



Sept 2020 opening plans

September 2020

Reopening Plans and

Procedures

Provisional from 15/09/2020



Semper Fidelis – “Always Faithful” In Jesus we live learn and serve
Together we are committed to excellent education for all rooted in Gospel values,
inspiring a love for life-long learning and following the compassion of Christ.

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 Theatre in C Block where they will be met by the Sixth Form pastoral Team.

Year 12 will finish at 2.30pm on this day.

Friday 4th September - Year 7 only

Year 7 students should arrive as they did the day before for a 9am start. On arrival they should head straight to their Tutor room in I block. 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.**

Each Year group will be placed in a bubble based in one block of the school site and must head to this block immediately on arrival to school. The blocks and entrances to each block are as follows:

Year 7 - "I Block" - entrance via pathway at rear of the gym

Allocated rooms - IG1 to 5 and IF1 and 2

Year 8 - "FG and K Blocks" - entrance via pathway between F block and the field and via doors at end of F corridor

Allocated Rooms - FG1 to 4 and K1 to 3

Year 9 - "DG Block" - Entrance and exit via doors nearest reception

Allocated rooms - DG1 to 8

Year 10 - "DF Block" - Entrance and exit via doors nearest C Block

Allocated rooms - DF1 to 8 (DF7 only used for classes up to 26)

Year 11 - "G and FF Block" - Entrance via pathway at rear of the gym and doors by GG3

Allocated rooms - GG1 to 4, GF3, FF5 and FF6

Access to specialist teaching rooms for Art, Tech, PE and IT will be facilitated and timetabled accordingly. Practice rooms in Music can be used by students in music lessons but only one student at a time.

Key Stage 5 will continue to have access to the sixth form study room, common room, specialist teaching rooms and the following rooms:

AF1 to 4, AS1, AS2, E5, FG6, FF7



Key Stage 5 students will move around school at separate times to the rest of the school. They will move to period 1 from registration at 9.20am and at lunch head to their teaching rooms at 12.50pm. This will allow them access to specialist rooms without coming into contact with Key Stage 3 and 4

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 **and must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival.** (several new bins have been purchased for the front of school at the bus drop off points to facilitate this 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, hand cleansers should be used at the entrance to all buildings as provided and again on the entrance to tutor rooms and classrooms. If students do head to the toilets on arrival to school they must only use the toilets designated to their year group, as identified later in this document 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 lessons in the rooms in their blocks unless moving to a specialist room. If moving to a specialist room they will be escorted by the member of staff teaching them.

Students will no longer be expected to line up outside a classroom before a lesson unless it can be facilitated.

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's personal equipment will not be permissible, and in the event of equipment or books being shared these will be cleaned routinely, and especially if being used across more than one-year group.



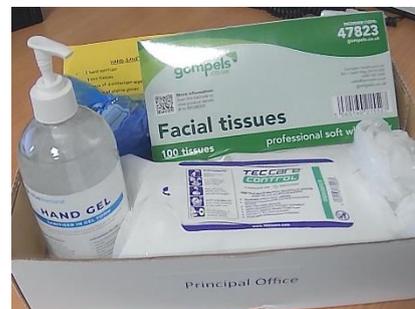
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At the beginning or end of every lesson desks, chairs, keyboards, mice and others shared equipment should also be wiped down particularly in specialist rooms, antibacterial spray and blue roll is being sourced for every classroom to facilitate this and placed in the sealable class bins provided in all rooms. Students and staff are responsible for ensuring all key surfaces and equipment have been cleaned.

Classroom Provisions

- Each classroom will have a sanitary pack, as pictured, 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, but especially if used across Year groups, and teaching staff should manage this accordingly with their students.
- 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, especially when being used across year groups, and teaching staff should manage this accordingly with their students.
- In food preparation and nutrition, further guidance is necessary before practical lessons can be confirmed. However clear Perspex screens are being manufactured to divide workstations.
- 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. Practice rooms can be used but only by one student at a time.



Corridors and public spaces

Due to year groups being placed in bubbles and allocated blocks for lessons one-way systems are not required within the allocated year group blocks

Timetable 2020-21

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 states that **maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. We know that this is not always possible, particularly when working with children, but if adults can do this when circumstances allow that will help. For children old enough, they should be supported to maintain distance and not touch staff and their peers where possible.**

“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 2 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 at 10.25am 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) Supervision by teaching staff and duty staff not with KS3.

At break and lunch food service facilities are as follows:

Year 7 & 11 – canteen – social space under the canopy

Year 8 & 10 - main hall – social space in the main hall and on the field (sections will be lined off)

Year 9 & 12/13 - C block – social space in the theatre and on the field (sections will be lined off)

At break time students will have allocated outdoor year group spaces to be based for the duration of the break, as above. Due to the staggered breaks planned students will not be mixing across year groups at this time. 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. Lunch will be served from C block and two separate lunch stations in the canteen and hall.

12:05pm *Year 7 will be served lunch in the canteen and enter via the canopy on a one-way system. Outdoor space will be the canopy and around H block, before moving to the field in front of F block from 12.30pm. The field will be marked off to identify the year groups specific space.

*Year 8 will be served lunch in the hall and enter via the chapel entrance and exit via the PE dept, outdoor space will be on the tennis courts.

*Year 9 will be served lunch from the serving hatch in C block and enter at the front of C block and exit through the rear by the band stand. Outdoor space will be on the field by B7. The field will be marked off to identify the year groups specific space.

*Year 10 will head to their outdoor space on the upper playground.

*Year 11 will head to their outdoor space on the field at the rear of K block. The field will be marked off to identify the year groups specific space.

12.30pm *Year 7 will head to the field in front of F block. The field will be marked off to identify the year groups specific space.

*Year 8 will remain on the tennis courts

*Year 9 will remain on the field by B7. The field will be marked off to identify the year groups specific space.

*Year 10 will be served lunch in the hall and enter via the chapel entrance and exit via the PE dept, outdoor space will be on the upper playground.

*Year 11 will be served lunch in the canteen and enter via the canopy on a one-way system. Outdoor space will be the canopy and around H block.

*Year 12/13 will be served lunch from the serving hatch in C block and enter at the front of C block and exit through the rear by the band stand.

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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.

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 detail on risk assessment. 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 pupils 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/carer 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 a year group 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 general illness. However, consideration is being given to facilitating lessons being streamed online through Teams at the same time as being delivered in class.

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

Each year group has been allocated 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 | I block |
| Year 8 | F block |
| Year 9 | B block (Sports Hall) |
| Year 10 | C block |
| Year 11 | G block |
| KS5 | A 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 within 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*".

Educational 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/offices

Department staff rooms/offices should 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.

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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 the School Chaplain.

J Hodgson
23 July 2020

Provisional from 12 Aug 2020