



September 2020

Reopening Plans and

Procedures

PROVISIONAL



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Hagley will reopen, as originally planned, on Tuesday 1st September with two teacher training days.

On Thursday 3rd September Year 7 and Year 12 will attend school for their induction and on Friday 4th September Year 7 will receive an additional induction day.

All other students will return to school on Monday 7th September.

Thursday 3rd September 2020 - Year 7 and 12 only

Year 7 students should arrive from 8.40am for a 9am start and on arrival will be met at the front of the school by key staff and directed into school. Parents/carers accompanying their child to school must remain in their cars and not walk onto the site.

The day will follow normal times with the exception of a slightly earlier finish of 3.25pm as opposed to the usual 3.35pm.

Year 12 students should arrive for a 9.15am start and head straight to the Main Hall via the Chapel entrance where they will be met by the Sixth Form pastoral Team.

Year 12 will finish at 2.30pm on this day.

Friday 4th September 2020 - Year 7 only

Year 7 students should arrive as they did the day before for a 9am start arrangements for that morning will be explained to them on Thursday.

Monday 7th September 2020

All years return to school for a 9am start. The varied nature of how students travel to Hagley means that we have a natural stagger. However, students should avoid arriving before 8.20am and on arrival must head straight to their form rooms. **There can be no social gathering around the school site at the start of the school day.**

The school day will end for Key Stage 3 at 3.25pm and for Key Stage 4 and 5 at 3.35pm. This will allow for a staggered exit from the site and allow Key Stage 3 students access to an earlier train and thus reduce the number on the WM Rail service. Key Stage 3 students who have siblings in Key Stage 4 and 5 can wait for their siblings at the front of school should they so wish.

Arrival/Departure/Transport

Students travelling to school by bus - Thandi coaches have reassured us that hand sanitiser will be available for use on entry and exit from their buses. **Students will have to wear face masks at all times** while on school buses. On arrival to school students will either dispose of their masks or have to place them in sealable plastic bags as per the directed guidance. **Students will need to have their own masks and sealable bags.** Students will also be allocated a specific seat by Thandi (just as you would if you booked a seat on a train or coach) and they must remain in this seat at all times.

Trains - The compulsory wearing of masks on public transport remains and, as currently, a member of SLT will meet students off the trains from 8.30am. To facilitate a staggered arrival and spread out the number of students on each train, we would encourage different groups of students to catch different trains and in the event of the September timetables being published we will write to parents/carers again to outline our proposals for this.

At the end of the day the school day will finish at 3.25pm (10 minutes early) for Key Stage 3 and 3.35pm for all other years in order for Key Stage 3 to catch the earlier train home.

On arrival to school (by whatever means) students will be directed straight to their tutor rooms, there will be no communal gathering outside or in blocks. Students must wash/cleanse their hands immediately on arrival and hand sanitiser is available in every classroom and on the entrance and exit of every block to facilitate this.

Staff duty teams will be allocated to corridors to patrol/supervise. Access to the canteen for breakfast club will be facilitated, if possible, and in discussion with Shire Services, on a grab and go to tutor basis. More details will follow in due course.

Classroom Protocols

Students will attend their lesson in their timetabled rooms. Consideration has been given to year group bubbles in blocks and teachers moving between blocks, but it is felt this increases the risk to staff who are the most vulnerable at this time. Asking staff to move unnecessarily between blocks and rooms heightens risk as opposed to the vast majority of staff being based in the same room at all times with a maximum of five groups per day coming to them, as opposed to staff moving between blocks, having more contact with students and other adults and the wider sharing of teacher desks spaces.

Students will no longer be expected to line up outside a classroom before a lesson unless it can be facilitated outside, which in the vast majority of cases will not be the case except for PE and for A block and L block.

Students will be greeted and dismissed from the classroom door and hand sanitiser used on entry and exit to all lessons/classrooms.

In class students must use their own equipment from their equipment packs (these will be provided to every student in Key Stage 3 and 4 in September) or personal pencil cases. The sharing of student equipment will not be permissible, and in the event of equipment or books being shared these will be wiped down at the end of every lesson using the sanitary packs available in each classroom.

At the end of every lesson desks, chairs, keyboards and mice will also be wiped down, antibacterial spray and blue roll is being sourced for every classroom to facilitate this and placed in the sealable class bins provided in all rooms.

Classroom Provisions

- Each classroom will have a sanitary pack, as pictured, and as has been in place in our Year 10 bubble classrooms.
- Classrooms will not have shared board markers and staff must have their own such items and keep them with them.
- If textbooks are used they will be wiped down routinely, where possible, after use and every effort made to ensure that books are not universally shared across a department.
- In practical lessons, gatherings for demos will be avoided and consideration given to the use of visualisers and/or other means of projecting a demo to the board or showing a pre-recorded demo.
- In practical lessons where equipment is used routinely, for example in DT, then any such equipment will be wiped after each use.
- In food preparation and nutrition, further guidance is necessary before practical lessons can be confirmed.
- In music the provision of safe use of instruments must be considered with sharing of instruments avoided, and again all equipment cleaned after every use. No large group singing lessons or ensembles can take place, especially brass and wind, and where possible, any singing should only take place with groups of 15 or less and students must be side by side or back to back.



Corridors and Public Spaces

A one-way system will be implemented in certain key blocks to ease congestion and minimise interactions and contact. This will be as follows:

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A Block - as it runs currently with students still lining up outside for lessons.

B Block - entrance through the front and exit through the rear exit.

C Block - Entrance through front and exit through the rear doors.

D Block - both floors to enter via the top doors (nearest reception) and exit via the bottom doors (nearest C block)

F and G Blocks - one-way system to operate in a clockwise direction down F and G block corridors and out on to the area around H block, which will also operate as a one-way system.

Staff will ensure a line of communication within each block to facilitate staggered departures.

Timetable 2020 - 2021

The timetable, as built, will run in September. Our 4-period day reduces the volume of movement that some other schools would experience.

Students will follow their usual timetable and the typical hours of the day with some amendments. The guidance makes clear that social distancing restrictions in classrooms for students will not apply from September and *“Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible ..., but if adults can do this when circumstances allow that will help.....they should avoid close face to face contact and minimise time spent within 1 metre of anyone.”* (DfE guidance)

However, all classrooms will ensure that they have front facing desks and where this is impossible, for example in some IT rooms, there will be a 1 metre plus distance between work stations that face one another.

PE

On days when students have PE, they should wear their PE kit and blazer to school for the whole day and no facilities will be available for changing. PE lessons will be taught outside as often as is possible, but consideration given to avoiding activities that increase student contact and that could leave students wet and muddy for the rest of the day when they cannot shower or change. Where equipment is used in PE it will be wiped over after each lesson.

Break and Lunch Arrangements

Student break times will be staggered each morning within lessons, with period 1 and 2 being split to accommodate a staggered break as best possible. This will involve breaks running as follows:

10.10am to 10.30am: Year 7, 8 & 9 break - return to period 1 lesson after break until 10.50 then go to Period 2.
Supervision by teaching staff.

10.30am to 10.50am: Year 10, 11 & sixth form break (normal school break time).

At break and lunch food service facilities are as follows:

Year 7 & 12/13 - canteen

Year 8 & 10 - main hall

Year 9 & 11 - C block

At break time students will have allocated outdoor year group spaces to be based for the duration of the break and we are liaising with Shire Services to have additional snack pods at new locations around the school site. In the event of wet/extreme weather students will take their break in the classroom they are in at the start of that break.

Lunch will commence at 12.05pm as usual. Access to the canteen for hot food will be based on timed slots for each year group and we will continue to work with Shire Services about how provision is swift and efficient. Students will only line up in year groups, there will be no seating provision in the hall and a one-way system will operate though the canteen and out the hall accordingly. It is likely that seating under the canopy will have to be removed and students will sit on the fields during Autumn term 1 and provision reviewed for Autumn term 2.



In the event of wet/inclement weather students will go to their tutor rooms for lunch break and the duty teams be assigned accordingly to different blocks.

We will be running lunch pods from C block and two separate lunch stations in the canteen and hall, and a further station in I block to facilitate access and distancing.

Medical Room

Students will not be sent routinely to the medical room for minor ailments or concerns unless a member of staff is certain that the student is so unwell that they need **first aid**.

In the event of a student showing any COVID symptoms they will be referred to first aid immediately. The First Aid Team already have additional PPE in store and procedures planned for dealing with suspected cases and will follow this protocol. In the event of arrangements being made for a suspected case needing to be sent home provision has been assured for the student to be in isolation from other members of the school community until collection.

Assemblies and Collective Worship

While the guidance does allow for provision of assemblies and collective worship within bubbles/year groups these will be avoided. Consequently, if assemblies/large group collective worship does not, or cannot, take place in the large communal spaces then these will be run remotely via Teams to tutor/year groups.

Uniform

Students should be in their usual uniform as per the uniform policy. The guidance from the DfE is clear that *“Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.”* The exception to this is on PE days as stated previously.

Attendance

As per the guidance, full attendance is now expected in school and is mandatory. Specific actions in relation to students who are shielding, or self-isolating will be dealt with in line with the guidance.

Hagley currently does not have a practice of using fixed penalty notices for non-attendance and will respond to this in line with St Nicholas Owen Multi Academy Company Policy.

From September 2020 all registers will be taken in ClassCharts.

Parent Meetings

From September 2020 and until further notice parent meetings **must** be by pre-arranged appointment only. Parents/carers must not come to the school site and enter reception without a pre-booked meeting. Where parents/carers are coming to collect their child or drop off items off for their child then entrance to reception will be possible.

The first parent/carers information evenings of the year are in September and it is unlikely these will take place in school and therefore plans will be drawn up for these to run remotely.

Online Lessons

In the event of any groups of students having to be at home due to COVID 19 lockdown, isolation or quarantine then online remote lessons via Microsoft Teams will replace in school lessons within 24 hours. Such lessons will be operated as per the published timetable and will last 60 minutes thus allowing additional time for staff and students to prepare for subsequent lessons.

Online virtual lessons will not be widely available to students who are off school with illness. However, consideration is being given to facilitating lessons being streamed online through Teams at the same time as being delivered in class.

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This is pertinent for Key Stage 5 and ensuring provision is facilitated for students who would normally access their lessons at Haybridge and King Charles and vice versa. Plans have been agreed with each relevant Sixth Form to stream lessons to each relevant school of lessons being delivered at Hagley that external students cannot access and vice versa. Consequently, some KS5 lessons at Hagley will be live streamlined via webcam to Teams.

Toilets

We plan to allocate each year group a toilet block to use. Only in an emergency, (or if students have a pass) should students use the toilet during lesson time.

Students toilets block are as follows:

| | |
|---------|--------------------------|
| Year 7 | B block (sports hall) |
| Year 8 | C block |
| Year 9 | E block (Changing rooms) |
| Year 10 | G block |
| Year 11 | F block |
| KS5 | I & J Block |

Where possible the duty teams should help facilitate and encourage staggered use of toilets but this is not statutory as they are being used with in the Year group bubble.

Hub Provision

Wider consideration will be given to the use of the hub. It is a central support resource for our students, across all years and will be in high demand. SLTC will work with Mr Imrie to plan provision and management of such provision to ensure control measures are in place to minimise risk at all times.

Extra-curricular

While the guidance encourages the re-launch of extra-curricular provision this should be avoided whereby it mixes across year groups. However, where this might not be possible, for example in music, then the groups should be "*small, consistent groups*".

Education Visits

The guidance advises that non-overnight domestic trips and visits can recommence from the Autumn. Advice is currently being sought for our Educational Visits Risk Assessments and the control measures required to ensure trips could take place. No decisions to be made on this at this time.

Staff Rooms

Department staff rooms/offices will be used sparingly by department teams and all efforts made to socially distance when using them for refreshments. The Staffroom can be used for making refreshments and for use of the computer stations but should not be used for staff gatherings at any time. The kitchen off Reception must only have limited use forthwith and used by Admin staff and SLT only.

Behaviour Policy Addendums

Mr Barratt is working on addendums to the Behaviour Policy about actions in the event of students exhibiting behaviours that are contrary to the health and safety of all stakeholders.

Such behaviours might include spitting, repeated breaches of distancing guidance, use of facilities not allocated to a specific year group, deliberately breaching control measures in place (e.g. one-way systems, lunch time rotas, free time zones, cleaning and sanitising measures)

Such behaviours will not be tolerated and will be referred through the usual behaviour referral systems and dealt with by staff, pastoral and senior leaders, as appropriate.



Mass

School masses will not be in operation as usual from September. However, we plan to be able to run masses for tutor groups and eventually year groups in line with guidance from the Diocese and in agreement with Fr Des.

J Hodgson
15 July 2020

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