

## Hedingham School 10 March 2021 Re-Opening Guidance for Parents and Students

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Following the Government's announcement of the full reopening of schools from 8 March 2021, the in-school provision for students has been carefully considered and risk assessed. The details in the government guidance has been used to plan and structure our approach to full reopening. It is important to make clear that the design and nature of in-school provision has been primarily based on safety, but careful consideration has also been given to the educational value and experience for our students.

### Key Principles:

- **Students will remain in Year Group "Bubbles"** – Any extended periods spent with others in school (during structured and unstructured time) will be within Year group bubbles. Mixing will be minimised, which has resulted in changes to the timings of the school day, tutorial structure, assemblies and break times. Students will continue to have their tutorial sessions in year group classes
- **The structure and timing of the school day** – This involves staggering break and lunch time as well as careful room allocation to reduce the need for students to change classrooms at the end of every lesson (see table below)
- **Good hand hygiene remains high priority** – Students will be expected to use sanitiser stations in rooms when entering and leaving as well as when using specialist equipment. Students will be expected to sanitise desks and chairs at the end of each lesson
- **Increased cleaning capacity (during and after the school day) has been maintained** (including the appointment of two all-day cleaners)
- To provide added **ventilation**, windows and doors will be kept open as much as possible
- **Teachers can move freely between classes** – This is an essential ingredient of facilitating the delivery of a broad and balanced curriculum. However, staff should keep 2 metres between themselves and students in classroom spaces

### General Logistics

- We will continue to operate a normal timetable with staff in their normal rooms as much as possible. However, in some cases, students will remain in the same classroom for successive lessons so to minimise foot traffic in corridors between lessons
- A reminder of the structure of the school day:

Time	Period
8.45-9.00	Arrival
9.00 -10.00	Period 1 (with registration)
10.00-11.15	Period 2 *
11.15 – 12.15	Period 3
12.15-1.15	Lunch Period with tutorial
1.15-2.15	Period 4
2.15-3.15	Period 5 **

\* Period 2 will contain a scheduled break (please see Appendix 1)

\*\* Period 5 will include a phased departure

- Movement within the main building of the school will be directed using a one-way system
- Each year group will have their own lunchtime outside space. Temporary covered areas have been arranged to enable these areas to be used in all weather conditions
- **Face coverings will be expected to be worn in classrooms (where the 2m social distancing rule cannot be applied), during movement in corridors and in social zones.** We have previously identified students who are exempt from wearing face coverings due to medical reasons. If you have not informed the school about this matter, please do so before returning to school. The wearing of face coverings will be reviewed by the Government after three weeks
- All students will return in school uniform
- There will be no changing facility for students and students who are timetabled PE/Dance will attend school in their regulation PE kit on that day
- The Conference Room will continue to operate as the COVID Isolation Room
- There will be no on site after school clubs for the first three weeks (until Easter) except Catch-up provision
- No visitors, including parents, will be allowed on site unless there are exceptional circumstances and the meeting is pre-arranged. The only exception to this is for deliveries.

## Organisational Detail:

	Detail	Staff/Student
<b>Arrival</b>	<ul style="list-style-type: none"> <li>All students to arrive in school by 9.00 am.</li> <li>Buses will be arriving from 8.45 am</li> <li>Students must not congregate and will be directed immediately to the following areas:  <b>Year 8, 10, 12/13 must go directly to Period 1 classrooms</b>  <b>Year 7, 9, 11 must go to social zones (see Appendix 1)</b></li> <li>Students will be directed to classrooms from social zones at 9.00 by Senior Leadership Team and Duty staff</li> </ul>	<ul style="list-style-type: none"> <li>Period 1 staff will be in their lesson 1 classroom at 8.45 am</li> <li>Senior Leadership Team and duty staff will supervise the bus arrival and direct students immediately to their Period 1 classrooms or social zones</li> <li>Teaching staff to complete registers on arrival</li> <li>Students should not congregate in corridors and should move promptly to classrooms or social zones</li> </ul>
<b>Entry to the Building</b>	<ul style="list-style-type: none"> <li>Students will be able to access the building through any entrance</li> <li>Students must adhere to the one-way system where appropriate when moving to Period 1 classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Staff will be present in the building to direct students to their designated area</li> </ul>
<b>Lesson Time</b>	<ul style="list-style-type: none"> <li>Every effort has been made to ensure that students have access to a broad and balanced curriculum. Students will access the full spectrum of subjects as per their standard curriculum. <b>However, we expect that adaptations to these lessons will be necessary due to reduced access to particular teaching spaces and specialist equipment</b></li> <li>Hand sanitiser stations will be available in each classroom. All classrooms are well ventilated and doors should remain open</li> <li>Where possible, all classrooms should be front facing with students seated side to side and not facing each other</li> <li>Practical subjects will offer a modified programme up until the Easter break</li> <li>Behaviour policy to be closely adhered to. Senior Leadership Team will provide support if students are not complying with classroom expectations</li> <li><b>Staff should maintain a 2m distance</b> from students with whom they are in a shared space for an extended period of time.</li> <li>Teaching areas will be marked in classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Staff will arrive promptly at each lesson to greet students at the door and immediately usher them into the classroom. Lining up outside of classrooms in corridors will not be appropriate (with some exceptions ie D&amp;T and Science)</li> <li><b>Students must use the sanitiser station on arrival and departure from classrooms</b></li> <li><b>Students will be expected to sanitise desks and chairs when they exit the room</b></li> <li>Face masks will be expected to be worn in classrooms, where the 2m social distance rule cannot be applied</li> <li>Students should be fully equipped with their own resources. There will be a supply of pens in each classroom to give to (not lend to) students if necessary</li> <li>Computers and other equipment that are permanently based in classrooms will be sanitised at the end of the lesson. Time will be built into the lesson to allow for this</li> </ul>
<b>Movement Between Lessons</b>	<ul style="list-style-type: none"> <li>Movement minimised through certain groups having back to back lessons in the same classroom.</li> <li>One way system employed in key areas</li> </ul>	<ul style="list-style-type: none"> <li>Staff will be an active presence outside the classroom doors to help support with the movement of students between lessons</li> <li>Face masks are expected to be worn in the school corridors</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>Year group specific toilets are available for students during unstructured time (see Appendix 1)</li> <li>Additional toilet cleaning is in place.</li> </ul>	<ul style="list-style-type: none"> <li>Wherever possible students should access toilets during breaks and lunchtime. However, in situations where students do leave the classroom, staff must ensure that students use hand sanitiser stations on departure and arrival</li> </ul>
<b>Break</b>	<ul style="list-style-type: none"> <li>Students will have a 15-minute phased break built into the P2 lesson. Students in Years 7, 9, 11 will have a break from 10.00 – 10.15. Students in Years 8, 10, 12/13 will have a break from 11.00-11.15.</li> <li>Students will be directly supervised by a specific team of duty staff to provide a break for teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>Additional supervision will be available at this time</li> <li>Students return to classes at the end of break when prompted by break time supervision staff</li> <li><b>Staff will be in classrooms</b> when students return from break so to avoid congregation in corridors</li> </ul>

	<ul style="list-style-type: none"> <li>• There will be catering <b>outlets available during break and lunchtime</b></li> <li>• Water will be made available in social zones to refill personal water bottles</li> </ul>	
<b>Lunch</b>	<ul style="list-style-type: none"> <li>• Lunchtime has been reduced to 30 minutes.</li> <li>• There will be a phased lunch, with lunchtime scheduled at 12.15 for students in year 7, 9, 11 and 12.45 for students in year 8, 10, 12/13</li> <li>• Students will be able to access canteen food but at certain outlets (see Appendix I)</li> <li>• There will be no lunchtime clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Students will begin to move back to classrooms from 12.25 to avoid contact with those heading for lunch at 12.30</li> </ul>
<b>PM Tutorial</b>	<ul style="list-style-type: none"> <li>• An afternoon tutorial will continue</li> <li>• There will be no collective assemblies, rather assemblies will be delivered virtually through Microsoft Teams</li> <li>• Tutorial sessions will operate in Year specific learning group classes</li> <li>• All tutorial sessions for Year 8, 10, 12/13 will be timetabled for 12.15 pm</li> <li>• All tutorial sessions for years 7, 9 and 11 will be timetabled for 12.45 pm</li> </ul>	<ul style="list-style-type: none"> <li>• A tutorial programme alongside a catch up programme will be centrally provided</li> <li>• The tutorial programme will be designed around the needs of the Year group (ie Wellbeing/PSHE) academic catch-up</li> </ul>
<b>End of day arrangement</b>	<ul style="list-style-type: none"> <li>• There will be a phased departure for each Year group so to facilitate a phased loading of buses as well as ease traffic congestion on collection <ul style="list-style-type: none"> <li>3.00 pm – Year 7</li> <li>3.05 pm – Year 8</li> <li>3.10 pm – Year 9</li> <li>3.15 pm – Year 10/11/12/13</li> </ul> </li> <li>• Students will be encouraged to leave site promptly.</li> </ul>	<ul style="list-style-type: none"> <li>• Students move swiftly to the bus park. Students who do not use the bus service can leave site immediately</li> <li>• Students should not congregate in large groups outside the school or in the local community</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Students will enter and exit the bus in an orderly manner</li> <li>• Students will sit in Year group zones on the bus (bus companies will work this out)</li> </ul>	<ul style="list-style-type: none"> <li>• Students should follow transport guidelines to ensure the safety of all</li> <li>• Face coverings must be worn on school and public transport</li> <li>• Students who do not follow guidelines will not be allowed to travel on the bus. This will be controlled by the bus company and this will be communicated to all parents before September</li> </ul>

## Appendix I – Unstructured Time Organisational Detail

Year	On Arrival		Break		Lunch		Catering Outlet	Toilets
	Time	Venue	Time	Venue	Time	Venue		
7	8.45-9.00	Basketball/ Netball Courts and Quad	10.00-10.15	Basketball/Netball Courts and Quad	12.15-12.45	Basketball/Netball Courts and Quad	Main Hall	Temp Toilet Block by Gym
8	8.45-9.00	To Period 1 Classrooms	11.00-11.15	Outside Science Link/Courts behind S/Hall	12.45-1.15	Outside Science Link/Courts behind S/Hall	Main Hall	Main toilets
9	8.45-9.00	Outside Science Link/Courts behind S/Hall	10.00-10.15	Outside Science Link/Courts behind S/Hall	12.15-12.45	Outside Science Link/Courts behind S/Hall	Snack Shack	Main Toilets
10	8.45-9.00	To Period 1 Classrooms	11.00-11.15	Basketball/Netball Courts and Quad	12.45-1.15	Basketball/Netball Courts and Quad	Snack Shack	Temp Toilet Block by Gym
11	8.45-9.00	Youth Centre/Area by 58/59	10.00-10.15	Youth Centre/Area by 58/59	12.15-12.45	Youth Centre/Area by 58/59	Youth Centre	Youth Centre
12/13	8.45-9.00	To Period 1 Classrooms	11.00-11.15	Sixth Form Area and Garden	12.45-1.15	Sixth Form Area and Garden	Sixth Form Cafe	Willis Block Toilets

- A detailed pack of key information is available on the school website.