

The Telford Park School



2021-22

**Information for staff,
parents, carers, and
pupils**



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This guidance document explains the actions The Telford Park School will be taking to continue to reduce the transmission of COVID-19, including advice issued by Public Health England.

September 2021 marks a new phase in the government's response to the pandemic. It is now imperative to reduce the disruption to children's and young people's education.

Our ongoing aim is to deliver high quality face to face education to all pupils.

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 physical and mental health impacts of being out of school. For example, lower academic achievement could translate to a lower standard of living later in life.

We will implement the following government guidance in detail:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

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.

The biggest changes will be made from September 2021 are:

- Removal of year group bubbles.
- Face coverings are no longer advised for pupils, staff or visitors in classrooms or communal areas or on public transport.
- Face to face assemblies can resume.

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. Any new systems are in place for everyone's safety.

Mrs H Rigby

Headteacher

Section One

Control measures

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

1. Ensure good hygiene for everyone.

Hand hygiene

- Pupils will be asked to clean their hands regularly.
- Hand sanitising stations are located near every classroom in school and in open social spaces.

Respiratory hygiene

- The 'catch it, kill it, bin it' approach continues to be very important.
- 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.

Use of personal protective equipment (PPE)

- PPE will only be needed in a very small number of cases for example:
 - Where a young person becomes ill with COVID-19 symptoms and a 2 metre distance cannot be maintained.
 - Where a pupil has intimate care needs.

2. Cleaning

There will continue to be additional cleaning throughout the day.

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.

3. Ventilation

- Good ventilation reduces the concentration of the virus in the air.
- It is important that the school is well ventilated and that pupils are comfortable in their lessons.
- All windows will be open before 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.

4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual tests develops COVID-19 symptoms or tests positive

- Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#).
- **No-one should attend school if they have symptoms of COVID-19, have had a positive test result or any other reason requiring them to stay at home due to the risk of them passing on COVID-19.**
- If anyone at school develops [COVID-19 symptoms](#) they should self-isolate.
- 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.

Asymptomatic testing

Testing remains important to reduce the risk of infection in schools.

- On their return pupils (where consent has been provided) will receive two onsite tests.

Pupils return dates and start times depend on their year group and the first initial of their last name.

The dates and times that pupils will return to school are as follows:

Year 7

Testing date: Friday 3rd September.

Return date: Monday 6th September (8.25am start)

Friday 3 rd September Year 7 Appointment Time	
12.35pm-1.05pm	Surname A-F
1.05pm-1.35pm	Surname G-L
1.35pm-2.05pm	Surname M-Q
2.05pm-2.35pm	Surname R-Z

Year 11

Testing date: Monday 6th September

Return date: Tuesday 7th September (8.25am start)

Monday 6 th September Year 11 Appointment Time	
8.55am-9.25am	Surname A-F
9.25am-9.55am	Surname G-L
9.55am-10.25am	Surname M-Q
10.25am-10.55am	Surname R-Z

Year 10

Testing date: Monday 6th September.

Return date: Tuesday 7th September (8.25am start)

Monday 6 th September Year 10 Appointment Time	
12.35pm-1.05pm	Surname A-F
1.05pm-1.35pm	Surname G-L
1.35pm-2.05pm	Surname M-Q
2.05pm-2.35pm	Surname R-Z

Year 9

Testing date: Tuesday 7th September

Return date: Wednesday 8th September (8.25am start)

Tuesday 7 th September Year 9 Appointment Time	
8.55am-9.25am	Surname A-F
9.25am-9.55am	Surname G-L
9.55am-10.25am	Surname M-Q
10.25am-10.55am	Surname R-Z

Year 8

Testing date: Tuesday 7th September.

Return date: Wednesday 8th September (8.25am start)

Tuesday 7 th September Year 8 Appointment Time	
12.35pm-1.05pm	Surname A-F
1.05pm-1.35pm	Surname G-L
1.35pm-2.05pm	Surname M-Q
2.05pm-2.35pm	Surname R-Z

If a pupils first test result is negative, they will be able to return to school the following day. If positive, we will follow the usual school procedures for dealing with a positive case.

The chart shows the outline of tests for each year group:

	Friday 3 rd September	Monday 6 th September	Tuesday 7 th September	Wednesday 8 th September	Thursday 9 th September	Friday 10 th September
Year 7	TEST 1			TEST 2		
Year 8			TEST 1			TEST 2
Year 9			TEST 1		TEST 2	
Year 10		TEST 1			TEST 2	
Year 11		TEST 1		TEST 2		

Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should test twice weekly until the end of September, when this will be reviewed.

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance](#) and take a [free PCR test to check if they have COVID-19](#). Whilst awaiting the PCR result you should continue to self isolate.

Section Two

School operations

The school day

All pupils will enter school via the student entrance. School will open at 7.30am for breakfast club where free toast is provided.

Pupils do not need to book a place for breakfast club.

Period 1 & registration	8.25 – 9.25am
Period 2	9.25 – 10.25am
Personal tutor time/staggered break	10.25 – 11.05am
Period 3	11.05 – 12.05pm
Period 4/staggered lunch*	12.05 – 1.35pm
Period 5 & registration	1.35 – 2.35pm
End of the taught day	2.35pm
Other activities	from 2.35pm
*When not in period 4 students will take lunch:	
Years 9 & 11	12.05 – 12.35
Year 7	12.35 – 1.05
Years 8 & 10	1.05 – 1.35

Breaktime

10.25-10.45: Years 7 and 10

10.45-11.05: Years 8, 9 and 11

Lunchtime

12.05-12.35: Years 9 and 11

12.35-1.05: Year 7

1.05-1.35: years 8 and 10

Pupils will be able to use the main canteen or science canteen area to purchase food at break and lunch time.

Movement around the school building

In order to minimise risk, we are putting in place the following system at **lesson changeover** times:

- Both end of building stair ways will remain **downstairs** only, the central stairs will be **up** only.
- Pupils who are on the ground floor will follow the one-way system around pupil reception if they are moving to another lesson on the ground floor.
- All other pupils will turn out of their classroom door towards the nearest end stairwell and travel down to the ground floor. They will then proceed via the middle stairs to their next lesson.
- At lesson changeover staff will be required to supervise corridor behaviour to ensure vigilance to the one-way system/calm corridor expectations.
- On corridors pupils will be asked to '**keep left**' and use '**quiet voices**'.
- Pupils will be given 5 minutes (as opposed to our usual 3 minutes) to arrive at your lesson before a 'lateness' C4 is issued.

Extra-curricular provision - Homework Club

- Extra-curricular and homework clubs no longer need to take place in year groups bubbles.
- Additional timetables will be issued to pupils and shared via the school website in September.

Attendance expectations

- School attendance is mandatory for all pupils.
- During the week beginning 6th September pupils will be provided with a specific start date and time in line with the asymptomatic testing programme.
- Any pupil absence should be reported in the usual way.

Pupils and families who are anxious regarding a return to school or their child's mental health

- 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.

Section Three

Remote education

Attendance to school is mandatory. Schools are expected to follow the [Remote Education Temporary Continuity Direction](#) for pupils who are unable to attend school.

The actions in the schools [remote learning plan](#) will be followed.

Additional information on the schools' home learning offer can be found here: <http://www.telfordparkschool.co.uk/assets/homelearning/thetelfordparkschoolremotelearningplanv8.pdf> including additional advice for parents, carers and pupils.

Section 4: 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.
- The school has an outbreak management plan in place to account for changes in local guidance due to outbreaks.