

The Telford Park School



Guidance for full opening September 2020

Information for parents,
carers and pupils



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In line with government guidance all pupils, in all year groups, returned to school full-time from the beginning of the autumn term.

Our ongoing aim is to balance and minimise risk whilst providing the fullest and best educational experience we can for our pupils using the existing resources we have.

Being at school is vital for children's education and their wellbeing. The risk to children themselves of becoming severely ill from COVID-19 is very low. There are negative health impacts of being out of school. Lower academic achievement could translate to a lower standard of living later in life.

Following the Prime Ministers announcement on 5th January 2021 education settings should now only allow vulnerable pupils and the pupils of critical workers to attend school.

We will implement the following government guidance in detail:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In line with the new guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

Throughout this guidance, you will see the term 'bubble' being used regularly. Children will work together in bubbles and, at Telford Park, a bubble refers to a year group of children. These bubbles are protective groups which will minimise children mixing with those from other bubbles.

This document has been produced in line with the school's risk assessment which can be accessed on the school's website. Both documents will be monitored and reviewed regularly.

This information in this booklet will be in place until further guidance is received.

Please be patient with us as we implement and embed the changes highlighted in this booklet and as we adapt as new guidance is released. The new systems are in place for everyone's safety.

Mrs H Rigby

Head of School

Section One

Minimising Risk

The following **essential measures** will be in place across the school site to prevent and in response to infection:

Protective measures recommended by public health England

Section 1a) Prevention:

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

Pupils must not attend school if they have any of the following symptoms:

- **high temperature** - this means they feel hot to touch on their chest or back (you do not need to measure their temperature).
- **new, continuous cough** - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual).
- **loss or change to your sense of smell or taste** - this means you've noticed they cannot smell or taste anything, or things smell or taste different to normal.
- OR if they have tested positive within the last 10 days.

If a pupil becomes unwell during the school day with any of the symptoms listed they will be sent home and advised to follow the stay at home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> The pupil should then be [tested](#).

If a pupil displays symptoms during the school day:

- Parents/carers will be asked to collect the pupil immediately.
- Whilst a pupil is waiting to be collected they will be isolated in the meeting room.
- If the pupil needs the toilet whilst waiting to be collected they must use the toilet in the corridor next to the isolation room. This is the only time this toilet should be unlocked and used.
- In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk

2. Where recommended, use face coverings

- When in national lockdown are applied at high alert or very high alert face coverings are compulsory.
- Pupils will be taught as part of their tutor period the importance of wearing a mask where appropriate; this is **VERY IMPORTANT** and will be repeated regularly.
- Pupils will be asked to wear a mask wear face masks in indoor areas outside of the classroom when moving for example in corridors and communal canteen areas **as well as in the classroom when being taught.**
- In the context of the coronavirus (COVID-19) outbreak, a face covering defined as something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. Face visors are not advised for schools as they only offer eye protection.
- Some pupils will be exempt from wearing face coverings and will wear exemption lanyards.
- Exemption applies to pupils what cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment or disability. It also applies to pupils who speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.
- Pupils who do not have a face covering will be issued with one on arrival or by their teacher.
- If a face covering becomes damp it should be replaced.
- Face coverings should be plain and professional looking.
- Parent/carers who collect their child on foot are asked to wear masks.

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you have touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

3. Clean hands more often than usual:

- Pupils will be taught as part of their tutor period the importance of hand hygiene; this is **VERY IMPORTANT** and will be repeated regularly.
- Pupils will be asked to clean their hands regularly, including on arrival, return from breaks, when changing classrooms, after using the toilet and before and after eating.
- Hand sanitising stations are located near every classroom in school and in open social spaces.
- Signage indicates the correct way to sanitise hands.

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

- Pupils will be taught as part of their tutor period the importance of respiratory hygiene; this is **VERY IMPORTANT** and will be repeated regularly.
- Disposable tissues will be in all classrooms.
- Pupils will receive frequent reminders regarding coughing and sneezing, into tissues or the crook of the elbow.
- Each classroom and open space has a lidded bin controlled by a foot pedal to dispose of used tissues and other waste.

5. Enhanced cleaning, including cleaning frequently touched surfaces

There will be additional cleaning throughout the day in line with public health England and DFE guidance.

This will include:

- More frequent cleaning of classrooms and shared areas.
- Frequently touched surfaces will be cleaned more than normal.
- Regular cleaning of toilet areas.
- A cleaning schedule for shared specialist classroom areas EG DT/Art/PE.

6. Minimise contact between individuals and maintain social distancing wherever possible:

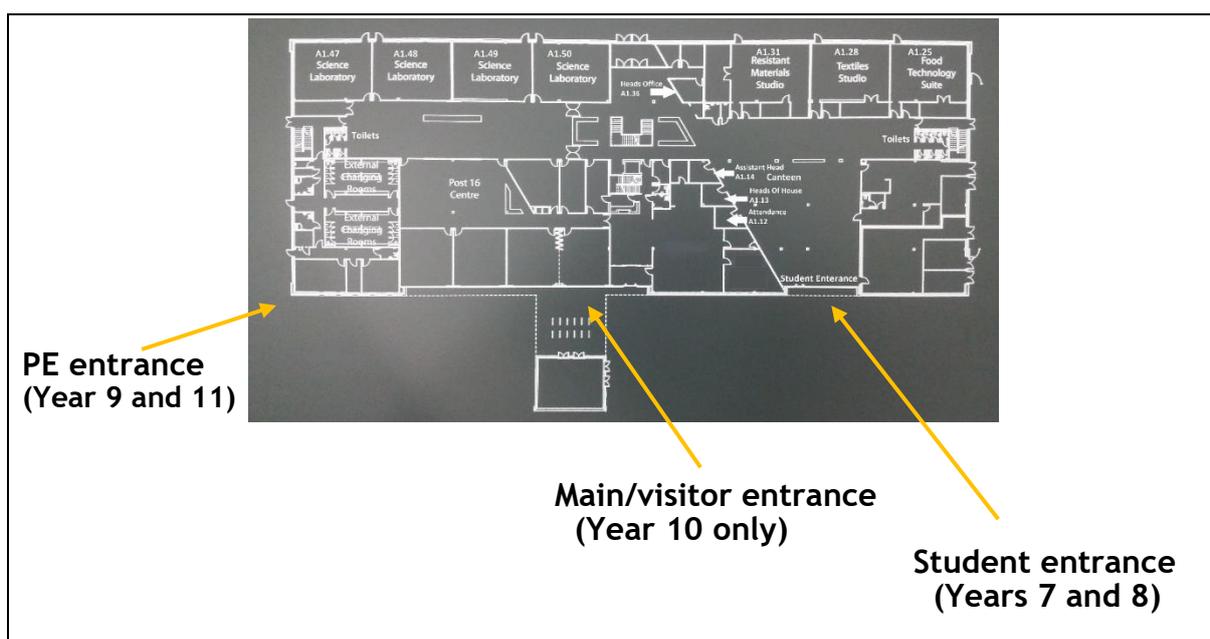
- Reduced contact with others will be achieved by the creation of year group bubbles.

- Our amended timetable ensures year groups operate as separate bubbles.
- Year group bubbles will operate in ‘zone areas’ of the school.
- Pupils will be taught in consistent groups where possible, for example for English, Maths and Science.
- Teachers and other staff will maintain social distancing and will be able to operate across different classes and year groups.
- Pupils should where possible maintain distance from their peers.
- No pupil should **touch** another pupil or a member of staff.
- All pupils will sit side by side and face forwards in every classroom. Where there is fixed furniture distancing should be in place where possible.
- Every class will have a **seating plan** which must be adhered to.
- Movement between classrooms will be limited.
- Large gatherings such as assemblies will take place remotely (where possible and appropriate).
- Brief passing in the corridor or on the playground is low risk.

Arriving and leaving school:

- Pupils’ should arrive at school no more than 5-10 minutes before their allocated start time.
- Pupils will line up at their allocated entrance and will leave via the same exit.
- Pupils will hand sanitise on entry and exit.

	Year 7	Year 8	Year 9	Year 10	Year 11
Breakfast club	8.00am	8.25am			
Start time	8.25am	8.55am	8.55am	8.25am	8.25am
Entrance/Exit	Student entrance	Student entrance	PE entrance	Main/visitor entrance	PE entrance
Entry/Exit staircase	Middle	Right	Left	N/A	Middle
Finish time	2.35pm	3.05pm	3.05pm	2.35pm	2.35pm



What to bring to school

- Pupils may bring a bag, stationary, a coat, packed lunch, money in a sealed envelope to purchase food, a mobile phone, their PE kit when required and their reading book/school books.
- Classroom resources such as books, glue sticks and scissors will be cleaned regularly as part of lesson clearing away routines.
- Teachers will not be able to share items with pupils therefore it is **very important that pupils remember to bring their equipment to school.**

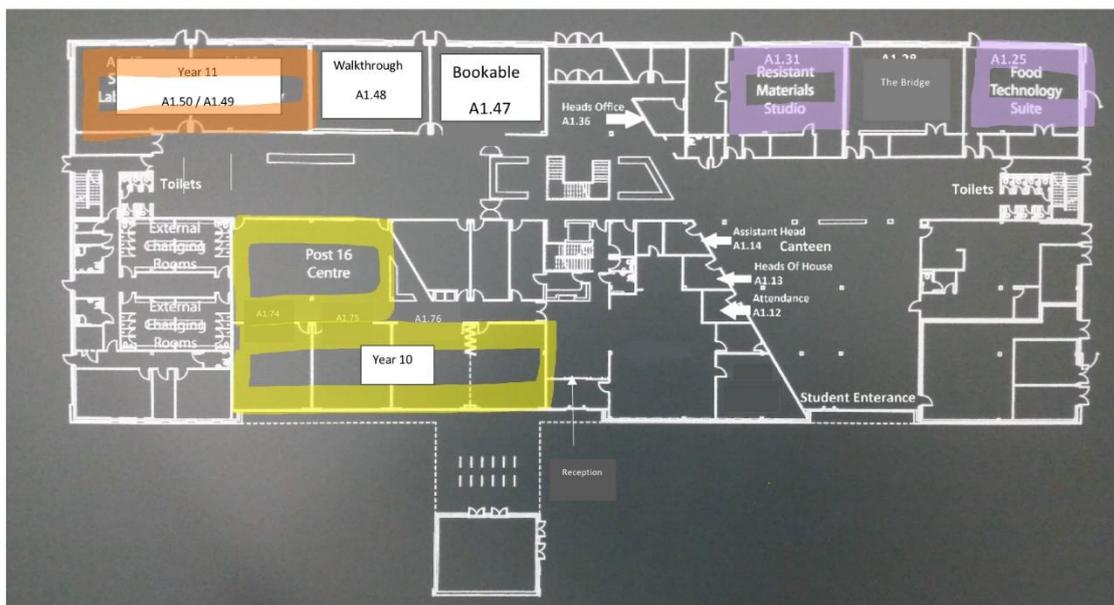
School zones

Pupils will receive the majority of their lessons in zones as highlighted below.

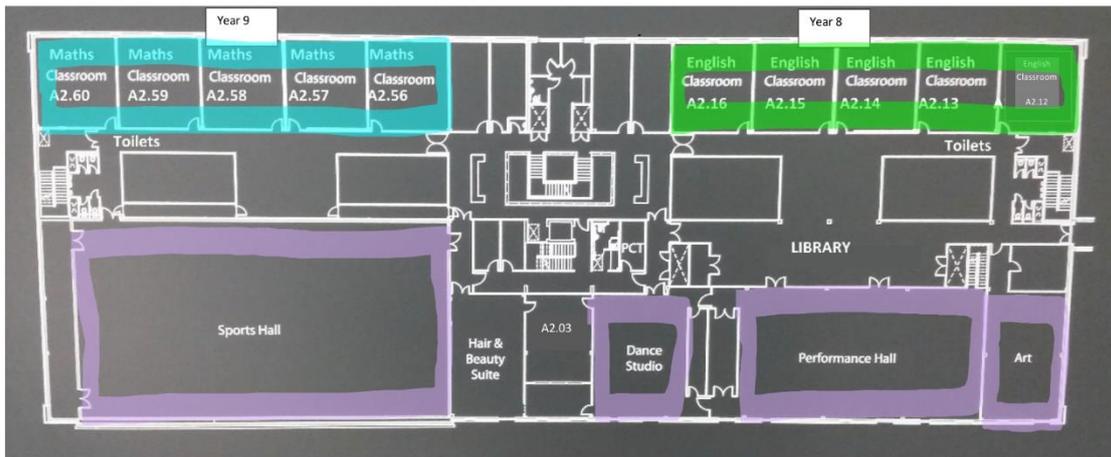
Year group zones

Year 7	Level 3
Year 8	Level 2 (English)
Year 9	Level 2 (Maths)
Year 10	Level 1 (Post 16)
Year 11	Level 3 and Level 1

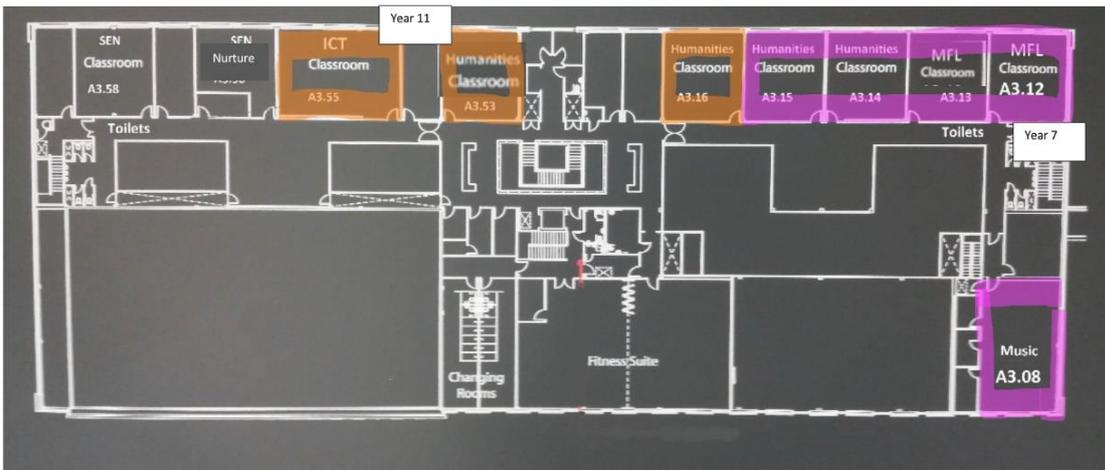
Level 1



Level 2



Level 3



Movement at break and lunchtimes and to specialist spaces

- A one way system will continue to operate and will be signposted.
- At the rest of the time the schools one-way system will be in operation.

The amended school day

	7	8	9	10	11
1	8.25	8.55	8.55	8.25	8.25
2	9.25	9.25	9.25	9.25	9.25
Break	10.55-11.10	10.40-10.55	10.40-10.55	10.25-10.40	10.25-10.40
Tutor	10.25-10.55	10.25-10.40 10.55-11.05	10.25-10.40 10.55-11.05	10.40-11.05	10.40-11.05
3	11.10	11.05	11.05	11.05	11.05
4	12.05-1.05	12.05-12.35 1.00-1.35	12.05-12.35 1.00-1.35	12.30-1.35	12.30-1.35
Lunch	12.35-1.05	1.05-1.35	12.05-12.35	1.05-1.35	12.05-12.35
5	1.35	1.35	1.35	1.35	1.35
6		2.35-3.05	2.35-3.05		
Extra-curricular clubs	No clubs will operate during the period of national restrictions				

Break and lunchtime

- Pupils will remain in their year group bubbles at break and lunch times.
- They will have access to outdoor spaces as per the rota:

	Year 7	Year 8	Year 9	Year 10	Year 11
Area to purchase food at break and lunchtime	Canteen	Canteen	Science Open area	Science Open area	Canteen
Stairs to access lunch and break	Middle	Right	Left	N/A	Middle
Breaktime					
Week 1					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Week 2					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Lunchtime					
Week 1					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Week 2					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

• = use of outdoor space

- Pupils will be supervised and encouraged to maintain social distancing
- Pupils who wish to purchase food will need to hand money in to the catering staff in a sealed envelope.
- In the event of a 'wet' break or lunchtime pupils will remain indoors and separated.

Pastoral support

- To protect the integrity of the bubble tutor groups will become horizontal with tutors now assigned to a year group.
- Each year group bubble will also have its own additional pastoral provision base.
- The house system will remain in operation for example to allow support for family groups.

Ventilation

- It is important that the school is well ventilated and that pupils are comfortable in their lessons.
- All windows will be open before and after school.
- Rooms without windows have built in ventilation.
- Pupils who feel the cold are encouraged to wear a plain white t shirt or vest under their white shirt and a black v neck jumper under their blazer.
- To further enhance our mechanical ventilation system, natural ventilation should continue to be increased where possible. Windows should be opened where there can be, in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air, providing they are not fire doors.

Section 1b) Response to infection

7. NHS Test and Trace process

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.

- Parents/carers (on their child's behalf) must be willing to:
 - Book a test if they are displaying symptoms following the guidance <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
 - Provide details of anyone they have been in close contact with if they test
 - Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Tests can be booked online through the NHS website or ordered via telephone by calling NHS 119 for those without access to the internet. Anyone who is accessing an educational setting has priority access to testing.

Once test results are received school should be informed immediately of the result.

- If negative, no symptoms are present and well enough the pupil or staff member should return to school. Members of their household can stop self-isolating.
- If positive, stay at home guidance should be followed: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Self-isolation should continue for at least 10 days since the onset of the symptoms

Section Two

School Operations

Travel to and from school

- Where possible all pupils are encouraged to walk or cycle to school alone, pupils should not meet their peers on the way.
- Pupils who travel on public transport will need to allow plenty of time for their journey to school. Wearing of masks on public transport is mandatory for those aged 11+.
- Pupils using public transport will need to follow this guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- Pupils who are travel via car should be dropped off and picked up in the school car park. We are asking whoever drops them off or picks up to wait in the car.
- Parents and carers who walk their children to and from school should wear masks in the vicinity of the school.
- Parents and carers should not gather at the school gates.
- Any messages that need to be given to school staff should be done so by telephone call or email. We are asking parents and carers to not approach school staff on duty in the morning or after school. Parents and carers should not attend the school site without an appointment.
- At the end of the school day pupils should leave the school site immediately and go straight home.

Attendance expectations

- The majority of pupils will be able to attend school.
- Attendance to school is mandatory and it is vital that pupils return to school to the long-term impact of the pandemic on their education.
- Any pupil absence should be reported in the usual way.

The following guidance will support decisions for families regarding pupils attending school:

Ready Reckoner – Pupil attendance at school from 11th January 2021

Pupil is	Attendance at school
Unwell with symptoms that could be Covid 19, however mild	MUST stay at home. Do not attend school. Must follow government self-isolation guidelines . Must be tested . Must provide information to NHS test and trace . School must provide remote learning if pupil is well enough
Pupil is clinically extremely vulnerable	MUST stay at home. Do not attend school. School must provide remote learning.
Required to quarantine by UK Border rules on arrival in UK from overseas.	MUST self-isolate for 10 days from arrival in UK in line with UK rules. Do not attend school. Absence will be authorised where pupil is quarantining. School must provide remote learning.

None of the above apply	During the period of national lockdown schools remain open to vulnerable children and young people and the children of critical workers only. All other pupils should receive remote education.
For vulnerable children and young people and the children of critical workers: Not unwell, but someone in household has symptoms that could be Covid 19, however mild; or has otherwise been in close contact with someone who tests positive for Covid 19; or has been requested to self-isolate by NHS test and trace	MUST stay at home. Do not attend school. Must follow government self-isolation guidelines <i>unless</i> Contact was at school and pupil is eligible for and consents to serial daily lateral flow tests at school (Secondary only). In this case pupil can attend school once they test negative each morning. School must provide remote learning

Pupils and families who are anxious regarding a return to school

- If you and your child is anxious about their return to school please email parkpastoralsupport@taw.org.uk the email will be reviewed and forwarded to the most appropriate person to offer support, that member of staff will be in contact with you directly.
- The Department for Education (DFE) is providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](#) is available.

School uniform

- Pupils are expected to return to school in full school uniform as per the schools uniform policy: <http://www.telfordparkschool.co.uk/assets/2018-2019updates/policyupdates/feb2019/uniformpolicy18-20park.pdf>

Safeguarding

- The schools safeguarding and child protection policy has been revised to reflect COVID-19 and is available on the schools website: <http://www.telfordparkschool.co.uk/assets/aa20192020updates/safeguardingandchildprotectionpolicy-covid19-park.pdf>

Extra-curricular provision

- Extra-curricular activities will take place within year group bubbles.
- Homework club is available as follows:

Year Group	Day	Time	Location
7	Tuesday	2.35-3.35pm	The Link

8	Wednesday	3.05-4.05pm	The Link
9	Wednesday	3.05-4.05pm	SEND Intervention Room
10	Thursday	2.35-3.35pm	The Link
11	Thursday	2.35-3.35pm	SEND Intervention Room

- **No clubs will take place during the period of national restrictions.**

Educational visits

- Schools are now able to resume non-overnight domestic visits.
- Thorough risk assessments will be undertaken prior to any visit taking place.

Section Three

Curriculum, behaviour & pastoral support

Curriculum expectations:

In line with DFE guidance the key principles that underpin our approach to curriculum planning are:

- Education is not optional.
- The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects.
- Remote education, where needed, is high quality and aligns as closely as possible with in-school provision.

When pupils returned to school our initial priority was to help them reconnect with school, the staff and their friends. We will continue to support them to cope with the many changes we have had to make whilst also recognising that a structured routine will help pupils feel the normality of a school day.

We will continue to use assessment strategies to establish pupils' starting points and address any gaps in their knowledge and skills as well as tackling any misconceptions. This will inform all further curriculum planning and teaching time will be prioritised to address any gaps in pupils' knowledge as well as informing any intervention that will need to take place.

Specific points for KS3 (Years 7-9):

For pupils in key stage 3, the curriculum should also remain broad so that the majority of pupils are taught a full range of subjects over the year, including sciences, languages, humanities, the arts, physical education/sport, religious education and relationships, sex and health education. This provision is fully in place as the school moves to a 3 year KS3 from September. For our pupils in year 7, we will use our previously stated assessment strategies to pay particular attention to gaps English and Maths and by teaching essential knowledge and skills from the key stage 2 curriculum where necessary.

Specific points for KS4:

The vast majority of pupils in year 10 and 11 continue to study their examination subjects, to support them towards their preferred route to further study.

Practical subjects:

Our plan allows continued delivery of all areas of the curriculum, including specialist and practical subjects. The guidance highlights particular precautions that are needed for practical subjects. It is for this reason that subject leaders from PE, DT, Art, Performing Arts and Science have submitted specific risk assessments/plans that will adhere to in these lessons.

Behaviour expectations:

Our behaviour expectations remain unchanged and the consequence system will operate as normal.

Deliberate acts to undermine COVID 19 safety precautions will be categorised as a minimum C5 with the consideration of a C6.

Section Four: Assessment

Exams

- GCSE exams will no longer be taking place.
- Ofqual are due to consult with schools shortly regarding what external assessments will take place.

Section 5: Contingency planning

Process in the event of local outbreaks

- For individuals or groups of self-isolating pupils school will provide work that mirrors the normal curriculum offer to ensure continuity of education wherever possible.
- If a local lockdown was put in place the school would temporarily revert to its remote teaching offer again to ensure continuity of education.