

**SEPTEMBER OPENING  
GUIDANCE FOR PARENTS AND STUDENTS  
28<sup>TH</sup> AUGUST 2020**

## Introduction

**All this information will be explained in greater detail to students on their first day back by their tutors.**

The need to maintain social distancing creates significant but not insurmountable challenges for us all. It is likely that some of this Guidance will change once the system becomes fully operational and this Guidance will be updated accordingly.

This information will also be reviewed in the light of any local or national changes to Government advice

## Coming and going to school

Start and finish times will be staggered and students will have designated ways of entering the school as follows:

	Year 7	Year 8	Year 9	Year 10	Year 11
Arrival and Entry Point	Please walk up Hall Drive on the right-hand side (west) to the top. Then follow the signs for the main building. Staff will be there to guide you. Please do not use the traditional entry point	Please walk up Hall Drive on the left-hand side (east) and enter as you would do normally	Please walk up Hall Drive on either side and enter as normal	Please enter school via the double door entrance off the road which leads to Broomfields Leisure Centre. This can be accessed either off Broomfields Rd or the paths which leads to Lyons Lane.	Please enter school via the main school playground, either off London Rd or Bromfields Rd.
End of day	Exit the way you came in	Exit the way you came in	Exit the way you came in	Exit the way you came in	Exit the way you came in

### Can you enter via Pineways?

Yes. If you are in Year 7 please turn right when you reach the school gates. If you are in Y8 please turn left, walk down Hall Drive and enter as normal. If you are in Y9 you can also enter as normal.

### Further guidance on coming and going to school

You are asked to consider if there is any way you can avoid your child using public transport to come to/from school. Public transport presents a significant risk of transmitting the virus. If it is unavoidable for your child to use public transport, please read carefully through the government's guidance for users of public transport and ensure your child confirms to these expectations.

[www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)

Walking or cycling is obviously the best option, but otherwise private cars are preferable to public transport for the time being. If you are using a private car, please be mindful of the needs of our local neighbours and park away from cul-de-sacs, zigzag areas and with consideration. Also, Government advice is that you only travel with members from your own household or bubble.

Parents are further encouraged to consider dropping a child away from the school (within walking distance) to avoid being trapped in school traffic. For example, please drop students off on London Road and where possible avoid driving up Hall Drive to prevent congestion.

We do ask for your support in ensuring that your children come to school and leave school only with pupils from their bubble- in other words their Year group.

### What if you are late?

Year Group	7	8	9	10	11
Late before 9 am	Go to the main school entrance avoiding students from other Years	Make your way to Reception as normal	Make your way to Reception as normal	Make your way to Reception as normal	Make your way to Reception as normal
Late after 9 am	Go to the main school entrance avoiding students from other Years	Go to the main school entrance avoiding students from other Years	Go to the main school entrance avoiding students from other Years	Make your way to Reception as normal	Make your way to Reception as normal

### School Uniform

The Department for Education have stated that they “encourage all schools to return to their usual uniform policies in the autumn term.” They go on to state 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.” Therefore, all pupils will be expected to wear full school uniform most of the time.

Where pupils have a PE or Dance lesson then pupils should come to school wearing the school kit for this as they will not be able to change for these lessons.

Where pupils have the school jogging trousers and top this should be worn but for those students who do not have these optional items then plain and sensible casual wear is acceptable.

It is also advised that pupils bring a coat to school as they will spend some time outside of the school building, specifically at break and lunches.

## The wearing of face masks **PLEASE NOTE THIS IS UNDER REGULAR REVIEW**

**Currently the wearing of face masks in school will NOT be compulsory.** However, students and staff can choose to wear them in corridors and communal areas. Staff and some students with specific needs may also wear face masks in lessons.

We have taken this position because of the most recent Government advice which can be found here:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

In the Guidance the Government says:

***“Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.”***

We believe that through our zoning strategies, classroom layouts and use of bubbles we currently have taken enough **mitigating measures**.

However, we recognise this position will be under constant review either internally or because of external factors. The most likely external factor that will cause us to change our position is where local restrictions apply to us as a school.

As the Government advice says:

***Consistent with WHO’s new advice, schools and colleges should take additional precautionary measures in areas where the transmission of the virus is high. These areas are defined as areas of national government intervention.***

***In these local intervention (lockdown) areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.***

***In the event of new local restrictions being imposed, we will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.***

Furthermore, we will be providing regular advice on how to wear face masks correctly. Government advice can be found here:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Signs are placed on all entrances to school advising students to place any disposable mask in the designated bin, or to place their reusable mask in a bag and keep it with them.

## The school day

### Bubbles and zones

The guidance issued by the DfE clearly states that schools should minimise contacts between individuals and that “the overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals.”

We are advised that “in secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).”

Therefore, each Year group will operate as a bubble. Each bubble has been allocated a Zone of the school. This zone includes a range of classrooms, a social area, access to break time food and toilets.

For the vast majority of the school day pupils will move within this zone only with pupils from their bubble. However, at times it is necessary for pupils to access rooms in another zone. On these times pupils will go to a Holding Zone for a short period of time. They will then be dismissed by supervising staff once the room/zone is ready to receive them.

***Where pupils have to go to the Holding Zone at the start of their lesson this will be indicated on their timetable. This will only be needed if a classroom requires cleaning.***

It is not envisaged that pupils will spend any longer than 5 minutes in these areas which will be supervised by senior staff. In many parts of the school a One Way system is in place to support safe movement around the building. Where larger corridors allow and/or where a one-way system is not possible signage will advise pupils to ‘keep left’.

### Social Distancing and classrooms

Within year group bubbles in classrooms, the current Government advice is there’s no need for social distancing between pupils, though all members of staff will be required to maintain a 2m social distance from pupils and other adults. We would appreciate your cooperation in re-iterating this to your children.

In classrooms, in accordance with guidance, all desks will face the front of the class and there is a 2m line marked out for the teacher to enable the social distance. Doors and windows will be kept open for ventilation.

### Break and Lunches

Students will have their break in zones and will be able to purchase food. **However, currently we will not be able to provide a Breakfast Service but this is under review.**

Lunches and period 4 will be staggered as follows:

Year Group	7	8	9	10	11
Lunch	After Period 3	Split half way through P4	After P4 as normal	After P4 as normal	After Period 3

With regards Cashless Catering, all parents/carers will have received a Scopay log in and are strongly encouraged to use this to top up their child's school dinner account. The revaluers will be out of action as cash cannot be handled.

Students can bring their own packed lunches.

### **Pupil Absence- check how absence is reported**

Where a pupil is absent from school with actual or suspected COVID 19 and the family has been told to self-isolate then parents/carers must advise the school through the normal means that it is COVID related.

This is by phoning 01925 263919 and following the instructions.

In these circumstances the pupil absence will be recorded differently from other absences meaning that it will not affect the pupil's absence record.

All other absences should be recorded in the normal way.

### **Conduct and Behaviour**

High standards of behaviour will be expected from all students in line with expectations that are normally in place. In addition, pupils must follow and respect the measures that have been put in place to support Social Distancing, the integrity of the bubble and enhanced hygiene. Therefore, if any pupils disregard these measures then it will be regarded as a serious breach of school discipline.

Additional signage has been placed around the school site to remind students to wash hands, to keep left on corridors, the direction of any one-way systems and their zone areas.

### **The Curriculum**

We have every intention to deliver the broad and balance curriculum as we would normally in its entirety. We believed this was important before Covid-19, therefore it remains important now.

Where subjects require specialist rooms, year group bubble access to these has been planned and scheduled to ensure we adhere to the principle of COVID- Security. Where a year or class find themselves in a non-specialist room, the delivery style of content will be amended to ensure content is delivered. On the rare occasions this is not possible, Years groups will be scheduled access across the academic year to ensure the content gets delivered.

### **Equipment**

Students must bring their own equipment. This should include; pen, pencil, ruler, pencil sharpener, rubber, coloured pencils, scissors. glue and calculator. In specialist subject areas where specific equipment is required then each subject will have equipment specific to each bubble.

### **Y11 Summer Exams 2021**

The government are currently suggesting that schools should plan for exams to take place as usual for pupils who are Year 11 in the forthcoming academic year. However, the exams regulator Ofqual has made a number of proposed changes to what pupils will be assessed on this year. This was decided following a consultation in the summer term and based on the disruption for these pupils in Year 10 as well as to safeguard the health of pupils. Overall, these measures were designed to free

up teaching time, reduce pressure on pupils and allow assessments to be undertaken within current public health restrictions.

There are a number of changes that will be taking place across each subject area. The link below contains detail of the changes in assessment for this year. Page 14 provides a useful summary of these changes by subject. Please rest assured that we will be communicating these fully to pupils and parents in more detail when pupils return to school and that these changes have been factored into curriculum planning in all subjects where these are applicable.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/906173/Consultation\\_decisions\\_-\\_proposed\\_changes\\_to\\_the\\_assessment\\_of\\_GCSEs\\_AS\\_and\\_A\\_levels\\_in\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906173/Consultation_decisions_-_proposed_changes_to_the_assessment_of_GCSEs_AS_and_A_levels_in_2021.pdf)

Further proposed changes that may affect the dates exams are held, in order to provide more time for pupils to catch up, are currently under consideration and are referred to on page 9 of this document.

We will continue to update you with regards to the exams in 2020-2021 as we receive more information. One message we will be getting across to all Year 11 pupils is the importance of the Mock Exams due to be held in November. Given the current situation over grading, and the fact Mock examinations may contribute to the decision making process of awarding grades at centre level, it is more vital than ever that pupils study hard for these exams and treat them like the real exams to achieve the best grade possible. Should we then have to use mock exam information later in the year to provide grading information to exam boards it could be beneficial in terms of pupils' final grades.

## **Students with SEND**

### **Coming and going to school**

Students traveling to school in a LA taxi will be kept within their Year Group Bubble and will be dropped off and collected at the main reception area on each site. Initially they will be met by their support staff. Whilst in the taxi students will be asked to wear a face mask. If this is not possible please contact Mrs Sutcliffe in the first instance.

Parents collecting students are asked to do so from the bottom of Hall Drive (Lower Site) or Broomfields Rd (Upper Site). However, for a small number of students this may not be possible. In the first instance can you please contact Mrs Sutcliffe who will arrange an alternative drop off / collection point.

### **Social Distancing and Classrooms**

Students will still get the classroom and individual support as before. If support cannot be facilitated by keeping the 2m social distancing guidance for staff, then the student and staff member will be required to wear a face mask. In some instances, staff may also wear a visor.

For students in our Designated Provision and those who use the SEN base during the day the room location may have changed due to these areas now being in Year Group Bubbles (i.e. Year 7 Designated Provision students will only be with Y7 students). Education Support Staff will work across bubbles to provide support as previously. Students whose area has changed will be informed before their return on Tuesday 8th September.

## **Learning in the event of Lockdown**

In the event of a local lockdown and the remote possibility of students not being allowed to attend school, online learning will be delivered via Microsoft Teams for all timetabled lessons. This will mean all students and staff will be required to be live on Microsoft Teams, following their allocated timetable.

## **Contacting the School**

### **Meetings/Visitors**

We are seeking, for the foreseeable future, to avoid face-to-face meetings with parents/carers as far as possible, and to use email or telephone for discussions with parents/carers. We ask for parents/carers' understanding and cooperation with this. Any necessary visits must be pre-booked for an appointment time. School can be contacted on the usual telephone numbers and email address.

## **Raising Concerns and FAQs**

During the reopening of the school before the summer break, we successfully utilised a system of dedicated email channels and published FAQ sheet as a way of answering questions and queries being raised in a controlled manner.

It enabled us to manage the sharing of answers to questions to all stakeholders, especially those who may not have considered asking the question. It also stopped us needing to respond to the same question multiple times, but most importantly the feedback we received from both students and parents/carers, proved very helpful in further developing our plans.

If you have a question, observation or concern you would like to raise about students returning, can you please forward them to the following email addresses:

[Loweropening@bridgewaterhigh.com](mailto:Loweropening@bridgewaterhigh.com)

[Upperopening@bridgewaterhigh.com](mailto:Upperopening@bridgewaterhigh.com)

You will not receive a direct response to this, however we will cover a response in the FAQ section on the website. It goes without saying that if concerns remain or you feel your questions remain unanswered please contact the school.

## **Pupils and families who are anxious about returning to school**

The Government's position is that all pupils must attend school. We will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.

This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of pupils with significant risk factors are concerned, we recommend discussing your concerns with us when we will hopefully provide reassurance of the measures we are putting in place to reduce the risk in school of transmitting Covid-19.

However, we must reiterate the Government position which is that pupils of compulsory school age must be in school unless a statutory reason applies (for example, when a pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

## **Enrichment and Catch up**

We will publish details of this when we return to school in September.

## **Approaches to Hygiene, Health and Safety and the use of toilets**

The government's basic requirements of all schools is:

- A requirement that people who display COVID-19 symptoms stay at home (self-isolate and access testing asap)
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS track and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

### **Risk Assessments:**

We have updated our risk assessment in conjunction with TCAT and the local authority to consider the additional risks and control measures to enable a return to full capacity. We are robustly implementing sensible and proportionate control measures to reduce the risk to the lowest reasonably practicable level. Please contact us if you wish to view a copy of the school's risk assessment.

### **Our system of controls:**

**Symptoms:** No student, member of staff or visitor should attend school if they develop COVID symptoms (new and persistent cough, high temperature, loss of or change in their normal sense of taste or smell)

**Symptoms guide:** [www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus)

If anyone in the school becomes unwell with a new and persistent 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 'stay at home' guidance: [www.gov.uk/government/publications/covid-19-stay-at-home-guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

This guidance sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a student is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.

Finally, anyone who has visited a country not on the government's current list of unrestricted countries, will need to self-isolate at a UK address upon their return to this country, before returning to school.

Please keep the school informed at all stages if any member of your household develops symptoms of COVID-19 and is required to self-isolate. Further guidance can be found by following these links:

Accessing testing: [www.gov.uk/guidance/coronavirus-covid-19-getting-tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)

Travel corridors: [www.gov.uk/guidance/coronavirus-covid-19-travel-corridors](https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors)

### **Response to any infection:**

We will engage with the NHS Test and Trace process and manage any confirmed cases of coronavirus (COVID-19) amongst the school community. We will contain any outbreak by following the local health protection team advice.

### **Hygiene**

Students will be told to wash/sanitise their hands as often as possible. They will be told to use the 'Catch it, bin it, kill it' approach. Hygiene stations are available in all classrooms that incorporate hand sanitiser, tissues, anti-bacterial wipes and safe zone spray. Students are able to use any of these as they wish.

### **Toilet Facilities**

Each year group bubble has been allocated its own toilet facility. We have hired additional portable toilets for use at the Lower school site.

Increased cleaning regime: additional cleaners will be employed throughout the school day to regularly clean surfaces in classrooms, holding zones, canteen and toilet areas. We have purchased 'fogger' machines to thoroughly disinfect key areas and they will be used in the event of any confirmed infection.

### **First Aid**

If your child should need treatment by a first aider, this will still be administered and our first aiders will wear the required PPE. All our first aiders have received updated guidance and training