially what we'll do is allocate a small group of students to each member of staff who can help out with some small group teaching that can form a social bubble. These are the most vulnerable students who are falling behind the most - so it's fitting with what we're about that we should give them some decent attention. We'll organise the groupings in advance so those staff who will be with them can get in touch with their subject tutors and see how that time might best be used with them.

Monday	Tuesday	Wednesday	Thursday	Friday
SLT	SLT	SLT	SLT	SLT
TA	TA Group 3 Link	TA- LC Link	TA	TA – Group 3 Link
TA – Group 3 Link	TA – LC Link	TA - Group 3 Link	TA - Group 4 T1	TA- LC Link
TA- LC Link	TA – Group 4 T1	TA- Group 5 T1	TA – LC Link	TA – Group 5 T1
TS – Group 5 T1	TA	TS- Groups 1 and 2 CP1	TS – Group 3 Link	TA
TS – Groups 1 and 2 CP1	TS – Groups 1 and 2 CP1	TS – Group 3 Link	TS – Groups 1 and 2 CP1	TA – Group 4 T1
TS – Group 4 T1	TS – Group 3 Link	TS – Group 4 T1	TS- Group 5 T1	TA – Groups 1 and 2 CP1
	TS – Group 5 T1			TA- Group 3 Link

### Arrival and departure from School for reduced numbers in school in a Tier 3 partial lockdown scenario

To reduce crowding on entering students should arrive no more than 15 minutes before the lesson starts at 8.30am and then leave the site immediately after the final lesson has finished 11.30am. They should go to their classrooms and remain at an allocated desk to begin their studies. The same desk should be used thereafter. Year 12&13 students should arrive no more than 15 minutes before their lesson which will begin at 12noon and then leave immediately no later than 3pm. As with students taught in the morning, Year 12&13 students should use the same desk throughout this period of time.

Unless their child has a medical need or other vulnerability, parents should avoid coming to school reception. In the event of a parent needing to do this, they should drop off their child after 8.35am.

### The Use of Sanitisers and Wash stations

Sanitisers will be available in each classroom. There are also additional hand washing stations that have been built around the school and students should use these before entering each classroom and at the end of each lesson as they leave.

### Movement around school in a Tier 3 partial lockdown scenario

All non-essential movement around the school should be avoided. Entrance to the English classrooms should be via the outside doors. Movement inside the school should be kept to the absolute minimum.

We will enhance the one way system (which all students including Sixth Form must now adhere)

- The Maths block will be one-way. Entrance is via the door opposite science and exit is the door nearest the Business Studies block
- The stairs will remain in the same *up and down* combination.
- The One way system is the main corridor in the direction from the hall to the science rooms will continue.

Outside of the one way system, staff should supervise and ensure the students use the shortest route possible.

### **Teaching Assistants during a Tier 3 partial lockdown scenario**

Teaching Assistants (TAs) supporting in the classroom should seek to minimise risk by ensuring a safe social distance from the pupils they support. If social distancing is not possible in the general classroom they should support their designated pupil by withdrawing them to another classroom (most likely CP1 & CP3). If a pupil requires medical or intimate care PPE should be worn.

### **Break Time and Lunch Time considerations in a Tier 3 partial lockdown scenario**

Students will not at this point have regular break outside of their rooms or lunch times since they will arrive at 8.30am and leave at 11.30am with an expectation that students will be able to use the toilets when needed. Students may bring water or snacks for the day but should not share with other students.

### **Catering in a Tier 3 partial lockdown scenario**

In a lockdown situation of any scenario other than all students in school it is most likely there will be no catering facilities for students. Students should therefore be encouraged to bring a packed lunch to school. Those students who qualify for Free School Meals already have an account registered for Tesco which can be topped up by the school via their personal email address if the Government's national Voucher scheme fails to work. The bar code within the email can be used (scanned) at any Tesco store for lunch at the payment station/till.

### **Cleaning in the current situation and in Tier 3 partial lockdown scenario**

At the end of each day the cleaning team will begin cleaning the school from 3pm. Cleaners will disinfect and wipe down all surfaces, stair railings, entrances to the buildings and staff room offices, entrances to classrooms (door handles etc.), classroom desks, computers (including keyboards and mice) and keyboards in the music room. An additional cleaner will work in the school during the day to ensure the most visited areas of the school are cleaned during the day, including toilets, door handles, desks, keyboards etc. After each computer lessons students should wipe down their keyboards with wipes provided in each classroom.

### **Toilets in a Tier 3 partial lockdown scenario (with one year group in morning and VI form in an afternoon session)**

During lessons students may have to use the toilets. There will be designated toilets for students. An example of how this may operate can be seen below.

Area	Designated Students
Maths blocks	(Groups 1&5): Y12&13 in afternoon
PE changing rooms	(Groups 2&8)
Science corridors	(Groups 3&6): Year 12&13 in afternoon
Business Studies block	(Group 7): Year 12&13 in afternoon

### **Staff Room and Offices in a Tier 3 partial lockdown scenario**

Staff should only use offices or staffrooms if they are able to minimise risk by socially distancing themselves from each other. All offices or staffrooms should be used at a maximum of 50% of their capacity at most. Staff rooms must not be used for meetings unless social distancing is possible. Communal tea/coffee biscuits etc will be suspended. The following rooms are not being used for lessons and should be available for meetings: The meeting room.

In staff rooms and offices, hot desking on PCs should be avoided where possible. Staff should only use the PC designated to them. If there is a situation where sharing of laptops is unavoidable then staff should wipe down the keyboard and mouse before using them.

### **Bells in a Tier 3 partial lockdown scenario**

Bells will be adjusted to the new times of the school day. As lessons start at 8.30am, the first lesson will ring at 8.25am. The second will ring at 11.55am for the commencement of Y12 lessons at 12noon.

### **Getting to school by Public Transport in a Tier 3 partial lockdown scenario**

Students using public buses should try to place themselves in as much space as possible from others and wear masks on public transport as it is at time of publication - a requirement of using public transport.

### **Expectations in the Classroom in a Tier 3 partial lockdown scenario**

- Pupils and staff will use hand sanitiser on entering each lesson within the day.
- Teachers should wipe the teacher's table and board clean at the start of each lesson.
- In computing rooms students should wipe their keyboard and mouse at the start of each lesson.
- All classrooms will have a fixed seating policy with appropriate social distancing and pupils must sit in the same place at all times, every day. Desks and chairs must not be moved from their location.
- Windows and doors should be left open where possible during lessons.
- Group activities and close contact between individuals should be avoided.
- Stationary and equipment will be provided and should not be shared.

### **Fire Alarm and Evacuation procedures in a Tier 3 partial lockdown scenario**

In the case of a fire all groups should react in the same way as normal by calmly, sensibly and silently make their way to the Senior Playground (by the Business Studies/Maths block). There they should line up and remain silent *in their social bubbles* and await registration. In the event that the senior playground is inaccessible, students should line up on the field by the school sports hall.

### **Student Expectations in a in a Tier 3 partial lockdown scenario**

Are the same as in a Tier 1 situation and can be found earlier in this document with a few alterations:

- Students should arrive no more than 15 minutes before the start of the school day. Do not congregate in or out of school at the end of the day. Go straight to your allocated classroom from the outside doors.
- Use only the toilet you have been designated.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- Sit in the same designated space in your classroom every lesson, every day.
- Maintain a safe distance from others before, during and after lessons.
- Do not share belongings. We will provide students with a pencil case, mathematical calculator.
- As the school day is only ½ day you can bring 1 snack to have in-between your lessons.
- If in a computing room, wipe the keyboard and mouse at the start of the lesson.
- The highest of expectations is expected online as it is on site and when coming into school. Any infringements of the behavior will be dealt with according to the school behavioral policy and the online/ remote teaching policy (found on the website).

#### **Tier 4. Total Lockdown**

In the event of a total lockdown either localized or national, it is highly likely that no students will be in school other than EHCP, Disadvantaged (pupil premium) students, other children deemed 'vulnerable' and children of critical workers.

Lessons will be conducted remotely. For further information please see the school's separate *Remote Learning Policy* (September 2020) which can be found via the school's website.

All school classes are linked to their teachers via Microsoft Teams. Microsoft Teams makes a tangible link between student and teacher via the student and staff email. All classes can now be run through Microsoft Teams.

The highest of expectations of students is expected for online learning as it is on site and when coming into school. Any incidents of poor behavior will be dealt with according to the school behavioral policy and the online/remote teaching policy (found on the website).

#### **LAT Flow Testing**

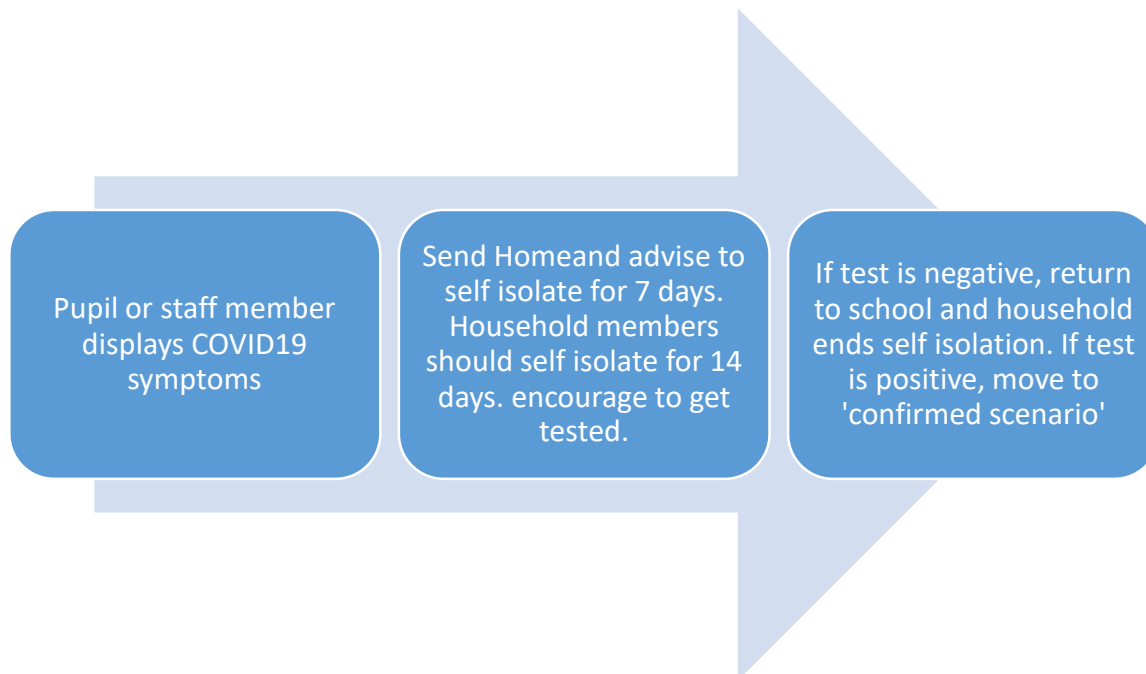
LAT flow testing is ready to be rolled out for all students to be mass tested upon arrival back to school from 11<sup>th</sup> January. The school will flow the advice as laid down by the Department of Education for this programme. Teachers on site are able to be tested twice a week and testing started on the 11<sup>th</sup> January. The procedures remain as outlined in the NHS training. All the Leadership Team are trained to administer the tests and log the results.

#### **Note on the Diagrams below:**

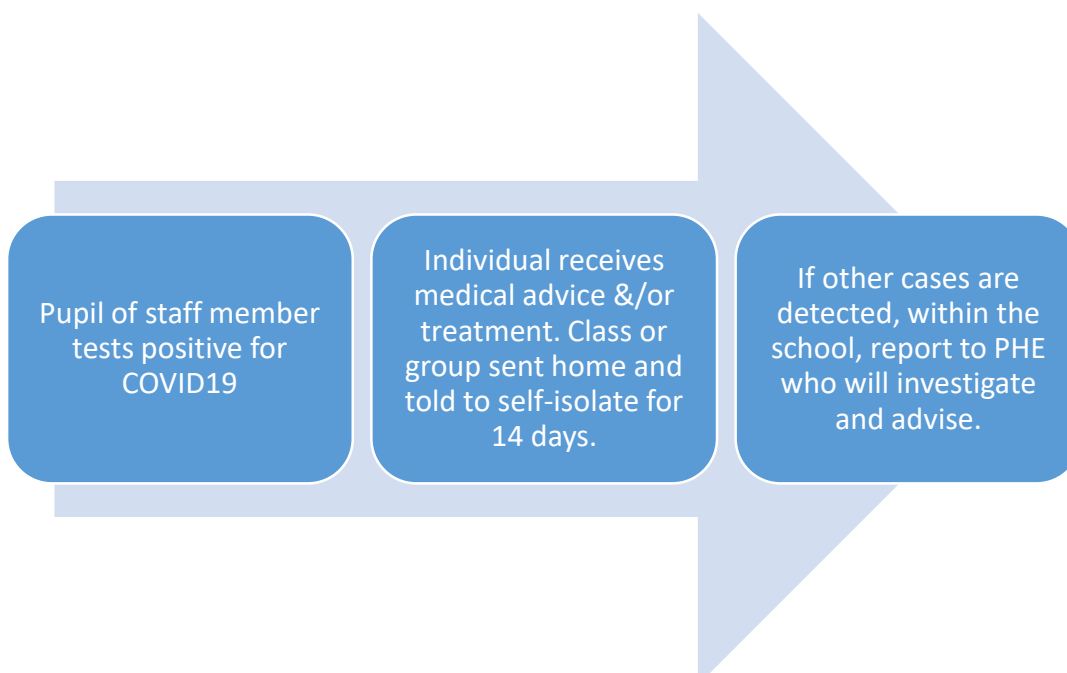
As from December 2020 the length of self-isolation is now 10 days.



### Actions if a pupil or staff member shows COVID-19 symptoms



### Actions if there is a confirmed case of COVID-19 in school





**PHE SE COVID-19 Flowchart for Secondary School Settings**

**What happens if there is a confirmed case(s) of COVID-19 in our Secondary School setting?**

Did the positive student/staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

- ✓ NO – no further action required by school beyond supporting student(s) as necessary during self-isolation
- ✗ YES – school carries out an on-site risk assessment using checklist.

**South East HPT email:**

Thames Valley HPT  
[ICC.TVPHEC@phe.gov.uk](mailto:ICC.TVPHEC@phe.gov.uk)

Hampshire & IOW HPT  
[ICC.HIOW@phe.gov.uk](mailto:ICC.HIOW@phe.gov.uk)

Surrey & Sussex HPT  
[ICC.SurreySussex@phe.gov.uk](mailto:ICC.SurreySussex@phe.gov.uk)

Kent HPT  
[ICC.Kent@phe.gov.uk](mailto:ICC.Kent@phe.gov.uk)

- Case should already be isolating at home
- They should remain in isolation until 10 days have passed from symptom onset
- The case's household (including siblings that attend other schools should isolate for **10 days**

**Who is a direct contact?**

**Direct close contacts:**

- Direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for ≥ 1 minute.



**Proximity contacts:**

- <2 m for 15 minutes.

**Travel contacts:**

- Shared a small vehicle

The school carries out on-site risk assessment to identify potential contacts during this period at:



- Large/small group sessions
- Additional on-site/ academic activities e.g. clubs/societies
- Events and trips

To identify contacts, use the risk **assessment checklist**, and:



- Attendance records, Seating plans and charts (if available).
- Speak to student (as necessary)

If any of the following criteria are met, contact the **SE HPT**

- ≥ 5 students are cases in one school year within 14 days
- ≥ 10% of staff are affected within 14 days
- ≥ 3 bubbles are affected
- There have been any hospitalisations
- Your school is a SEND school
- 2 or more boarders/staff in a residential school

- Contacts are informed to self-isolate for **10 days** from date of last contact with template letters from parents and staff.
- The **wider school** is sent an inform and advise letter
- Inform your **Local Authority** of situation

If you need advice or support you can access **the government schools guidance online** or contact the DfE helpline on **0800 046 8687**