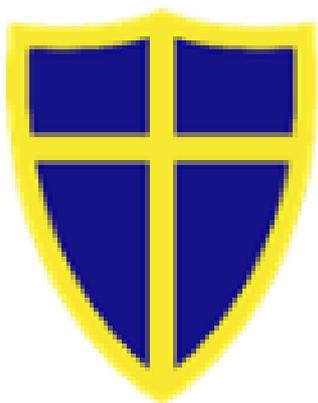


Parent Information Guide COVID-19 June 2020



1. What is the Government asking secondary schools to do?

From the 15th June 2020, the Government have asked secondary schools to start offering face-to-face support for a quarter of our Year 10 and 12 students at any one time. Alongside this, the government is asking secondary schools to:

- Continue providing full-time provision for vulnerable pupils in all year groups (Including Year 10 and Year 12)
- Continue providing full-time provision for children of critical workers in all year groups (Including Year 10 and Year 12)
- Provide some face-to-face support to supplement the remote education of Year 10 and Year 12 pupils, with a clear expectation that remote education will continue to be the predominant form of education delivery for these year groups and that this should be of high quality
- Invite pupils in other year groups in for a face-to-face meeting before the end of this term, where it would be beneficial. This time can be used to check-in on pupils, and ensure they are supported before a return to school from September or moving into employment or the next stage of education.
- Continue to use best endeavours to support all other pupils remaining at home, making use of the available remote education support and ensuring an offer of high quality

This guidance is to support parents with the wider opening of school and is based upon our risk assessment, a full copy of which can be found on the website. Our primary goal remains the same and that is to ensure that staff, students and parents feel both supported and safe at school during this difficult time. The COVID-19 school risk assessment is a live document which will be continually updated as required.

2. Social Distancing:

As a school we need to make every effort to socially distance and avoid large gatherings, this is non-negotiable and is modelled by staff.

Please note, this guidance is of a general nature and should be treated as a guide, and in the event of any conflict between any applicable legislation (Including the Health and Safety Legislation) and this guidance, the applicable legislation shall prevail.

What are the classroom expectations?

2.1	Students to be sat two metres away from each other. We will do this consistently for all students.
2.2	Activities being planned should support social distancing and should not involve personal contact. Staff will seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently. Practical lessons can go ahead with sixth form classes if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day. This has been incorporated into the staff/student sessions rota. Two cleaners are on site throughout the day with more attending after school to clean the site in preparation for the next day.
2.3	To promote distancing there will be a staggered timetable with students having reduced break and lunchtimes in zoned areas of the school. Students taught in the Hall will use the Bardsley toilets and socialise in the Quad and Haigh picnic tables areas; students taught in the Theatre will socialise in the Gym and Welby walk ways of the school; the Key worker/vulnerable children group will operate according to the normal school day with different times to the others as will the sixth form classes.
2.4	Staff and student groups must not join together in contravention of the staffed and published rota. Students are to be kept in their respective classes throughout their time on site.
2.5	Students will be encouraged to use a tissue or elbow to cough or sneeze into and use the lidded internal and external bins for tissue waste ('Catch it, Bin it, Kill It'). Students should then be asked to wash their hands or use hand sanitizer. Cleaning staff will ensure that bins are emptied throughout the day and double-bagged as required. Sanitising stations will be available in all large venues and classroom areas. This will consist of an information poster, sanitiser handwash, tissues and a lidded bin.
2.6	Where possible, all spaces will be well ventilated using natural ventilation like windows. Doors should be propped open. Where fire doors are kept open to minimise contact with door handles and plates, staff will ensure that they are closed at the end of the day and during the day when the area will not be used for long periods.
2.7	Where possible staff will only work with students allocated in their group and will not swap with other staff members. The rota for the Keyworker/vulnerable children remains the same staffing groups as published previously to minimise mixing.
2.8	Students and staff will stay in their identified classroom as much as possible to limit social contact and promote social distancing with other groups. Students should go to the toilet on entry/exit to the school and during break times; staff may allow students to access the toilets during lesson time should they need to but only one child at a time to minimise numbers in the toilets at any one time; movement throughout the school day for other reasons by individual students must be kept to a minimum e.g. no child should be delivering a message.
2.9	Risk assessments have been completed for vulnerable children and will be available to staff to support provision.
2.10	If students request to use the toilet during the lesson, this will be at the discretion of the teacher and only one at a time. Students with a medical condition requiring them to use the toilet more frequently will have a toilet pass. Toilets will be cleaned on a regular basis during the day.
2.11	If we are overstaffed on certain days, the Senior Leaders on site will review this and may send staff home to further support our expectations around social distancing.
2.12	Staff will use the lesson time they have with students to catch up with them and find out how they are. They will check they have sufficient books, equipment and materials to

	continue their remote learning and notify Reception if they need any further supplies to support them as this can be arranged for collection for the end of the day. They will use the time to recap and review the work set during Lockdown, exploring how they engaged with remote learning and what was effective, check their understanding through questions and answers and set out the next phase of learning.
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What are the plans for teaching of students on site?

1. Keyworker/vulnerable student group

- Students will attend all day and everyday supervised by staff on the rota.
- The numbers in this group may increase as parents increasingly go back to work.
- These students will use the Bardsley toilets and the classrooms B7/B4 for ICT and B5/B6 for other work with laptops available for supported study.
- They will stick to the school bell timings to minimise mixing with other groups.

2. Year 10 students

- Every Year 10 student will be in for 2 full days before the end of term.
- They will be taught English, Maths, Science, RE, History (if they take it) Careers and Post-16 and receive study support.
- We may choose to invite a small group of Year 10 students in for additional pastoral/academic reasons, but this will be confirmed at a later date.
- The groups, depending on numbers, will be zoned in one of two places; the **Larger group** will be based in the Theatre for taught sessions and for social time they will use the space alongside the Sports hall and down to Welby seating facing the Astro. They will only use the Theatre toilets. The **Smaller group** will be based in the Hall for taught sessions and for social time the Quadrant and seating area up towards Haigh. They will only use the Bardsley toilets.
- The Theatre group of pupils for computer time will use B9, B10, B3
- The Hall group of pupils for computer time will use G16 and M1

Year 10 School Day Timings

8:45–9:00am Staggered arrival and directed to venue to wash hands (Bardsley/Theatre)
 9:00-9:45am Lesson 1 - Social Distancing Talk by Senior Leaders in Venue (Theatre/Hall)
 9:45-10:45am Lesson 2 in venue
 BREAK IN ZONED SPACES
 11:00-12:00am Lesson 3 in venue
 LUNCH IN ZONED SPACES
 12:30-13:30am Lesson 4 – study support
 13:30-14:30am Lesson 5 in venue
 14:30 leave site – staggered dismissal

3. Year 12 students

- Year 12 are booked in for half days to see their own class teacher for a 2 hour 15 minute session either AM or PM; AM 10:00 – 12:15pm PM 13:00 – 15:15pm
- This minimises mixing with Year 10 or the keyworker group.
- Main rooms used are the P16 Common Room along with the Library. Specialist rooms have been allocated where needed and where social distancing allows.

3. What are the expectations regarding behaviour?

In line with the government guidelines regarding safe behaviour and social distancing within schools, the following rules and sanctions will be implemented.

Sanctions for non-compliance have been categorised into moderate and major incidents. If a student is found to have breached three moderate rulings within a day, they will be sent home for the remainder of the day and will not return to school until a meeting via telephone has taken place between a member of the senior team and their parents/carers. If a student breaches any major rules they will be sent home immediately for the remainder of that day and will not return until a meeting has taken place via telephone between a member of the senior team and their parents/carers.

The safety of our students is of paramount importance to us. Senior Leaders will be available on the radios and via Reception all day.

Behaviour for Learning	
3.1	<p>Rules</p> <ul style="list-style-type: none"> • All students must observe social distancing at all times and remain two metres apart • All students must follow the one-way systems in operation in Bardsley, Gorton, and Sixth Form and walk on the left (see photos on the website) • All students must use their own designated equipment and all equipment must be used safely • Coughing and/or sneezing must be into a tissue or the inside of the elbow and hands must be washed afterwards.
3.2	<p>Moderate Incidents</p> <ul style="list-style-type: none"> • Breaching the two metre social distancing rules • Inappropriate use of equipment • Non-compliance with the one-way system • Disrupting learning in lesson
3.3	<p>Major incidents</p> <ul style="list-style-type: none"> • Purposely making physical contact with another student/staff member • Purposely sneezing, spitting, coughing or any other actions that is deemed to put students or staff at risk • Removal from a lesson for disrupting learning

4. What are the arrangements for Arrival and Departure?

4.1	Students should arrive at the front gate at their designated times in order to ensure arrival is staggered. They will be greeted by a member of the senior leadership team.
4.2	Students are not permitted to leave the school site and then return during the day. This is to minimise the risk of spreading the virus e.g. students will not be allowed to visit the shop at lunchtime.
4.3	When entering and leaving the buildings/classrooms, we expect all students to wash their hands and to use the hand sanitizer at the Sanitisation Stations.
4.4	Students will need to bring a packed lunch and drink as the canteen will be closed.
4.5	Students must follow the two-metre rule when arriving to school and leaving at the end of the day. Social distancing markers are on the floor to support with this. Students must not congregate before or after school.
4.6	Students must, wherever possible, travel to school using parental transport, on foot or by bicycle if possible, as an alternative to public transport. No special buses will run for students.
4.7	Students will have a staggered start and finish to their day. This is to ensure we are complying with government guidelines on social distancing. Sixth form, Year 10 and Key worker groups will follow different timings during the day.

5. Are visitors allowed on school site?

5.1	Visitors are not allowed on the school site unless there are exceptional circumstances involving the health and/or safety of a student or staff member or if a parent/carer is collecting an unwell child.
5.2	Parent/carer meetings will take place over the phone and parents must not come onto the school site unless accompanied by a senior member of staff.

6. Is Personal Protective Equipment (PPE) needed in school?

Guidance from the Department for Education (Implementing Protective Measures in Education and Childcare Settings, Updated June 2020) states wearing a face covering or face mask in school is not recommended. Schools and other education settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

What are the rules on Personal Protective Equipment (PPE)?	
6.1	First Aid members of staff will use PPE if a student becomes unwell with COVID-19 symptoms. This child will be kept in a separate area until the parent/carer can be contacted to collect them.

6.2	Staff may choose to wear their own PPE; however, this is not recommended. The same rule applies for students.
6.3	Standard first aid will operate from the Bardsley corridor as it did prior to COVID-19 with a rota of staff on First Aid. This will be used for non-COVID-19 related concerns such as a bump, cut or graze. PPE will be available for staff to use. If a child needs to use this facility, they should be referred by a member of staff during lesson times and can self-refer during social times via student reception.
6.4	COVID-19 First Aid will be located in a separate building. This will be manned by a separate first aider.

7. How has the school ensured appropriate levels of hygiene and cleaning?

The weekend prior to closure the school was deep cleaned in order to reduce the risk of the virus spreading. All our cleaning staff have been retained throughout this period of closure, cleaning the site daily. Most areas of the school have been shut and areas used at present are cleaned every day and throughout the day.

Hygiene and Cleaning	
7.1	Cleaning staff will be on site throughout the day and at the end of every day for a thorough clean. Buildings/classrooms not in use will remain shut to minimise the need for cleaning.
7.2	Students will use toilets according to the following zones: Hall students – Bardsley toilets; Theatre students – theatre toilets; Keyworker groups – Bardsley toilets; Sixth form – sixth form toilets. All these groups will have different social time which enables toilet cleaning between breaks.
7.3	The school has a plentiful supply of appropriate hand sanitisers, cloths, sprays and alcohol-based cleaning products.
7.4	All students and staff will be expected to wash their hands: <ul style="list-style-type: none"> • Upon arrival • Before and after a snack • Before and after lunch • At the end of the school day • After coughing or sneezing
7.5	Students and staff must not share items e.g. pens and pencils or worksheets. Where appropriate, objects should always be wiped down after use.
7.6	Sanitisation stations will be in place in the large teaching venues and in classroom areas and will consist of tissues, alcohol-based hand sanitiser, COVID-19 guidance poster and a lidded bin.
7.7	Once leaving the school site and returning home, staff and students are encouraged to put their clothes straight into the washing machine and have a shower/bath.

8. How will break and lunches work?

Breaks and Lunches	
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8.1	Students will be given a short break outside between scheduled lessons and learning. However, students must remain in their class, zoned areas, adhere to social distancing and zoned toilets as follows: Hall students – Quad, Haigh and Bardsley toilets Theatre students – Gym and back of Welby areas and Theatre toilets Sixth form – Sixth form block, in front of reception and sixth form toilets Key worker groups – Bardsley toilets/Quad and Astro These groups will operate on different times schedules
8.2	All students and staff are asked to bring in a packed lunch and drink as the Canteen will not be in operation.
8.3	No students, including those in the sixth form, are permitted to leave site during the day and then return. e.g. to go to the shops

9. What will happen in there is an emergency evacuation?

In the unlikely event the school needs to be evacuated, students will follow the guidance below:

Emergency Evacuation	
<ul style="list-style-type: none"> ● On hearing the alarm, students will be guided to walk calmly towards the nearest emergency exit and then to the fire evacuation point which is Bottom Playground. The one-way system does not apply in the event of an evacuation. ● The member of admin staff in the main office is responsible for bringing the correct and updated student and staff registers to the fire evacuation point (Bottom Playground) Students will line up in their Houses whilst maintaining social distancing which will be supported by the social distancing markers. ● The duty members of the Senior Team are responsible for taking the registers. One will be responsible for students, the other is responsible for staff ● Once everyone is accounted for and, dependent on the emergency, students will be dismissed a class (Not House) at a time by the members of the Senior Team on duty 	

10. What if staff or students in school have COVID-19 Symptoms?

10.1	If anyone at Blue Coat becomes 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.
10.2	If a student or member of staff is awaiting collection, they will be isolated behind a closed door and with appropriate adult supervision if required. Following any visit, the area will be fully cleaned and disinfected using standard cleaning products after being used.

10.3	If they need to go to the toilet while waiting to be collected, they should <u>ONLY</u> use the designated toilet which is clearly signposted. The toilet will be cleaned and disinfected using standard cleaning products after being used.
10.4	PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (Such as for a child with complex needs).

11. What are the rules on absence and return?

It is clear that students and staff should only return to Blue Coat when they meet the criteria in the guidance below. If your child displays symptoms you should not send them into school but should seek a test as soon as possible. Please inform the school if this is the case via the email address schooloffice@bluecoatschool.com. This is for the safety of all students and staff.

Staff Absence and Return	
11.1	Students in Year 10 and 12 are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending.
11.2	Vulnerable students in all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (For children with Education Health and Care (EHC) Plans this will be informed by a risk assessment approach).
11.3	Students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield. We do not expect students in this category to be attending school, and they should continue to be supported to learn or work at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) students are considered to be at a higher risk of severe illness from COVID-19.
11.4	Students who live with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education setting.
11.5	Students that live in a household with someone who is extremely clinically vulnerable, as set out in the DFE guidance on shielding, are advised to attend an education setting only if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions.
11.6	Students should not attend if they have symptoms of COVID-19 or are self-isolating due to symptoms within their household.
11.7	Protective measures will be put in place for students and staff, as far as is possible, to ensure that the risk of transmission is reduced and the school will follow all Local Authority advice on closure in the case of confirmed positive test results, local outbreaks or spikes in the virus.

12 Parents Frequently Asked Questions

Frequently Asked Questions

<p>Will my child be sent home if they break social distancing rules?</p>	<p>We know that social distancing is hard for both adults and children and staff will model and remind children about the rules. However, if a student persistently breaks the social distancing rules and Covid-19 measures we will have no other option than to send the child home and not allow them to attend school as protecting students and staff is paramount. Serious offences such as deliberately coughing on someone (as defined in the Policy) will result in the immediate consequence of being sent home.</p>
<p>How will you ensure social distancing rules are adhered to?</p>	<p>Students will receive a presentation on social distancing to enable them to understand the rules. The site has been marked with social distancing signs and there is a one-way system in operation in parts of the school. Staff will model the system and remind students throughout the day.</p>
<p>Why isn't the air conditioning in use?</p>	<p>The air-conditioning has been switched off to minimise the risk of spreading the virus. Rooms should be well ventilated instead with windows and doors remaining open.</p>
<p>Can my child stay at the end of the day for extra support?</p>	<p>No – students must leave at the designated time to minimise mixing and ensure the site can be cleaned. No students should be hanging around with their friends before or after school.</p>
<p>How are break and lunchtimes going to be supervised to ensure that social distancing rules are applied?</p>	<p>Senior Leaders will be on duty supported by staff on a rota.</p>
<p>My child is in one of the groups that is vulnerable does that mean I cannot send them into school?</p>	<p>There is no expectation for these children to attend. Please contact the school office if you wish to discuss this further.</p>
<p>The scheduled day is not suitable for my child. Can I change it?</p>	<p>No. The dates are set to ensure coverage of the curriculum and to minimise the numbers of students on site at any one time whilst exposing them to only a small number of other children in their zoned areas/classes.</p>
<p>My child is anxious about returning. What should I do?</p>	<p>Reassure them by discussing the key information in this guide and email the school office at schooloffice@bluecoatschool.com so that staff are aware before they come on to school site.</p>
<p>My child is SEND. How will you support the back into school?</p>	<p>Risk assessments have been completed for SEND children; all staff are aware of our SEND children and how best to support them onsite during the day. Members of the senior leadership team will be available throughout the day to support with any concerns.</p>

Can my child bring their laptop onto school site to support with their learning?	Yes. Students who are normally allocated a laptop in school will continue to get one. All laptops will be thoroughly cleaned at the end of each day and will only be allocated to one child per day.
My child normally gets a free school meal. Can they still get this?	No. the canteen is not open so the school is continuing to provide the vouchers for children on free school meals. Please send your child in with a packed lunch and drink.
What are children expected to wear?	Children are expected to wear uniform which is to be washed in between visits. This is possible as they are not in every day. We expect skirt/trousers/shirt and blazer. We understand some uniform may no longer fit as desired but please adhere to this wherever possible and maintain a smart appearance. Ties are not required and loose scarves are not permitted. Senior leaders will monitor uniform at the Gate. Sixth form should be in smart dress but again washable clothes.
How will students enter and exit rooms?	Students will queue in line with the social distanced markings on the school site and enter the room one at a time filling seats from the back. They must stay in these seats during the lesson. Students will be dismissed one at a time at the staggered end of the day and leave site immediately.
Can students still use the bike racks?	Yes. Social distancing markers are in place and senior leaders will monitor these at the start and end of sessions.
Can my child bring their phone to school?	Yes. However standard rules apply and we would not want to see these phones in view.
Can I drop off/collect my child from school?	Yes. However, please adhere to social distancing and do not wait in the turning circle as this is dangerous for students.
When will my child be back in school full time?	We are still awaiting government guidance on the expectations for September and will contact parents/carers as soon as we are able to confirm this.

Mrs Shelley

Headteacher

June 2020