



wildernschool

Parent & Student Guide

Returning to school

June 2020

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Every Student Matters, Every Moment Counts

Introduction

As you will be aware from all of our correspondence, we are now moving into the next phase to support Year 10 students by offering face-to-face sessions in line with government guidance.

The following guidance is intended;

- To maintain the health and safety of staff, students and the wider community.
- To provide a face-to-face opportunity for every Year 10 student to engage with their subject teachers to support the ongoing home learning programme.

Obviously the rules surrounding social distancing are paramount and must form the basis for any interaction that takes place. Face-to-face sessions are designed to complement the ongoing home study programme in place. We would encourage all students to continue to interact with their teachers to ensure that they are completing the work set in each subject area.

It is vital that parents have replied with a “Yes” to the recent survey in order to access the Year 10 provision offered. Numbers are critical to our planning particularly in light of managing the distancing and resulting numbers in classrooms. If you have not replied or want to change your response then please contact Mr Denman to discuss.

This booklet gives parents and students the information required to return to school safely. Please read it very carefully. If you have any further questions or concerns then please contact Mr Denman or email wildern@wildern.org and we will respond as soon as we can.

For general information about Covid-19 please read the following link;
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Safety

Considerable measures have been taken in school to follow Government guidelines and to keep students and staff as safe as possible.

- Students will be limited to a maximum number in each classroom dictated by social distancing. This means we have no more than a quarter of the year group in at any one time.
- Face-to-face sessions will take place in allocated teaching rooms with their normal teacher and a subject specialist who will rotate during each 2 hour session
- Entrances will have 2m markings to allow social distancing.
- There will be no allocated break in the session except for an informal break to switch staff. Students will remain in the class at all times.
- All staff have their own personal packs of antibacterial cleaner and have had briefs on the safety measures in school
- Food and drinking water is not available on site so please bring anything required. There will be no access to water fountains.
- The site is set up to allow for social distancing with clear markings and guidance. Students must adhere to this at all times.
- All movement around school will be handled in a staggered fashion to limit interaction.
- The cleaning regime at school will allow for continuous cleaning throughout the day in addition to the cleaning after school hours. Each room used will be fumigated at the end of the day.

All factors will be constantly under review to ensure student and staff safety.

The Journey to and from school

We can only take responsibility from the time that students arrive at school so please ensure that the journeys to and from school are taken in a safe manner respecting the social distancing measures. According to the guidance, schools should ensure that the use of public transport for school travel is “minimised as far as possible” so please walk or cycle to school if possible (if students are choosing to use public transport, please remember the latest government policy on facemasks). The school car park will **not be open** for pick ups and drop offs for parents.

- If walking, students should remain 2m away from others. Students should time their journey to arrive at the given time on their personalised timetable.
- If cycling, students should dismount before they reach the school site. Cycling on school site is not allowed. Students should secure their bicycle in the bicycle shed. These areas will not be locked.
- Students should only enter the school grounds at the allotted time given as staggering entry and exit is an important part of remaining safe on school site.
- Remain 2 metres away from anyone.
- When leaving the school site, students will be dismissed in a staggered fashion from their classroom. Students must leave the site immediately and not wait for others. They should go straight home following social distancing measures. Students must not wait for their friends outside the school gates or gather in the village in large groups.
- Don't forget hands should be washed immediately when students return home. If there are vulnerable members at home, changing clothes and putting them in the washing machine is advised.

Arriving at school

Students must arrive through the main gate at school at the time allocated on their personal timetable.

The morning sessions are:

8:45-10:45, 9:00-11:00, 9:15-11:15 or 9:30-11:30

The afternoon sessions are:

12:00-2:00, 12:15-2:15, 12:30-2:30 and 12:45-2:45

They must follow the main path into school, walking at a safe distance of 2 meters from others, follow the signed path between the leisure centre and the hall and round to the entrance foyer to block 3.

At the entrance to block 3 a hand sanitiser station will be available. Students must then enter the school and proceed directly to their classroom, keeping 2m away from any other students by following the markers along the floor. We understand that students will be excited to see their friends but social distancing must be followed. Students should not have any physical contact with each other. Students will be registered in their classroom.

If there is a small queue anywhere on the site then students should ensure that they wait 2m apart from other students.

Students should head straight to their timetabled room for their session. When they enter the room, they should go to their allocated seat directly, using the aisle closest to it. If students wish to wipe down their desk, materials to do this with will be provided.

If a student is late for their session, they will not be able to attend the session or join another.

Uniform and Equipment

School uniform will not be required when attending school sessions. However we do request that suitable and appropriate clothing is worn in line with attending school. Please note the following;

- No low cut tops or crop tops should be worn.
- No high cut shorts should be worn.
- Wear appropriate footwear.
- Jewellery in line with school policy.
- Bring warm clothing as windows and doors will be kept open to ventilate all rooms.

Students will need a school bag which they must keep on their person at all times when not in a classroom. When in class the bag will be under their desk.

What to bring to school;

A full water bottle (students will not have the opportunity to fill up their water bottle during the school day).

Any food they require as there will be no food available on site.

2 pens, a pencil and ruler. Equipment cannot be lent or shared with other students.

Personal hand sanitiser or sanitising wipes if preferred.

Tissues/ handkerchief.

Exercise books.

School Planner.

Charged Chromebook

If extra equipment is required for any purpose then it will be supervised by the teacher and cleaned thoroughly after every use.

Tutor and Face to Face Sessions

Students' wellbeing is of the utmost importance to us as they return to school. We understand that they may be nervous about returning to the school site as well as having concerns over the work carried out (or not carried out!) at home. So in the first instance students are invited in for a tutor session. To manage the numbers tutor groups have been split into two groups. Students will know from their personal timetable where their tutor session is, but it will take place in block 3.

Tutors will discuss the impact of the lockdown and air any concerns or barriers to working from home. Students will not be seeing their tutors on subsequent face-to-face days so this is a good opportunity to highlight support that might be needed. The Student Services team will also be on site if there is a need for students to talk to them. This can be done through appointment. Tutors will also give further information about the face to face sessions including;

- Room numbers and timetables for face-to-face sessions.
- Behaviour expectations and discussion on health and safety issues relating to Covid-19.

Face-to-face support sessions will begin on Monday 15th June. Following the Government guidelines we will be welcoming 25% of students who have elected to attend every day.

The aim of the sessions is to provide an opportunity for students to seek support and guidance from their teachers to ensure that they can access the work set at home. Teachers can support students in understanding what they need to catch up if they have not been able to consistently work from home. The teacher may give an outline for the rest of the academic year for home learning tasks. These sessions are designed to support the home learning tasks. Additional study at home will still be required by students to keep up with the curriculum.

Students are getting time with their subject teachers and so over the course of this half term each student will have been in school for a minimum of 8 sessions. This is why it is important for each student to keep up with their remote learning as well.

Expectations in school

We are implementing social distancing measures throughout the school and it is important that students follow all the instructions given at all times.

Whilst in sessions, students will be expected to;

- Respect social distancing at **all times**.
- Come prepared with all necessary equipment and not share any equipment or resources. See “Uniform”.
- Sit in their allocated seat (as identified on their personal timetable).
- Remain seated unless instructed otherwise by their teacher.
- Follow all instructions immediately and without question.
- Enter and leave the classroom individually and only when instructed by the teacher.
- Follow the markings for distance guidance.
- Remain in lessons at all times.
- Complete home learning tasks that teachers set and make their teachers aware of the barriers which are preventing them from completing set work.

It is vital that students respect and follow the additional rules so that we can keep students and staff safe. All other rules relating to conduct around school must also be adhered to in line with our behaviour policy. We understand that students may find it hard to adjust after an elongated absence from school so warnings will be given, however if any of the above rules, or normal school rules, are broken then students risk being withdrawn from lessons and being sent home. Further sanctions in line with our policies may apply for persistent concerns.

If a student is to be sent home, we will contact parents saying that they have been sent away. If we cannot get hold of the parent or additional contacts we will leave a message to say that the student has been asked to leave the site.

Any student using COVID-19 as a threat towards others with regard to attempting to make contact or through spitting or coughing at another member will be withdrawn from school and further serious consequences will be issued.

The use of phones will not be permitted on school site. We expect them to be switched off and be put out of sight. If seen or heard then the phone will be confiscated until the end of the session. If this is an ongoing issue further sanctions may apply.

Attendance & Punctuality

As a school we need to track and report attendance daily in accordance with government guidelines. At such a difficult and unprecedented time it is even more vital that we all work together to ensure that we are aware of students' absences, the expected length and reasons behind it.

If a student arrives late to their face to face session then they will not be able to attend. If a student is turned away because they were late, we will inform parents.

If you have elected to attend face-to-face sessions in school then your child will be expected for every session on their personal timetable. If your child is ill or cannot attend for any reason;

You must ring into the school in the usual manner before 8:30am giving a reason for absence on this number; 01489 779464 . This can also be done through the absence@wildern.org address. If your child is absent with COVID symptoms, please state that in your message.

If you do not let us know then we will be calling you to inform you of your child's absence.

If your child is not attending face-to-face sessions then this will be noted on our system. You will not be required to call daily.

If your child has been attending but then is;

- Ill with Covid-19
- Isolating due to family members
- Withdrawn for the summer term for any reason

Then you **must contact the school** so that our records can be updated.

If a student shows symptoms the student must stay at home and isolate in line with government advice stay at home guidance. Please do not send the student to school. Email the school to let us know, ring 111 and follow their guidance. The student will qualify for a test as they are in the eligible category for returning to school.

If a student develops Covid-19 symptoms whilst at school they must be sent home and advised to follow the stay at home guidance. If a child 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. The student needs to be collected by parents/carers as soon as possible.

If there are confirmed cases of Covid-19 at school you will be informed in line with government guidance.

Year 10 Key worker students.

On days that they have a face to face session timetabled, students will come in for this session only and not attend the key worker provision. Vulnerable/ Key worker Year 10 students can attend the key worker provision on days that they do not have a scheduled face to face session.

Pastoral Support

This will continue as it has done throughout lockdown. If any student needs support they can access this through the student services team, Mr Denman (Director of Progress and Achievement) or indeed any member of school staff who will all make sure that students are directed to the right person for support. This goes for all of our families.

When in school for face to face sessions, students will have the opportunity to speak to the Student Services team or a member of the pastoral team as well as SLT and Senior Leaders of Learning.

If a student wishes to see a member of the pastoral team, they can request this on arrival and they will be given a time that they will be seen in a room that allows for appropriate social distancing or a time will be arranged for a follow up call.

The Students Services team office will be attended throughout each session from the 15th June.

Remote Education (Home Learning)

In accordance with DfE guidance, there will be a clear expectation from us that remote education will continue to be the predominant form of education for all year groups, including Year 10.

Home Learning tasks will continue to be set through Google Classroom. It may be that the week's work is set on a Monday so students will need to manage how they complete the work in a way that suits their circumstances the best. Staff will not be setting work in addition to the 2 hour face to face sessions.

It is vital that students engage with the tasks set. If work is not completed, subject teachers' concerns will be raised with the student in the first instance and then with the pastoral team who will then provide guidance regarding parental contact.

Medical & First Aid

If students normally have medication that is kept in the medical room, this will need to be brought in to school on the days that students are in, with clear instructions on how and when this should be taken. The medicines should be taken home by the student at the end of the session. The student will need to keep the medication with them unless it is unsafe to do so. If this is the case, please contact Mr Denman or the First Aid room.

You may have some questions around what to do if you or anyone in your household are considered Clinically Vulnerable or Clinically Extremely Vulnerable. Please see the guidance below. This will always be under review as government guidance changes.

Can I allow my child to return if they are a clinically extremely vulnerable child (shielding)?

The government guidance for parents states that children and young people who are considered extremely clinically vulnerable and shielding should continue to shield and should not be expected to attend. DfE guidance must be followed and at present these children should not be allowed to return and we would consider it a child safeguarding risk if a parent brought a shielding child into school.

Can I allow my child who is clinically vulnerable (not shielding) to return?

The government guidance for parents states: Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

Can I allow my child to return if I know they live with someone who is clinically extremely vulnerable (shielding)?

The government guidance for parents states: Children and young people who live in a household with someone who is extremely clinically vulnerable and shielding should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.

This remains a family decision.

Can I allow a child to return if I know they live with someone who is clinically vulnerable but not shielding (government list)?

The government guidance for parents says: Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend.