



**Wildern's response to the Government's guidance for the full opening of schools in September – based on guidance published 2<sup>nd</sup> July 2020**

'It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.' *Guidance for full opening: schools*

'The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress.' *Guidance for full opening: schools*

**Rationale for September:**

- To ensure that **all** students return to school in September for face to face learning
- To ensure that students' well-being is a priority when returning in September
- To ensure that the face to face learning provided, supports the government guidance, for the safety and welfare of students, staff and their families
- To ensure that home learning could be returned to should there be a requirement from government
- To ensure that the school site is well managed in providing the necessary safety requirements

The Plan: **Transition days**

**Full school uniform** will be worn on these days.

### **Well-being of our students**

- Advice from many different institutions and well-being centres suggests that all students will require time to process the experience that they have had, to be able to reflect on how they feel and to understand how to move into a different type of next phase. They emphasise that relationships that have been made prior to lockdown with staff and their peers are vital in rebuilding confidence in returning to school safely
- At Wildern we believe this is essential in bringing this experience together, to understand its impact and to be able to move on with confidence

1. **Wednesday September 2<sup>nd</sup> – Year 7 only** to arrive for **8.20** and head for the tennis courts. (Zone A). Tutors will meet their tutor groups here.

Year 7 and their tutors will be together all day as part of Year 7 induction and transition. The programme is attached.

2. **Thursday September 3<sup>rd</sup> – Year 7 and Year 11**

- **Year 7** to arrive for **8.20** and head to their tutor base. If arriving early, Year 7 must head to their zone which is Zone A
- **Year 11** to arrive for **8.40** and head to their tutor base. If arriving early, Year 11 students must head to their zone which is Zone C (The Muga and surrounding area)

Year 7 will continue with their induction and transition – this will be partly with their tutors but also with other subject teams. They will not follow their formal timetable at this stage.

Year 11 will spend tutor time and p1-3 with their tutor. There will be a virtual assembly and a tutor programme to follow regarding well-being, the academic year and what it looks like, their GCSE exams plus the practicalities of returning to school including how to navigate the school site's one-way system, zoned areas and break/lunchtime expectations and fire evacuation etc.

Periods 4 and 5, Year 11 will follow their new timetable. It is **Thursday, week A**.

3. **Friday September 4<sup>th</sup> - Year 7 and Year 9**

- **Year 7** to arrive for **8.20** and head to their tutor base. If arriving early, Year 7 must head to their zone which is Zone A
- **Year 9** to arrive for **8.30** and head to their tutor base. If arriving early, Year 9 students must head to their zone which is Zone B (The Astro)

Year 7 will continue with their induction and transition – this will be partly with their tutors but also with other subject teams. They will not follow their formal timetable at this stage.

Year 9 will spend tutor time and p1-3 with their tutor. There will be a virtual assembly and a tutor programme to follow regarding well-being plus the practicalities of returning to school including how to navigate the school site's one-way system, zoned areas and break/lunchtime expectations and fire evacuation etc.

Periods 4 and 5, Year 9 will follow their new timetable. It is **Friday, week A.**

#### 4. **Monday 7<sup>th</sup> September – Year 7 and Year 8**

- **Year 7** to arrive for **8.20** and head to their tutor base. If arriving early, Year 7 must head to their zone which is Zone A
- **Year 8** to arrive for **8.20** and head to their tutor base. If arriving early, Year 8 students must head to their zone which is Zone E (The Piazza)

Year 7 will continue with their induction and transition, spending tutor time and P1-3 with their tutor.

Periods 4 and 5, Year 7 will follow their new timetable. It is **Monday, week B.**

Year 8 will spend tutor time and p1-3 with their tutor. There will be a virtual assembly and a tutor programme to follow regarding well-being plus the practicalities of returning to school including how to navigate the school site's one-way system, zoned areas and break/lunchtime expectations and fire evacuation etc.

Periods 4 and 5, Year 8 will follow their new timetable. It is **Monday, week B.**

#### 5. **Tuesday 8<sup>th</sup> September – Year 7 and Year 10**

- **Year 7** to arrive for **8.20** and head to their tutor base. If arriving early, Year 7 must head to their zone which is Zone A
- **Year 10** to arrive for **8.30** and head to their tutor base. If arriving early, Year 10 students must head to their zone which is Zone D (Between Block 3 and 5)

Year 7 will continue with their induction and transition, spending tutor time and P1-3 with their tutor.

Periods 4 and 5, Year 7 will follow their new timetable. It is **Tuesday, week B.**

Year 10 will spend tutor time and p1-3 with their tutor. There will be a virtual assembly and a tutor programme to follow regarding well-being plus the practicalities of returning to school including how to navigate the school site's one-way system, zoned areas and break/lunchtime expectations and fire evacuation etc.

Periods 4 and 5, Year 10 will follow their new timetable. It is **Tuesday, week B.**

#### Work when students are not in school

For the days that students are not in school they will be set transition work to complete by all of their subjects. **The formal timetable will start on Wednesday 9<sup>th</sup> September, Week B.** If students have PE/Dance on their timetable from this date onwards, they should wear their PE/Dance kit with their school jumper and not their school uniform.

#### Why transition days?

It has been made clear by parents and by our students that there will need to be some time given to re-integration, well-being and getting used to routines (especially new ones).

Students comments from the questionnaire have stated:

*'The focus should be on getting used to going back to school and being in a classroom again.'*

*'Take it slowly don't rush straight back in to fill in work as this will take a while for us to get used to again'*

*'Easing everything back in gently, don't pile it on and start with the difficult things straight away.'*

*'to understand that we won't be able to handle a sudden bounce back into the amount of work we were doing before lockdown and that we will need to ease into it otherwise it will be too overwhelming.'*

We felt that by using a day per year group that this ensured that they could find their feet again and be able to take some time and focus to do this.

It was felt that Year 7 needed more time for induction because they were unable to have the physical transition in July and this ensures that they have not only time to learn the site, the routines but also to get to know people from their Year group too.

The school day overall is very similar with some important tweaks:

### **The Revised School Day**

8.20 – Year 7 and 8 arrive at school and head to their tutor bases

8.30 – Year 9 and 10 arrive at school and head to their tutor bases

8.40 – Year 11 arrive at school and head to their tutor bases.

9.00-10.00 – Period 1

10.00-11.00 – Period 2

11.00-11.30 Break 1. Students in Year 9-11 to purchase food

11.30-12.30 – Period 3

12.30-1.00 Break 2. Students in Year 7 & 8 purchase food.

1.00-2.00 – Period 4

2.00-3.05 - Period 5\*

3.05-4.00 – ESP – Year 11 only

\*A staggered exit using both school gates

2.45 – Year 7 leave the site

2.50 – Year 8 leave the site

2.55 – Year 9 leave the site

3.00 – Year 10 leave the site

3.05 – Year 11 who do not have ESP's and are not working in the LRC or 216 to leave the site

Any student who is early to school needs to go to their zoned area as well as for the two break times:

Year 7 – Zone A - Tennis courts

Year 8 – Zone E - The Piazza

Year 9 – Zone B - The Astro

Year 10 – Zone D - Between Block 3 and 5

Year 11 – Zone C - The Muga and surrounding area

All students need to be in their tutor groups by the allocated time. By 8.45 there should be no students wandering the school site.

### **System of controls: Prevention**

#### **1. Illness**

'Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.'

*Guidance for full opening: schools*

- We ask all parents to follow this guidance and keep the school up to date with the outcome. The school will follow the government guidance if anyone tests positive within school of COVID-19

#### **2. Hygiene**

'Clean hands thoroughly more often than usual'

'Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach'

'Public Health England does not (based on current evidence) recommend the use of face coverings in school'

'Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating' *Guidance for full opening: schools*

- Around the school, there are hand sanitising stations for students and staff to use as and when they require
- In every classroom, there is hand sanitiser. Students will be expected to hand sanitise their hands as they enter and when they exit each classroom.
- Each classroom will have cleaning materials for staff/students to use who may be anxious and who will want to clean the area that they are sitting in
- Each classroom will have a box of tissues for students/staff to use
- Staff and students will be reminded to wash their hands and practice good respiratory hygiene 'catch it, bin it, kill it' throughout the day.
- Unless cold, all classrooms will have windows and doors open to provide natural ventilation within the room

### 3. Cleaning

'Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach'

'Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.' *Guidance for full opening: schools*

- The school has employed a housekeeper who will ensure that all toilets are cleaned and checked throughout the day
- Empty classrooms will be wiped down using detergent sprays by the Housekeeper and bins emptied.
- Shared items such as door handles will be cleaned more often than normal

### 4. Social distancing and grouping students

'Minimise contact between individuals and maintain social distancing wherever possible'

'Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.'

'It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing' *Guidance for full opening: schools*

- The school is working on Year group bubbles.
- Zones within the school ensure that during break times students are separated
- Corridors are all one way to ensure that all students/staff do not have to pass each other; the flow is all in one direction.
- Staff will be expected to maintain distance from their students and other adults
- All classrooms will be organised with seating students side by side and facing forwards.
- Large gatherings such as assembly are at the moment cancelled and assemblies will take place remotely in tutor bases.
- All external doors to classrooms will be used to ensure as few students as possible are using the internal corridors.
- Every class will have numbered seats and a seating plan and all students will need to sit in this seat at all times. A copy of these seating plans will be held centrally in order for the school (if needed) to be able to complete a track and trace internal system should a student or member of staff become ill.

### 5. Arriving and leaving school

‘Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school’ *Guidance for full opening: schools*

- We have put in place staggered start and finish times, as a school we are lucky that our students tend to dribble into school as the majority walk.
- Students who use public transport (and therefore will need to wear a mask for this) are encouraged to walk or cycle if this is possible. Public Transport will not have as many places available on the buses due to the need for social distancing. Students wearing masks should remove them safely when entering school.

## 6. Equipment and resources

‘For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.’

‘Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces’ *Guidance for full opening: schools*

- Students will be expected to bring all the necessary equipment to school.
- Bags are allowed.
- Fully charged Chromebooks for Year 9-11 should be brought into school.
- Staff and students can take books home although unnecessary sharing is to be avoided.
- Students can buy equipment from the LRC.
- Staff will be encouraged not to use equipment/resources that are shared between classes. If this happens then these resources will be cleaned frequently.
- Sports, Art, Design Tech and Science equipment will be wiped down or left unused for 48 hours/72hours if plastic.

## School operations:

### **A) Travel to school**

‘We expect that public transport capacity will continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.’

‘Social distancing has significantly reduced available transport capacity’ *Guidance for full opening: schools*

- Students who use public transport (and therefore will need to wear a mask for this) are encouraged to walk or cycle if this is possible.
- Public Transport will not have as many places available on the buses due to the need for social distancing. Students wearing masks should remove them safely when entering school.
- The school site will be closed for students who are being brought into school by car. Parents should drop students off and allow students to walk to the school gates.
- Parents can use the Park and Stride from the Village or B&Q.

### **B) Attendance**

‘School attendance will therefore be mandatory again from the beginning of the autumn term.’  
*Guidance for full opening: schools*

- We are encouraging all parents to send their children back to school in order that they now do not miss out on any more class time.
- If there is a concern about attendance, please contact your child’s DOPA.

### **C) Catering**

*'We expect that kitchens will be fully open from the start of the autumn term' Guidance for full opening: schools*

- The catering team will produce 'grab bags' for students who wish to purchase food. These will cost £2.20. These bags will contain items such as a drink, snack, sandwich including a vegetarian option and/or sausage roll. In all areas where food can be bought these will be the only food on sale. Any dietary needs will be catered for, please make sure that we have all relevant and up to date information.
- Information about the grab bags will be found on the website. Once the system is up and running we will be looking to extend what is available.
- Break and lunchtimes will be divided into 2. Break 1 from 11-11.30 and Break 2 from 12.30-1.00
- Students will be divided into two – Year 9-11 Break 1 and Year 7 & 8 Break 2 – to purchase their food
- Students will be allocated an area of the school to purchase food from in order to spread out the numbers of students in one area.
  - Main hall - Year 11 Break 1 and Year 7 Break 2
  - Small dining hall servery - Year 10 Break 1 and Year 7 Break 2
  - Red dining hall - Year 9 Break 1 and Year 8 Break 2
- Grab bags will be placed on tables around each of the above areas for students to purchase.
- Once food has been purchased students should walk with their food to their allocated zone and eat their food there.
- Students will be expected to sanitise their hands after paying for their lunch via the biometric system. (They will have already sanitised their hands on exit from their last lesson)
- Students need to bring in a coat to wear if the forecast is suggesting rain
- If it is raining, students will eat in their tutor bases and duty staff will move to supervising Blocks.
- Students should bring a bottle of water to school as at this stage all water fountains are not in operation.

#### **D) School visits**

*'In the autumn term, schools can resume non-overnight domestic educational visits' Guidance for full opening: schools*

- There are currently no scheduled school trips across this academic year.



- Our ambition will be to start planning for these as the year progresses as these are important part of our students' learning.

#### **E) Visitors to the school**

- We will be minimising the number of visitors to the school site. Therefore, an appointment needs to be made prior to arriving at the school
- Any visitors or contractors that do come onto site will have the expectations of the school explained to them

#### **F) Uniform**

'We would, however, encourage all schools to return to their usual uniform policies in the autumn term.'

'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.' *Guidance for full opening: schools*

- It is our expectation that students return to school in full uniform.
- Students who have PE/Dance on their timetable **can** wear their PE/Dance kit into school for the whole day as changing facilities are closed at this time.

#### **G) Fire evacuation**

- The muster points for this have changed due to the restrictions we have in place at present.
- Year 7 and Year 10 will use the tennis courts (Zone A)
- Year 9 and 8 will use the Astro (Zone B)
- Year 11 will use the Muga (Zone C)
- During their first induction day, students will be taken to these areas.
- During an evacuation students/staff mustn't walk through buildings but **MUST** use the closest external door. This may mean ignoring the one-way system.

#### **H) Student Services**

- Student Services will operate in the same way to support staff, parents and students
  - Student services staff will be available to talk to students if an appointment is made.
  - If a student requests to see Student Services, then staff can email the team using [studentservices@wildern.org](mailto:studentservices@wildern.org)
  - If a student needs to see Student Services staff outside of an appointment or in-between lessons, they must wait outside of the office in the waiting zone.

## I) The Learning Hub

- This space will work largely as normal
- Social distancing will be observed of up to 2m as there will be students from different Year Groups using the space.
- In the Hub there is hand sanitiser. Students will be expected to hand sanitise their hands as they enter and when they exit the Hub.
- There will be cleaning materials for students to use who may be anxious and who will want to clean the area that they are sitting in
- The Hub will have boxes of tissues for students to use
- Staff and students will be reminded to wash their hands and practice good respiratory hygiene 'catch it, bin it, kill it' throughout the day.
- Unless cold, all classrooms will have windows and doors open to provide natural ventilation within the room

## J) First Aid

- Students will be able to use this as normal. However, as the space is small, students will need to wait outside the office until asked to enter.
- The door to First Aid will be open in order to maximize ventilation
- If a student presents with COVID symptoms they will be taken to an adjoining room that is separate to first aid to await collection. This room will be the room directly behind First Aid.

## Curriculum expectations

'Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.'

'Plan on the basis of the educational needs of pupils'

'Develop remote education so that it is integrated into school curriculum planning' *Guidance for full opening: schools*

- Students will be taught the full range of subjects to ensure a broad and balanced curriculum.
- Where necessary subject areas may prioritise key topics/knowledge that is deemed important
- Students will be assessed in many ways to ensure that any gaps in knowledge are identified; these will be through activities such as quizzes, questioning students, observing students, looking at their work.
- Home learning activities will continue to be developed across the school in case of a future lockdown

### 1. PE/Dance

- Students should wear their kit into school on the day that they have these subjects
- Equipment will be thoroughly cleaned after each activity
- Outdoor sports will be prioritised
- Extra-curricular activities will be offered whilst maintaining the required guidance

## **2. Other practical subjects**

- These subjects will follow their specific subject guidance in order that all students and staff are safe
- This may mean that in the first instance, staff are demonstrating or students are watching films of practicals
- Risk assessments will be completed by all practical departments indicating how the use of equipment will be managed in-line with guidance
- For Design Tech and Art a short sleeved old shirt should be brought into school, rather than students sharing an apron

## **3. Intervention**

- This will take place as usual for students who have been identified by their class teacher as needing further support.

## **4. Well-being and support**

- This will take place in many different ways: during the tutor programme, MSS lessons, visits to Student Services, use of our qualified ELSA staff, our counsellor
- The school is also in liaison with the school nursing team
- The well-being area of the student/staff website will be highlighted for both to use
- Staff may also wish to access the free MindEdlearning platform for professionals which includes a [coronavirus \(COVID-19\) staff resilience hub](#) with materials on peer support, stress, fear and trauma and bereavement.

## **5. Behaviour**

- There have been some adaptations to the behaviour procedures to take into account the guidance on returning to school to ensure that we can maintain the high standards of behaviour we expect.