



SUMMER TERM OPENING DOCUMENT

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INTRODUCTION AND KEY POINTS

INTRODUCTION

These guidelines are designed to explain in detail what actions and procedures the school is putting in place to **minimise** the risk of Covid-19 transmission. We cannot eliminate the risk entirely, but we will do everything we can to manage and minimise that risk.

This document sets out the key guidelines, instructions and practices that we will implement for the operation of the school from May 17th 2021 until otherwise advised.

The document builds on our re-opening manuals and will be updated monthly and changes will be notified via the Headteacher's office by separate e-mail or letter rather than re-publishing the document. We will update the website version at the end of each month.

The Government Guidance makes it clear that the prevalence of coronavirus is now reducing to a level that allows relaxation of restrictions as the country has met the criteria for setting the alert level at 3. The risk to children themselves of becoming severely ill from coronavirus is very low.

The Government wishes schools to provide a full educational experience for children. However, schools are asked to minimise the number of contacts that a pupil has during the school day. Schools also need to plan for the possibility of a limited lockdown and how they will ensure continuity of education.

Our aim is to balance COVID-19 secure issues with providing a quality education.

Moving forward, it is clear that the actions needed are a shared responsibility. Whilst the school has undertaken a number of adaptations everyone has a **personal responsibility** to keep themselves and others as safe as possible.

We want to continue to work closely with parents and carers, staff and unions in agreeing the best approaches for our circumstances.

OVERVIEW

All pupils should continue to attend school. Secondary pupils will be home testing using the supplied LFD kits.

- We have a system of controls to minimise the risk of infection.
- A contingency plan in place for outbreaks in our school or changes in restrictions.

The guidance for re-opening schools in March recommended the use of face coverings in classrooms as a temporary measure. This restriction has now been lifted and face covering are no longer required in most classrooms or communal areas. However, all pupils should have a face covering with them.

Public health advice

Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, putting in place proportionate control measures.

KEY HEALTH AND SAFETY CONSIDERATIONS

Key Hygiene Guidance

- Given the heightened alert following the national lockdown, it is only appropriate that our measures continue to be as rigorous as possible.
- Promote handwashing with soap and water for at least 20 seconds, across the course of the school day – after coming into school, after sneezing or coughing, before and after handling food, after going to the toilet.
- Promote the ‘catch it, bin it, kill it’ approach.
- Minimise sharing of items amongst pupils – pupils bring their own equipment where possible.
- PPE is available on site if required.
- Staff must maintain social distancing at all times. This includes from other children as well as other staff - at **least** 1 metre and when possible 2 metres.
- A system is in place of controls including: 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school; 2) clean hands thoroughly and more often than usual; 3) ensure good respiratory hygiene; 4) introduce enhanced cleaning; minimise contact between individuals and maintain social distancing wherever possible.
- The government guidance around self-isolation is also adhered to where appropriate.
- To ensure we have an effective Track & Trace system Teachers must place seating plans for all their lessons in the allocated shared area on the school server.

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms:

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- The symptomatic person subsequently tests positive.
- They develop symptoms themselves.
- They are requested to do so by NHS Test and Trace (PHE).
- They have tested positive from an LFD test.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left.

FACE COVERINGS

Face coverings no longer recommended in secondary schools for pupils

OUTLINE RISK ASSESSMENT FOR THE START OF TERM

In addition to our previous documentation, below is an outline document which is useful to include some key points as it also provides an update on several items of interest. To some extent the risks and control measures are all connected.

A separate Risk Assessment relating to testing has been reviewed and is available via the COVID-19 section of our website.

New Identified Risk	Additional Control Measures	Update on Control Measures
<p>The ongoing spread of coronavirus especially the new variant, noting the case rates in Suffolk including the secondary age range.</p> <p>A reduction in staff levels making it unsafe to operate the school (A further reduction in staff levels could arise from any of the following: medical absence; shielding; self-isolation).</p>	<p>Coronavirus Testing taking place using provided home LFD testing kits.</p> <p>Reinforcement of all the system of controls as well as 'hands, face, space.'</p>	<p>Awaiting details on how long home testing will continue and a change to LFD tests.</p>

STAFF

WORKFORCE CONSIDERATIONS

Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

Additional PPE for COVID-19 is only required in a very limited number of scenarios, for example when:

- A pupil becomes ill with COVID-19 symptoms, and only then if a 2 metre distance cannot be maintained.

Staff Room & Briefings:

If the national lockdown and local situation improves it is proposed that the whole staff meeting takes place in the main hall from 17th May 2021.

- Monday - whole staff briefing.
 - Wednesday - Head of Year briefing with tutors.
 - Friday - Head of Department briefing with teachers.
 - Brief notes should be made and sent to Gill.
 - In an emergency, the Head of Year or Head of Department briefing will become the Headteacher's Briefing and staff would be advised beforehand.
 - In addition, Heads of Year and Heads of Department may need to issue notices from senior staff.
-
- SMT Morning briefings and meetings will no longer be held online, including COVID 'Cobra' which includes the Chair and Vice Chair of Trustees.
 - Staff need to follow best practice of wiping their own desk and equipment before and after use.
 - Staff work in a socially distanced way in the staff rooms. E10 continues to be in use.
 - Staff who have access to offices and other spaces should use these areas rather than the staff room.
 - Any meetings of staff should still consider social distancing as well as adequate ventilation.
 - On Monday to Thursday between 3.30pm and 4.30pm a **Daily Bulletin** will be issued to all staff. Messages should be given to Gill by 3.20pm each day.
 - The Staff Rooms are cleaned regularly, but staff should use their own cup, wash it and store as they wish or keep with them. Staff should not leave dirty cups in any sink.
 - Staff should continue to follow the Government advice on isolation and shielding and should not report to school if they or a family member they live with displays Covid-19 symptoms or has tested positive for Covid-19 in the previous two weeks.
 - Soft furnishings have been reduced in the Staff Rooms and working stations installed.
 - Staff go to allocated staff room spaces for break time. Staff room space will be usual allocation but extra space to work safely will be allocated elsewhere as advised.
 - Duty teams have increased in the canteen especially at break time.

- Reminders are provided about the importance of staff well-being and the steps that the school can do to support staff.
- The Education Support Partnership (<http://www.educationsupport.org.uk/>) provides a free helpline for school staff and targeted support for mental health and wellbeing.
- Mr Wheeler continues to monitor terms and practice around cover and will share with staff.
- Staff wellbeing can also be sign posted by Mr Cann.

The school will determine the workforce that is required in school and will also take note of any relevant guidance which will be issued from time to time. Where appropriate, external advice will be sought as many situations will need to be looked at on a case by case basis.

All staff must follow the guidance to minimise the risks of transmission. Following this will reduce the risks to all staff significantly.

PREGNANCY

There is specific guidance for pregnant employees as pregnant women are considered CV.

We currently have two staff who are approaching 28 weeks of pregnancy. A cautious approach is still advised and we have agreed that face coverings should still be worn in Mrs Ducker's and Dr Rozier's classrooms so that face to face teaching can continue.

PREGNANT STAFF

These staff continue to complete an individual risk assessment. However, in consultation with some employees, the following protocols have been agreed. The school is conscious that there are risks but it should be possible to mitigate these with many of the procedures established over the past year.

- Continued emphasis on 'hands, face, space, fresh air' - doors open, students to continue carefully sanitising desks and keyboards.
- Students to continue to wear masks from 17th May during specific lessons (masks to be provided where necessary).
- Home working when possible e.g. during free periods and gained lesson time when Year 13 or Year 11 leave.
- Action plan for students who may struggle to maintain social distancing protocol.
- Use of a visualiser to be trialled so that students need less assistance directly.

EMPLOYERS HEALTH AND SAFETY OBLIGATIONS

Following the guidance will help you:

- mitigate the risks of coronavirus (COVID-19) to pupils and staff.
- meet your legal duties to protect employees and others from harm.

STAFF DEPLOYMENT

We may need to alter the way in which we deploy our staff and use existing teaching and support staff more flexibly. We will ensure that we continue to have appropriate support in place for pupils with SEND.

If, having pursued all the immediate options available, we still have concerns about staffing capacity, we will contact our local authority or trust point of contact.

STAFF LEAVE

Please discuss leave arrangements with either the Deputy Headteacher or other senior management as appropriate so that workforce planning can take into account individual contractual arrangements.

LEARNING SUPPORT AND THE WORK OF TEACHING ASSISTANTS

Wherever needed, in school, face to face support, will be socially distanced. Where closer contact is deemed necessary, for example, in looking over work, this should be for the shortest amount of time possible. Social distancing can still be used for feedback. However, alternative forms of in school support through technology have now been established.

If closer face to face support is deemed necessary, then higher quality disposable masks should be used by both parties and only once. When in school, Teaching Assistants will have a bank of masks to facilitate this. Masks that move in response to talking may inadvertently lead to more touching of the face and this is to be avoided.

PREMISES CONSIDERATIONS

GUIDANCE

If you follow the guidance, you will effectively reduce risks in your setting and create an inherently safer environment.

PREVENTION

We should/will:

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.
- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

- Promote and engage in asymptomatic testing.

RESPONSE TO ANY INFECTION

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

CLASSROOM CONSIDERATIONS:

- All rooms have sanitisers, anti-viral spray and paper towel holders have been installed in all rooms. More communal sanitisers have been provided around school.
- Desks are front facing where possible. This means that pupils will be seated front facing where possible.
- Staff have been directed to utilise natural ventilation via doors and windows where safe to do so.
- The Health and Safety Executive (HSE) note the following:
 - You should consider ventilation alongside the relevant control measures required to reduce the risk of transmission as part of making your workplace COVID-secure.
 - However, ventilation will have little or no impact on droplet or contact transmission routes.
 - Providing adequate ventilation does not mean that workplaces have to be cold.
- A very cold classroom is not conducive to good learning. Relevant control measures such as the regular cleaning of surfaces, ensuring that pupils are forward facing in lessons, washing or sanitising hands regularly and the wearing of face coverings when moving around the school all help to mitigate against the spread of the virus.
- Teaching staff are now advised to ventilate teaching areas fully (by opening doors and windows)
- Reminders have been given to staff about the required re cleaning of desks before leaving each lesson and when they come into a lesson.
- Staff must keep teachers' desks clear.
- Staff are requested to ensure all classrooms are kept free of litter and tidy to aid the priority of cleaning of desks and surfaces.

Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

- More frequent cleaning of rooms or shared areas that are used by different groups.
- Frequently touched surfaces being cleaned more often than normal.
- Cleaning toilets regularly.
- Encouraging pupils to wash their hands thoroughly after using the toilet.

Cleaning Considerations:

- The school has amended its cleaning provision and has:
 - Increased its cleaning capacity.
 - Prioritised regular surface cleaning.
 - Located cleaning stations throughout the school with hand sanitiser, wipes and tissues with additional lidded bins.
 - Continually monitors cleanliness throughout the school day and regularly clean touch points, toilets and used areas.
 - Has specialist contractors on standby to provide further cleaning in the event that we have a confirmed case and the school requires a deep clean.
- Supplies of cleaning products, sanitiser, wipes etc. are in school.
- A daily cleaning regime including equipment has been implemented.
- Computer keyboards and headphones are wiped before and after use by each pupil.
- Cleaning rotas have been re-designed in light of cleaning team staffing and now operate on a zoned basis making specific cleaners responsible for an area.
- Cleaning materials have been stocked up.
- Additional cleaners have been employed.

General Building and Corridor Considerations:

- Signage has been placed around the school – including key messages and images.
- The one-way system will continue.
- Bolder signage has been created to strengthen adherence to the one-way system.
- Staff are to start and finish lessons promptly, allowing time for the class to be ready to leave on the bell.
- Staff should monitor movement in and out of the classroom at changeovers, directing pupils to queue downstream of the one-way system – this applies particularly in the Maths and English blocks.
- More handwashing stations have been installed; Canteen, E-Rooms, Sports Hall entrance, Maths & English blocks, Sixth Form entrance.
- The boys toilet in the Music corridor is in general use but will be closed for suspected covid related children if necessary.
- Some toilets may be designated for specific year groups.
- Staff are to use the second reception window and not to enter the Reprographics room or Reception area.

Consider how to minimise contact across the site and maintain social distancing where possible.

Minimising contacts and mixing between people reduces transmission of Coronavirus (COVID-19).

Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible.

Encourage pupils to keep distance within their groups.

Where staff need to move between groups they should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

MEASURES WITHIN THE CLASSROOM

There is strong public health advice that staff in secondary schools should maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other and children. Where this is not possible, particularly when working with pupils with complex needs, or those who need close contact care, provide educational care and support for these pupils as normal, with increased hygiene protocols in place to minimise the risk of transmission.

MEASURES ELSEWHERE

Avoid large gatherings such as assemblies or collective worship with more than one group. Shared staff spaces are set up and used to help staff to distance from each other. You should minimise the use of staff rooms and only use the space allocated to you in one of the two staff rooms.

KEEP OCCUPIED SPACES WELL VENTILATED

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) from the air after someone with the virus has occupied an enclosed area.

When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

- Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.
- Natural ventilation – opening windows (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 throughflow of air.
- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).
- Increasing ventilation while spaces are not occupied.
- Providing flexibility to allow additional, suitable indoor clothing.

TESTING

PROMOTE AND ENGAGE IN ASYMTOMATIC TESTING, WHERE AVAILABLE

Schools should retain a small ATS on site so they can offer testing to pupils who are unable or unwilling to test themselves at home.

HOME TESTING

Both pupils and staff in secondary schools will be supplied with LFD/Orient Gene (OG) test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing. A link is available on the TMHS website.

Staff or pupils with a positive LFD/OG test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home.

Staff testing

Staff will be self-test, twice weekly, with the home LFD/OG kits supplied.

NHS Test and Trace is reintroducing confirmatory PCR testing for positive LFD tests conducted at all assisted testing sites, including schools and colleges. This means that all staff, pupils and students who get a positive LFD test, whether at home or supervised at their school or college, should get a confirmatory PCR. The PCR test should be booked immediately either [online](#) or by calling 119 and should be undertaken within 2 days.

Staff, students and pupils who had a positive LFD test result, and their close contacts and other members of their household, should self-isolate immediately in line with [NHS Test and Trace guidance](#) and while awaiting the PCR result. If the PCR test is negative, it overrides the LFD test and the staff member, pupil or student can return to school or college, and their close contacts can end their self-isolation.

Staff members, parents and carers will need to:

- Should book a PCR test through the NHS if they or their child has symptoms - the main symptoms are:
 - A high temperature.
 - A new continuous cough.
 - A loss or change to your sense of smell or taste.

- Self-isolate immediately and not come to school if:
 - They develop symptoms.
 - They have been in close contact with someone who tests positive for coronavirus (COVID-19) 24 or anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19).
 - They are required to do so having recently travelled from certain other countries.
 - They have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation.
- Provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.

Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.

Having a test at a testing site will deliver the fastest results for symptomatic cases.

POSITIVE CASES AND CONTACT TRACING / CONTINGENCY PLANNING PREVENTION

Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.

When an individual develops coronavirus (COVID-19) symptoms or has a positive test.

Pupils, staff and other adults must not come into the school if:

- They have one or more [coronavirus \(COVID-19\) symptoms](#).
- A member of their household (including someone in their [support bubble](#) or [childcare bubble](#) if they have one) has coronavirus (COVID-19) symptom.
- They are required to [quarantine having recently visited countries outside the Common Travel Area](#)
- They have had a positive test.

They must immediately cease to attend and not attend for at least 10 days from the day after:

- The start of their symptoms.
- The test date if they did not have any symptoms but have had a positive test (whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#)).

If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:

- Must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days.

- Advise them to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) .
- Advise them to [arrange to have a test](#) as soon as possible to see if they have coronavirus (COVID-19).

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test they should wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection:

- They should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required.
- A window should be opened for fresh air ventilation if it is safe to do so.
- If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- Should use a separate bathroom if possible.
- Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.

CONTINGENCY PLANNING

For individuals or groups of self-isolating pupils and pupils who are shielding following government guidance related to coronavirus (COVID-19), remote education plans should be in place.

- There are clear procedures to follow and the Senior Team is aware of these.
- Ideally with these measures we would stop transmission of the virus but more likely, slow it down.
- Seating plans must be created and adhered to.
- The Headteacher will issue a further letter should the need arise. Each case is different – sometimes small groups are instructed to self-isolate, at other times, classes, year groups or even the whole school. We will be guided by the authorities.
- It is likely that arrangements around contact tracing will continue to evolve and guidance may not cover every eventuality. Likely advice would come from the County Councillor the Department for Education.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

WHAT Ifs (These applied to previous guidance and may therefore change).

1. ***If one individual in a class tests positive - who must be sent home to self-isolate?*** Only the positive pupil and close contacts. Close contacts means anyone who has been within one metre of the individual for more than a minute or within

two metres of the individual for more than 15 minutes. This means that we could dismiss most of the group and keep the pupil and surrounding pupils back in preparation for sending home to isolate.

2. **Close contacts / transport on the way to school?** Again, the close contact rules above apply. All individuals if sharing a car would need to self-isolate. We would have to make the judgement regarding pupils who walked but did not maintain social distancing whilst doing so!

TESTING AT HOME

You must take swift action if you become aware that someone who has attended school has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.

Alert Mr Wheeler or a member of SMT. We will then contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority.

Close contact means:

- Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19).
- Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - Face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre.
 - Been within 1 metre for 1 minute or longer without face-to-face contact
 - Sexual contacts.
 - Been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over one day).
 - Travelled in the same vehicle or a plane.

The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. We recommend you keep a record of pupils and staff in each group.

We will report actual or suspected cases of coronavirus (COVID-19) through the education setting status form.

We will resume completing an educational setting status form. The form will be amended to reflect wider opening.

CONTAIN ANY OUTBREAK BY FOLLOWING PHE LOCAL HEALTH PROTECTION TEAM ADVICE

If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.

In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19).

PUPILS

Students must adhere to any wider societal rules around face coverings on transport and in shops for example.

TRANSPORT ARRIVAL AND DEPARTURE

People aged 11 and over must wear a face covering when traveling on public transport. In accordance with advice from PHE, they must wear a face covering when traveling on dedicated school transport to secondary school.

- The Main Reception entrance is **not** open to pupils.
- Pupils and staff should strictly follow the keep left rule and follow the one-way systems where indicated.
- Messages about sitting on buses will be re-iterated regularly.
- At the end of the day, pupils go straight onto buses, if they are there, to avoid queueing.
- If buses are not there, queuing will be in the visitor's spaces as well as the normal area (Main Hall and also Performance Studio will be used in bad weather).
- Risk assessments have been provided from the bus companies via Mrs Parocki.
- All pupils leave the site by 4.00pm.
- Pupils arriving early in the day are instructed to go straight to their form room area.

SIXTH FORM, LIBRARY AND BOOK BORROWING

- The sixth form common room is CLOSED to students. The room may be used for covid testing.
- More supervised study sessions, utilising additional classrooms if possible, have been facilitated.
- Until guidelines change the Library cannot to be used at lunchtime by Years 7-11.
- FAYAP – Miss Armes liaising; Year 10 usage at lunchtimes.
- Compass Mentoring will continue with cleaning to take place between meetings.
- Library not in use for pupils after school.
- Parents have been reminded that all pupils should be off the site by 4.00pm and there is no staff supervision after this time. The Library will not be available to any pupil/student after 3.45pm.

Library - Processing Books/DVDs

- A multi-stage quarantine area in the library has been established consisting of four different coloured boxes. One box contains the current days returns, the others will contain books on day 1, 2 and 3 of quarantine. At the end of the 72 hours the day 3 quarantined returns are wiped down using an anti-bacterial cloth and then returned on the computer and put safely back onto the shelves. This procedure will continue into the summer term; we will go forward with caution to ensure that all stock is safe for pupils to borrow.
- The windows and doors of the Library will be open to ensure good ventilation in the space as advised by the Government. Anti-bac will be available at the door for pupils to apply before entering.
- The returns box will be positioned just outside the Library to maintain the Sixth Form bubble. Similar to the classroom, we are hoping that masks will not need to be worn by Sixth Formers using the room to study during lesson time. We do ask that all pupils continue to socially distance though. Classroom library deliveries will still take place during the summer term and Years 7-11 will need to order books using the online Library Catalogue.
- Due to regular testing, we will potentially trial the reintroduction of clubs during the second half of summer term. These will take place either in the Fiction Section of the Library (or outside); pupils will need to sign up in advance and we'll produce a card that will allow them access into the room.

Book and Resource Circulation and Browsing

- Pupils and teachers can browse and order books online. A new Library catalogue has been introduced that allows us to run a click and collect service; books can be ordered from classroom computers and delivered to students at the earliest possible opportunity. There may be a wait for popular titles. (Teachers can also send requests after browsing the catalogue).
- Sixth Formers will get an email when books they have ordered are available. They will need to collect them from the Library desk when they have been contacted.
- The new catalogue also contains the Accelerated Reader level of each book, helping years 7, 8 and 9 during their AR lessons. There will also be an AR section in TMHS: BookSmart which will be sent to students/parents every fortnight. Additionally, we will promote the use of e-books and audio books to be used at home in this, with support from local library services when needed.

BREAK, LUNCH AND CANTEEN

- With the exception of very bad weather, pupils should be outside at break and lunch.
- Pupils should bring coats with them to school.
- The field is available (with the exception of bad weather) and is zoned.
- Lunch time will be designated as a WET DAY or DRY DAY. A wet day will be if the weather is unsuitable to be out OR the field is unsuitable for use. i.e. Field is closed.
- On wet days only pupils can only use their designated tutor room and pupils can eat inside as long as they respect the classroom environment and do not litter or damage areas.

- On dry days pupils are encouraged to be outside and have been advised to bring a coat.
 - **Only pupils from designated form groups are allowed in their tutor bases (to assist with track and trace procedures should they be required).**
 - Year 10 to continue using the Main Hall in wet weather conditions.
 - HoYs to supervise their respective year group areas please - and form tutors to check-in on tutor bases where possible.
 - Year 11 will remain an 'indoor' exception where supervised catch-up is taking place.
 - Sixth-form can stay inside buildings at all time.
 - Biometrics; – specialist wipes are available between use.
-
- Subject to government advice we plan to return to plated meals and use of tables from 12th April 2021.
 - Tutor groups cannot use the Science labs in inclement weather if unsupervised.
 - Additional bins have been provided.
 - Increased break duty staff for supervision.

EXTRA-CURRICULAR

EDUCATIONAL VISITS

Overnight (UK) Educational Visits can resume from 17th May If you are planning a trip, please contact Mr Wheeler and Mr Mugliston, who will co-ordinate with SMT. International trips will still be guided by DFE and foreign office direction.

Specific Extra Curricular

- See below with regards to the PE Department.
- Current guidance limits the usual Music provision. Screens have been purchased to allow one-to-one peri lessons (which have also taken place outside!).
- Any extra-curricular activities or clubs will be restricted to single Year Groups.
- No team sports are permitted under current guidelines.

ASSEMBLIES

- Year group assemblies can take place in the Hall. Chairs are spaced out.
- Assembly rota will be organised on a fortnightly basis. Miss Armes will co-ordinate this.
- House assemblies can still be recorded and accessed online.

CURRICULUM, TEACHING AND SUBJECT SPECIFIC CONSIDERATIONS

CURRICULUM

Education is not optional and our curriculum will remain broad and ambitious.

RELATIONSHIPS, SEX AND HEALTH EDUCATION (RSHE)

Schools are required to provide some relationships, sex and health education to all secondary age pupils in the academic year 2020 to 2021.

EQUIPMENT

Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between classes or bubbles, such as sports, arts and science equipment, should be cleaned frequently. Specialised guidance can be followed from CLEAPSS.

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand washing, cleaning of the resources and rotation, should apply to these resources.

General Points

- Heads of Department (and Heads of Year) will be in a stronger position to enforce one way and liaise with cleaners for example. It will be important to establish good presence from the outset, supported by all TLR postholders.
- It is very important that positive working relationships are maintained between staff and pupils so that a thirst for learning is created.
- Teachers will reinforce the use of new one-way systems.
- In classroom, pupils face forward where possible.
- Seating plans must be created and adhered to for all lessons. The plans should be stored on the allocated shared area on the school server.
- Textbooks can now be shared within bubbles - continue to use information on PowerPoint where possible. Any other arrangement should be discussed with senior colleagues.
- Reinforce the importance of pupils bringing their own equipment - e.g. pritt stick, highlighters.
- In terms of exercises, teachers should avoid 'cutting and pasting' into books initially (we do not want to encourage the bringing in of scissors for example).
- Homework should be set as normal. Teams may be used for some homework and some work can be submitted online but be aware some pupils may not have online or computer access at home. They must not be disadvantaged and so online homework may need to be adapted and hard copies of tasks provided.
- Homework remains one of the most effective methods of improving learning as well as moving students towards more independent learning. (Heads of Department need to monitor this and intervene as necessary; Heads of Year would get involved if there is an issue with a pupil across several subjects).
- Exercise books can be used and marked (with care).
- Many departments will be using digitalised textbooks especially for Sixth Form.

- Changes in exam requirements for a number of subjects, will impact on teaching and assessment.

PE

There should be some social space but the nature of sports will mean that pupils maybe in closer proximity for a shorter period of time.

- Department will not lend out kit or water bottles.
- Changing rooms must be locked for the storage of valuables which can be kept in pupils' bags. The school cannot be responsible for valuables and they are brought in at the pupils' own risk.
- To improve the school uniform and ensure that children have changed clothes changing room's will be used for year 7 to 10 from Monday 17th May. Pupils should arrive in school in school uniform and change as necessary into school PE kit. There will be enhanced cleaning during the day as well as pupils taking responsibility as they do in other classrooms.
- Sports Halls will be used when weather is inclement.
- Some recreational lunchtime clubs for individual year groups may be possible.
- Registers – children will line up alphabetically and the teacher can move along the line.

MUSIC, DANCE AND DRAMA IN SCHOOL

It is envisaged that as society returns to normal, normal practice within these subjects will also return so that students benefit from a quality curriculum in these areas.

The overarching objective should be to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance. This can be achieved through keeping groups separate (in bubbles) and through maintaining social distance between individuals.

Particular care should be taken in music, dance and drama lessons to observe social distancing where possible.

DRAMA

- Practical tasks will be divided up with classroom-based activities during a lesson.
- Practical work will be adjusted to try to limit voice projection, choral speech and raised voices. Where this is not possible, the activity will be reduced in length of time and face masks worn.

MUSIC

- Instrumental and listening work only in lessons as still no singing allowed until Government guidance changes.
- Musical instruments and computers will continue to be cleaned before and after use.

- Practice rooms have been equipped with screens so that one to one peripatetic tuition can continue. Small groups of pupils from the same year group may use Practice Rooms for instrumental work using strings, guitars and drums only.
- Pupils will have their own workbooks, textbooks and anthologies etc
- No inter year ensembles take place at present, but year group ensembles will continue to meet in a socially distanced way. When year group bubbles are disbanded, then large ensembles will begin again.
- Peripatetic lessons will continue for individuals only at this stage. This may mean that pupils have lessons once a fortnight as group lessons are not allowed.
- Other musical considerations are under review nationally and are expected to change in the coming months.

ART

- The department will follow CLEAPSS guidance on practical work.
- Pupils are encouraged to bring in and use their own equipment.
- Equipment is cleaned before and after use. Staff will supervise this.
- Pupils have their own sketch books.
- No clay work and possibly no lino-printing will be completed initially.
- Staff may choose to wear gloves when assessing work and handling materials.

SCIENCE

The department will follow CLEAPSS guidance GL343 guide to practical during the COVID-19 pandemic. Science – Version 3.01 – 03/03/21.

<http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf>

Equipment can be shared by pupils within the same bubble. Departments will know how the bubbles are arranged in their school and can plan practical work accordingly.

Teachers must aim to maintain a 2m distance when observing pupils as they work through practical activities. This may present an issue if the teacher has concerns about the ability of the pupils to carry out the task safely without direct intervention from the teacher.

Pupils and staff must wash their hands before and after handling any equipment, this should ideally be using soap, water and paper towels, as this is the most effective method. If this is not manageable, then hand gels should be used, and these must be non-alcohol-based (due to the flammability of alcohol-based gels).

Once a practical activity is over, the equipment will need to be collected. It is most likely that it will next be used by pupils from a different 'bubble'. Current DfE guidance (below) requires that any equipment being transferred between bubbles is either cleaned ('meticulously') or quarantined for up to 72 hours. (see note on the meaning of 'meticulous cleaning' below) "Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between

bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles”

‘Meticulous cleaning’ does not mean sterilise. CLEAPSS believes that careful and thorough cleaning which includes the use of an appropriate disinfectant is the intended meaning. The disinfectant should contain a label stating that it kills 99.99% of viruses and bacteria. This can be achieved in a number of ways

- Immersion in a solution of disinfectant.
- Spraying with a disinfectant.
- Wiping surfaces with wipes impregnated with disinfectant.

Sitting side by side and facing forwards If your lab has moveable tables you can experiment with different configurations to ensure the best layout. DfE advice requires that ‘where possible’ pupils should sit side by side and face forwards. In labs with fixed furniture this may not be possible.

Working in pairs or groups

The DfE guidance does not prevent pupils from working together on an activity, provided they are in the same bubble, and maintain an appropriate social distance. This differs from the original summer term 2020 advice where pupils were expected to work individually.

TECHNOLOGY

At the current time we will continue with current procedures which are :

- The department will follow CLEAPSS guidance on practical work.
- Can work at benches.
- W11 is used for practical work and other rooms for theory lessons.
- Equipment is cleaned beforehand and also wipes will be available for pupils to clean equipment afterwards.

After the Summer Term we hope to follow:

- The department will follow CLEAPSS guidance GL344 guide to practical during the COVID-19 pandemic. [GL344 Guidance on practical work during the COVID-19 pandemic - D&T \(cleapss.org.uk\)](https://www.cleapss.org.uk/guidance/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D&T)
- Equipment can be shared by pupils within the same year group bubble.
- Teachers must aim to maintain a 2m distance when observing pupils as they work through practical activities with minimal direct intervention from the teacher.
- Pupils and staff must sanitise (hand gel) their hands before and after handling any equipment. Once a practical activity is over, the equipment will need to be collected. Current DfE guidance requires that any equipment being transferred between bubbles is either cleaned (‘meticulously’) or quarantined for up to 72 hours.
- DfE advice requires that ‘where possible’ pupils should sit side by side and face forwards.

- Resistant Materials - W11 is used for the majority of practical work lessons, if work is carried out in W10 or W12 then all work areas will be sanitised and tools will be either quarantined or cleaned and put away before the room is used again. Other rooms will be used for theory lessons.

LEARNING SUPPORT

CLASSROOM SUPPORT

- TA will sit at the front of the classroom taking notes and will subsequently go through them with the student separately, after the lesson/lessons. Literacy and Numeracy need to be the core areas for both years 7 & 8. A separate lesson will need to be given to enable the TA to give the information to the pupil.
- TA provision remains under review to provide the best methodology. Technological solutions are now available.

W8

- W8 and SB2 are primarily for Years 7&8 at lunchtime. Shift pattern of supervision to continue for TAs.

PAIRED READING

- The normal scheme of Sixth Form paired reading is suspended until further notice.
- HLTAs and higher-grade TAs are used in small groups for one to one reading within Accelerated Reader lessons.

COUNSELLING

- TAs are currently being used for some of the Discovery sessions and this will be reviewed for the possibility of longer term support.

CATCH UP SUPPORT

The school will decide how the government catch up premium is spent. Some of this has already been allocated to catch up classes and tuition.

PUPILS: SUPPORT, ATTENDANCE, BEHAVIOUR, DISCIPLINE AND WELLBEING

Our policies set clear, reasonable and proportionate expectations of pupil behaviour. They set out clearly the consequences for poor behaviour and deliberately breaking the rules. They also set out how we will enforce those rules including any sanctions, especially for any restrictions on movement within school and new hygiene rules.

The disciplinary powers that we normally have, including exclusion, remain in place.

Some pupils will have suffered from:

- Bereavement.
- Anxiety.
- In some cases, increased welfare and safeguarding harms.

This may lead to an increase in social, emotional and mental health concerns, particularly for vulnerable groups.

Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood.

Consider using pastoral and extra-curricular activities to:

- Support the rebuilding of friendships and social engagement.
- Address and equip pupils to respond to issues linked to coronavirus (COVID19).
- Support pupils with approaches to improving their physical and mental wellbeing.

WELLBEING FOR EDUCATION RETURN PROGRAMME

The Wellbeing for Education Return programme, provides training and resources to help school staff respond to the wellbeing and mental health needs of pupils. The training provides practical examples to support staff and pupils within a school.

- The lockdown and its effects has re-emphasised the importance of face-to-face education. The importance of good attendance as well as behaviour for learning cannot be under-estimated.
- Tutors and teachers will work hard to engage with all young people so that there are positive working relationships and strong engagement. Everybody is keen to make up for lost ground caused by the lockdown. Excellent attendance and excellent behaviour is expected. There is no time for distractions.
- All pupils are expected to follow reasonable instructions. Any pupil who does not follow such instructions and potentially causes fear, anxiety and/or undermines confidence in others can expect the highest of sanctions.
- Pupils are permitted to have mobile phones with them, but they must be switched off or silent in class. In essence we request that phones are neither seen or heard!
- Pupils should continue to bring their own bottle of water. Water fountains should not be used.
- Pupils should continue to bring their own equipment. E.g. pen, pencils, calculator, glue sticks, highlighters – and should not share with anyone.
- Whilst sanitiser, tissues and wipes are available throughout the school, pupils are encouraged to bring their own sanitiser, tissues and wipes with them.
- Pupils should take personal responsibility for social distancing and good hygiene at all times, including to and from school, in lessons and when moving around the school.
- Pupils should bring a weatherproof coat with them as we are encouraging them outside at break and lunchtime.

BEHAVIOUR MANAGEMENT

- Log books – it is possible for teachers to write very short messages without touching the paper if there is a concern. More practically, pupils could write notices and teacher initials.
- Behaviour for learning – there needs to be a real focus needed on positive working relationships, engagement and motivation. Praise is incredibly powerful. Remember many pupils have not experienced classroom learning for sometime.
- Consider detentions as a last resort when all other work around positive relationships or restorative justice have been exhausted. Teachers should discuss individual cases with form tutors and Heads of Year. Is there anything underlying

that explains the behaviour? HoDs should communicate with home before issuing a detention, and agree actions needed to change the behaviour.

- Usual arrangements for the whole school detention system are not workable at present and HoYs should discuss with Mr Wheeler/Miss Armes.

MEDICAL/FIRST AID

- In addition to our own usual policies we will follow Government guidelines for possible Covid-19 related situations.
- If Pupils feel ill whilst at school the following protocol applies: -
 - The pupil must notify their teacher immediately if they feel unwell for any reason: this is not limited to the recognised COVID-19 symptoms.
 - If needed they will be escorted to School Medical Room 2 where a First Aid trained member of staff in PPE, will assess and stay with the child until collected by a parent/other. If an escort is not available, call reception.

PUPIL HYGIENE

- Pupils should follow both the Government advice and general hygiene guidelines whilst at school:
 - **Pupils should not come to school if they or a member of their family displays any Covid-19 symptoms. They must self-isolate at home as advised by the Government.**
 - Washing hands thoroughly with soap for at least 20 seconds regularly is one of the best ways to avoid transmission of Covid-19.
 - Where you cannot wash your hands use the sanitiser provided around the school.
 - There are cleaning stations with hand sanitiser, tissues, wipes and lidded bins throughout the school.
 - ‘Catch It – bin it – kill it’ is also good advice for coughs and sneezes – we have provided tissues and lidded bins around the school.
 - Toilets will be regularly cleaned and supplies replenished throughout the day.

SCHOOL UNIFORM

- The government encourages all schools to return to usual uniform policies. We agree. Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone.
- Uniforms do not need to be cleaned:
 - more often than usual
 - using different methods
- Adherence to the schools PE kit, when required, must now be adhered to.

ATTENDANCE

School Attendance is mandatory. The usual rules on school attendance apply.

SELF ISOLATION AND SHIELDING

Pupils and staff should follow relevant guidance and share with the most appropriate person in school. This is likely to be the pastoral team for pupils and senior team for staff.

Shielding guidance is being paused for clinically extremely vulnerable people.

The government has [announced](#) that clinically extremely vulnerable (CEV) people are no longer advised to shield. CEV people must continue to follow the [national restrictions](#) that are in place for everyone.

All CEV children should attend early years provision, school, college, wraparound childcare and out-of-school settings, unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend.

CEV staff are advised to continue to work from home where possible, but if they cannot work from home, they should now attend their workplace.

The school is required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

RECORDING ATTENDANCE

Schools should use code Y for secondary pupils not expected to be attending school for lessons during this week due to the asymptomatic testing programme. You should use code X if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.

PUPILS AND FAMILIES WHO ARE ANXIOUS ABOUT ATTENDING SCHOOL

Discuss any concerns with parents and provide reassurance on the measures we are putting in place to reduce any risks. Miss Armes will coordinate the sharing of the names of pupils who are learning at home.

OTHER CONSIDERATIONS

PARENTS

- **Parents should follow the Government guidelines on when it is safe to send your child/children to school. i.e. if any child or anyone in your household displays symptoms or has tested positive for Covid-19 in the previous two weeks they should not attend school.**
- Please read the guidelines for pupils carefully and support the school in its efforts to minimize the risk of Covid -19 transmission.
- Information and updates with all parents will continue via e-mail, letter and on the school website (refer to the parents' section).
- If parents need to contact the school, they should do so via telephone or e-mail.
- If you are contacted because your child has been taken ill it is important that they are collected quickly.

VISITORS AND CONTRACTORS

- Visitors/Contractors should continue to contact via telephone and emails. Any meetings should be by appointment only and with permission from the Headteacher.
- External visitors through multi-agencies can meet online, although it is recognised that face to face contact is useful. The school will prioritise safeguarding meetings.
- Trustee Visits are discouraged at present and Trustee meetings are being held online.
- All visits will be reviewed on a case by case basis.
- Wherever possible, maintenance will be out of school hours. All contractors will be required to obtain permission to enter the site and will comply with the current hygiene regulations.

REMOTE EDUCATION

- All pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.
- The remote education provided should be equivalent in length to the core teaching pupils would receive in school and should include recorded or live direct teaching time.
- Online video lessons do not necessarily need to be recorded by teaching staff at the school: Oak National Academy lessons, for example, can be provided in lieu of school-led video content.
- Systems are in place to move to providing remote education where a class, group or small numbers of pupils need to self-isolate, or where there is a local lockdown.
- Keeping children safe online is essential.

When teaching remotely we expect teachers to:

- Consider how to transfer into remote education what we already know about effective teaching in the live classroom by, for example:

- Providing frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources.
- Providing opportunities for interactivity, including questioning, eliciting and reflective discussion.
- Providing scaffolded practice and opportunities to apply new knowledge enabling pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate.
- Using assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge.
- Avoiding an over-reliance on long-term projects or internet research activities.

SPECIAL EDUCATIONAL NEEDS

The requirement for schools within the 2014 Children and Families Act to use their best endeavours to secure the special educational provision called for by the pupils' special educational needs remains in place.

RISK ASSESSMENTS

An updated Risk Assessment as guided by Suffolk County Council has been completed and is available online. Outside agencies i.e. FAYAP and Chartwells will be required to produce their own Risk Assessment or update any existing versions.

EXAMS

GCSEs, A and AS level exams will not go ahead this summer as planned. Students taking GCSE, AS and A levels, will receive grades based on teacher assessment, with teachers supported to reach their judgements by guidance and training from the exam boards. Separate guidance has been published by the school.

REVIEW

The Senior Management, Chair of Governors and Vice Chair of Governors are meeting weekly to review Covid-19 arrangements. This document will be updated and shared on a monthly update highlighting that months' changes.

Significant changes will be communicated through the Headteacher update letters.