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## The Student Journey

When returning to School in September 2020 it is important that you understand that it will be a considerably different experience to the last time you were here.

Please read through this guidance carefully as you will be expected to follow all instructions in order to ensure the health and well-being of every member of our school community. If you have any questions they will be answered by your tutor during the extended tutorial session on your first day of term.

While students are not required to maintain a social distance with each other, they are required to maintain a 2 metre distance from every adult. In addition, every member of staff and visitor must adhere to simple social distancing principles in order for everyone to feel safe.

***Social distancing is not a choice for adults – it is an expectation for everyone who works on or enters the site.***

### What does this mean?

At all times and where possible you should maintain a 2 metre distance from a member of staff. Politely ask fellow students to respect your space should you feel anxious. All classrooms and computer rooms have been set up to ensure we can maintain social distancing between students and members of staff, please do not move furniture without a clear and direct instruction from a member of staff.

***The health, safety and general wellbeing of everyone is dependent upon this.***

Students will be placed in their “year group bubble” with each bubble having use of dedicated classrooms with a “year group zone”. Each “year group bubble” will be designated one of the three breaks and three lunchtimes. Prior to the term commencing you will be informed of:

- The tutorial room you will be based in
- The time of your break and lunchtime
- The member of staff who will be working with, and supporting you, within your tutorial time each day
- Which toilet block you will be allocated to use

During your first tutorial session you will be given your own personal timetable. This will show exactly which rooms your lessons will be within.

### Travelling to and from school

It is important that when travelling to school you observe all guidelines as set out by the Government, this includes maintaining a social distance of 2 metres from all people who are not in your household at the bus stop. You must not share a car with other students that do not live in the same household. The Government recommends using public transport only when this is absolutely necessary. You will be required to wear a face covering and follow the latest guidance from the Department of Transport:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>

When waiting for transport at the end of the day you must observe social distancing as far as reasonably practicable. A sign will indicate the drop off and pick up zone to be used by parents who choose to bring their child to school.



Face masks will be required on all GCC and Stagecoach routes. Please see the separate transport letter for the full guidance. Please note, in line with guidance issued, that bus operators will be informed that students should sit in “year group bubble” while on buses travelling to and from school. Face masks should be carefully removed on arrival at school, placed in the plastic storage bag for the return journey, applying hand sanitiser or washing your hands before touching any other surface.

### **Limiting crowds and safe movement on site**

- A one-way system has been implemented within the main building where this is possible which you are expected to follow.
- All instruction signs across the site must always be followed.
- Restricted access and exit points are in place.
- Stairwells are restricted as either UP or DOWN within the one way system.
- You will be advised what toilets to use through signage and by members of staff during your first tutorial session.

There will be very limited movement of students around site, and instead teachers will move to different classrooms during the school day. Students will, in the vast majority of cases, remain within designated classrooms with their “year group zone” during the school day.

### **What should I wear?**

You will be required to wear your school uniform, as per the term time policy, to ensure we can fully adhere to our safeguarding procedures.

### **What to do when I arrive?**

Depending on your “year group bubble”, you will use your year groups designated entrance and proceed immediately to the allocated bubble zone / room where members of staff will be waiting to greet you. Only use the one-way system where this is in operation.

#### *Key Stage 3 and Key Stage 4 students:*

- Year 7 bubble (Yellow signs) entrance via reception to access the G Corridor area
- Year 8 bubble (Orange signs) entrance via reception, then immediately using the stairs, access the Maths and MFL Corridor area
- Year 9 bubble (Green signs) should go directly to the Music / History block
- Year 10 bubble (Purple signs) entrance via the door by G1 and door leading to the H Corridor area
- Year 11 bubble (Blue signs) entrance via the door to Science, near Inclusion, immediately using the stairs to the upper floor Science area
- Sixth Form bubble (Red signs) should go directly to the designated Sixth Form rooms

### **In the classroom**

All tables have been placed to face forwards. You will not be permitted to walk around the room and must maintain social distancing of 2metre from any member of staff. Seating plans will be in operation for all classes in all classrooms.

### **During break and lunch**

You will be allocated designated break and lunchtime sessions within your “year group bubble”. Meet n Eat will be available, as usual, to purchase meals, snacks and drinks using your cashless fob only. ParentPay



should be used to add money to your cashless fob. Cash will not be accepted by Meet n Eat or the Finance Office. Water will be available to purchase from the vending machine, however, please note no change will be given.

Each “year group bubble” will be designated an outdoor space for their sole use. Please do not use a space that has not been allocated to you.

### **Equipment in school**

Please bring your own equipment with you. You will not be able to borrow from friends or teachers. You will not be able to share textbooks or materials in class. You should bring a bottle of fresh water with you as the water fountains will not be in use, however, a refill will be available during your visits to Meet n Eat.

For students in Year 7 a named pencil case will be provided on your first day which must remain in school on your allocated table.

### **Maintaining cleanliness in school**

We will encourage and monitor good hygiene by promoting the importance of hand washing for at least 20 seconds with warm water and soap whilst using the washroom facilities, and by using the Hygiene Stations located in each room at regular intervals throughout the day. In particular, whenever you enter or leave a classroom, you will be asked to sanitise your hands. Please do not eat or drink in the classrooms.

### **Where can I access hand sanitizer and soap and water?**

- Hand sanitiser effective for COVID-19 is available to all students at the Hygiene Stations located in each classroom, learning space and in Reception.
- Soap and water are available to all students in the toilets designated for the use of their “year group bubble”.

### **Be understanding and patient**

For everyone this is a very different way of working. Although social distancing routines may feel inconvenient, teachers and members of staff will not be able to break social distancing protocols. For students and staff to be on site it is important that we observe these rules and procedures and accept that the more we do this the quicker we will be able to return to some normality in the future. Due to the importance of these health and safety guidelines failure to meet the above standards will be a breach of school rules and will result in sanctions, most notably exclusion from the site.

### **Follow NHS advice**

- You must not attend school if you are displaying coronavirus symptoms but follow the latest guidance from NHS - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- You must not attend school if someone within your household has symptoms and therefore, they are asked to self-isolate for 14 days - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- If you become unwell whilst in school, you must notify a member of staff immediately and you will be asked to move to an isolated area while collection from a parent/carer is arranged

A map, showing the “year group zones” has been produced to help inform you of our procedures which is attached.