



## Full re-opening of St Bede's September 2020 Safety information for all parents and carers

### Safety Measures to Reduce the Risk of Transmission and Based on Government Advice

#### Travel to and from school

- Wherever possible, pupils should walk , cycle or use dedicated school transport to come to school.
- Unfortunately, during this period we will be unable to welcome any parents into school unless by prior appointment. We are unable to see parents if they turn up on the day without an appointment being made.
- If travelling on public or dedicated transport pupils must wear a face covering. On arrival to school they must dispose of the covering or place in a sealable plastic bag (provided by parents) before entering the site.
- Where possible we encourage pupils to walk or cycle to school. Pupils must bring a bike lock to school should they cycle.
- Pupils should not congregate outside the school gate but come straight onto site via their year group entrance.
- If parents drop pupils off near to school, please be aware that we do not permit drop off on site.

For further detail please visit our website.

#### Drop off and Pick up

- We understand that new Year 7 parents will be anxious to see their son or daughter at the end of the day, however under the circumstances, we request that parents should avoid congregating at the school gates.
- Pupils should arrive at the site individually wherever possible.
- Staff will be at the different entrances to instruct pupils on entry to school to the entry path they should follow.
- Once on the on site pupils will be directed to a designated area that they **must**

#### Uniform and Equipment

- Full uniform (or PE kit on PE days) should be worn at all times. There is no requirement for uniforms to be cleaned any more than usual.
- School cannot lend spare uniform or shoes out during this time, therefore students must be properly dressed or they will be placed in the inclusion unit until they are.
  - Haircuts including stepped, undercut, tramlines, extremely close-cut styles ( below a number 2) or any pattern shaved into the hair, or unnatural colours are not permitted. No lines in eyebrows.
  - Long hair ( longer than shoulder length) must be tied back from the face.
  - Coats should not be worn indoors and removed immediately on entry to the building.
  - Jewellery is not allowed and will be confiscated for collection at the end of the school day by the pupil: wrist watches are allowed.
  - Every pupil should have a sturdy plain coloured bag to carry books and equipment to and from school every day.
  - Pupils should be properly equipped for every lesson.
  - Pupils must bring the correct kit and equipment for PE and practical lessons.
- Pupils are to carry their school bag containing all equipment:
  - A pencil case containing:
    - 2 black pens
    - 2 green pens
    - Drawing Pencils
    - Rubber

remain in prior to entering the building.

- All pupils will be asked to wash hands for at least 20 seconds or sanitise hands as soon as possible on arrival.

- Ruler
- Protractor and Set Square
- Reading book
- Re-usable water bottle
- Pupil Planner (provided by school)
- Recommended Kit if parents do not wish their child to use our sanitised resources below:
  - Scientific Calculator (**Casio FX85-GTX**)(Years 7-11) approx. £20
  - Glue stick (Y7-11)
  - Colouring pencils: Staedtler box of 12 coloured pencils approx. £3 (Y7-9 only)
- Pupils should bring a filled water bottle to school. Water machines will be switched off. Bottles of water can be purchased at lunch time.
- Please ensure that all long hair is tied back to reduce risk of viral transmission.
- We request that pupils **do not** wear face masks or coverings **whilst in school**, if masks are worn for the journey to school we ask that these are disposed of or placed in a sealable plastic bag (provided by parents) on arrival.

#### **Bubbles:**

- In order to minimize risk, the school has separated the site into five separate year group areas (bubbles). Each bubble has its own entrance, exit, toilets and hand-sanitiser facilities. The bubble structure helps the school to reduce the number of people, pupils and staff have contact with each day therefore ensuring the safety of your son or daughter. See attached sheet and procedures for your year group..
- Each 'bubble' will have its own entrance and exit and handwashing stations.
- After lining up on the yard in form groups, pupils will be guided to their 'bubble' and will remain in that 'bubble' for the duration of the day, leaving for lunchtime, breaktime or physical activity. Pupils will work in their classes within their Year Group bubble.

#### **Hygiene and cleanliness**

- Pupils will wash/sanitise their hands on entry to their Year Group bubble and will be reminded to wash/sanitise their hands frequently during the day.
- Tissues are available in each classroom. Pupils should adhere to the 'Catch it, Bin it, Kill it' principle at all times, and avoid touching their faces, noses etc. whilst at school.
- Pupils will receive regular verbal reminders encouraging them not to touch their mouth, eyes and nose.
- Classrooms, toilets and doors will be cleaned regularly, throughout the day.
- Classroom doors and windows will be kept open to aid ventilation.
- Visual reminders, such as posters will be used to reinforce the hand washing/sanitising message and method and ensure pupils understand which areas of the building that they can access.
- Chewing gum has always been banned on site, it is now viewed as a potential contaminant. There will be increased sanctions for pupils caught chewing gum from September.

### **Social Distancing - In the Classroom**

- Pupils must remain at a 2 metre distance from adults, where possible.
- Although not needed within the classroom we ask that all pupils adopt a sensible approach to social distancing in all areas of the school.
- All tables will face forward and pupils will sit side by side.
- Pupils will not share any frequently used equipment or resources with other pupils. Any school borrowed resources e.g calculator must be sanitised post use.
- Whole school activities, such as assemblies, **will not** take place.
- Visual reminders will be present in all classrooms and corridors reminding staff and pupils of the need for good respiratory hygiene and the importance of social distancing.
- In the classroom, pupils should not move from their designated area at any time unless instructed to do so by a member of staff
- In the classroom, pupils should avoid physically interacting with anyone in the classroom at any time.
- When the teacher talks to the whole class pupils should remain silent, concentrate and listen to the teacher.
- Pupils should continue to work hard and complete all work to the best of their ability.
- Pupils will not leave the classroom unless instructed to move towards outdoor learning space by staff.
- Windows and doors will be open at all times to improve ventilation.

### **Use of toilets**

- Each Year Group bubble group will be allocated specific toilets for use.
- Toilets will only be accessible at the beginning and end of the school day as well as break or lunch. Pupils will not be permitted to leave the classroom unless absolutely necessary.
- Pupils will hand sanitise before using the toilet.
- Pupils will wash hands, using soap, for 20 seconds after use of the toilet. Guidance should be adhered to at all times.
- Pupils should dry hands using the paper towels provided. Used towels must be placed in the bin.
- Pupils should adopt a sensible to social distancing when queuing to use the toilet.

### **Lunch Time**

- Lunch will be served in allocated areas for each year group bubble. See attached sheet year group sheet.
- Pupils will be issued with a card to pay for items using a contactless system rather than finger prints.
- The cost of replacing this card is £1 if it is lost.
- The school is moving onto Parent Pay to allow parents to remotely add lunch funds , minimizing the need for pupils to put cash on the reval machines in school. This is our preferred method from September 2020 to reduce cash handling on site.

### **Using outside areas**

- We are keen that the pupils have time outdoors, with their year group bubble. This is good for their physical and mental wellbeing at this time.
- There will be timetabled outdoor break as part of the daily structure.
- When outdoors, pupils will only mix with pupils from their own year group, maintaining appropriate social distancing where possible.
- This means they will not have contact with pupils from other Year Group bubbles during break and lunch times.
- Pupils will hand sanitise prior to going outside and on entry back into the classroom.
- Pupils will be reminded of the importance of social distancing whilst outdoors too.

### **First Aid**

- Each year group bubble will have access to a first aider .
- If pupils feel unwell, they must let their teacher know.
- The teacher will follow the appropriate protocol to isolate the pupil in order to reduce risk to others.
- A separate isolation room will be designated and equipped for the event of a member of the school falling ill in each bubble.
- Pupils falling ill during the school day will need to be collected by a parent immediately.

<p><b>PE</b></p> <ul style="list-style-type: none"> <li>• PE will take place outdoors.</li> <li>• Pupils must wear PE kit for school on the day they have PE. <b>No other sports wear is permitted.</b></li> <li>• <b>Pupils must have a second pair of training shoes or their school shoes to wear as dirty shoes are not permitted indoors.</b> Pupils should have a carrier bag to place dirty PE shoes in to prevent their school bag and equipment getting dirty.</li> <li>• Pupils must carry School Uniform in their bag in case they get wet or very dirty and need an emergency change of clothing.</li> <li>• School cannot lend spare clothing out during this time</li> </ul>	<p><b>Enrichment</b></p> <ul style="list-style-type: none"> <li>• Some enrichment activities will take place in consistent group bubbles.</li> </ul>
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<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• All pupils are now expected to attend full-time in accordance with Government guidelines.</li> <li>• Pupils who are shielding or live with someone who is shielding, are now able to return to school.</li> <li>• Some pupils who remain under the care of a health care professional may need to discuss their care with their health professional before returning to school in September.</li> <li>• If, on the advice of those professionals, a child remains unable to attend school and this is verified in writing by medical professionals, they will have access to remote education. Their absence will not be penalised.</li> <li>• Usual attendance policies and procedures will be resumed.</li> </ul>	<p><b><u>Covid19 Symptoms</u></b></p> <p><b>Pupils must not attend school if they, or anyone in their household, have any symptoms or have tested positive in the last 7 days.</b></p> <p>If pupils have any of the following symptoms they must stay at home and you should contact school to let us know:</p> <ul style="list-style-type: none"> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fever or chills</li> <li>• New loss of taste or smell <ul style="list-style-type: none"> <li>• If your child is displaying Covid symptoms, please keep them at home for seven days, whilst the rest of the household self-isolates for 14 days.</li> <li>• It is parents’ responsibility to seek a test within 3-5 days of symptoms appearing (link on our website)</li> <li>• If a positive case is confirmed, the school will seek advice from the Health Protection Team before informing parents of next steps.</li> <li>• If a test proves negative, school will need proof of this result before the child returns to school.</li> <li>• The Health Protection Team and Public Health will decide on the appropriate outcome to any potential outbreak of the virus in the local area or school.</li> <li>• Please do not send any child to school who is at all unwell.</li> </ul> </li> </ul> <p><b>All staff and families will be expected to engage with the NHS Test and Trace process (please see separate sheet)</b></p>
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<p><b>Home-Learning</b></p> <p><b>If school/area goes into lockdown:</b></p> <ul style="list-style-type: none"> <li>• Online home learning and assessment will be initiated immediately.</li> <li>• Lessons will be delivered through an online timetable, which mirrors the school day.</li> <li>• If a pupil is unable to return to school in September with written evidence from a medical professional, then they will be given immediate access to remote home learning</li> </ul>
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via TEAMS.

- Home learning will no longer be an optional activity; pupils not attending school will be required to follow work set.
- Teachers will continue to email set work, for home-learning, and this will be mirrored in the work completed at school.
- Work will focus on consolidating, reinforcing and reviewing key knowledge and skills as well as introducing new curriculum content.
- Work will also continue to prioritise pupil emotional wellbeing.
- We are always happy to be given constructive feedback regarding home-learning, from parents and carers.
- As teachers will be teaching in class all day, responses to home learning queries may not be as frequent. Please be patient as they will respond.
- Parents can support by ensuring that each day your son or daughter logs in to TEAMS at the designated time and opens the relevant timetable.

### **Safeguarding**

If you have any safeguarding concerns please contact: Mrs Jenkin or Mr Logan, by email [j.jenkin@st-bedes.durham.sch.uk](mailto:j.jenkin@st-bedes.durham.sch.uk) or [a.logan2@st-bedes.durham.sch.uk](mailto:a.logan2@st-bedes.durham.sch.uk)

There is also an addendum, for COVID-19, to our Safeguarding and Behaviour Policy, which is available to read on our website.

### **NHS Test and Trace – need to check this is most up-to-date guidance**

#### **Staff and parents/carers will need to be ready and willing to:**

- **book a test** if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including pupils under 5, but pupils aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- **self-isolate** if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

#### **Parents and staff to inform the school immediately of the results of a test:**

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

**Entrance and Exit Points– September 2020**

7	8	9	10	11	12& 13
<ul style="list-style-type: none"> <li>• Entry via Byron Entrance opposite car park</li> <li>• Bubble location: Humanities and Music</li> <li>• <b>10.40 – 10.55</b> Break in Heartspace / Yard A (left of science block, facing maths)</li> <li>• <b>12.20 – 12.50</b> Lunch in Heartspace</li> <li>• Outdoor space Yard A</li> <li>• Exit via Byron</li> <li>• Fire Assembly Point Student Services Plaza</li> </ul>	<ul style="list-style-type: none"> <li>• Entry via bottom yard B gate and into building via doors connecting HOH/English</li> <li>• Bubble location: English</li> <li>• <b>11.10 – 11.25</b> Break in Heartspace / Yard B (right of science block, facing hall)</li> <li>• <b>12.55 – 1.20</b> Lunch in Heartspace</li> <li>• Exit via automatic doors and bottom yard gate</li> <li>• Fire Assembly Point Yard B</li> </ul>	<ul style="list-style-type: none"> <li>• Entry via outside stairs by main reception, through fire doors into maths</li> <li>• Bubble location: Maths</li> <li>• <b>10.10 – 10.25</b> Break in Heartspace / Yard A (left of science block, facing maths)</li> <li>• <b>1.20 – 1.50</b> Lunch in Heartspace</li> <li>• Outdoor space Yard A</li> <li>• Exit via fire doors in maths, down outside stairs</li> <li>• Fire Assembly Point Yard A</li> </ul>	<ul style="list-style-type: none"> <li>• Entry via top yard to PE stairs, through Byron Common room</li> <li>• Bubble location: Byron first floor</li> <li>• <b>10.10 – 10.25</b> Break in Byron Common Room / Yard B (right of science block, facing hall)</li> <li>• <b>1.50 – 2.15</b> Lunch in Heartspace</li> <li>• Outdoor space Yard B</li> <li>• Exit via PE stairs, across yard to top yard and follow the road around school</li> <li>• Fire Assembly Point MUGA</li> </ul>	<ul style="list-style-type: none"> <li>• Entry via main reception, onto Chapel stairwell up to Byron top floor</li> <li>• Bubble location: Byron top floor</li> <li>• <b>11.10 – 11.25</b> Break in Byron Common Room / outside area with canopy)</li> <li>• <b>1.20 – 1.50</b> Lunch in Byron Canteen</li> <li>• Outdoor space Canopied area below the Yard B</li> <li>• Exit via Chapel stairwell and through main reception.</li> <li>• Fire Assembly Point Canopied area below the Yard B</li> </ul>	<ul style="list-style-type: none"> <li>•Entry via Top Yard into doors between Art and DT ( Geography stairwell)</li> <li>•Bubble Location Art/DT block with exception of old BASE and Food Room</li> <li>•Break food served in this block</li> <li>•Byron Lunch period 4 at any time</li> <li>•Byron Lunch period 5 from 1.50 pm onwards</li> <li>•Outdoor space behind Art picnic table area</li> <li>•Fire Assembly Point Overflow Staff Car Park adjacent to MUGA</li> </ul>

