

## Rationale:

We aim to deliver a familiar model of operations that provides a full school curriculum and secure pastoral care for all year groups and takes all aspects of published guidance as the basis for any adjustments. The health and safety of all in the school community is the overriding priority in all matters.

## DFE guidance:

[The DfE Guidance we have followed while producing our plan to re-open is available by clicking here.](#)

## Lateral Flow Device (LFD) Testing for Asymptomatic Cases:

Following the recently issued guidance, students who we have consent for will be expected to receive one LFD test and gain a negative result before returning to school. To enable this to take place, students will return via a phased timetable over the first few days of the week commencing 08/03/21. Please see the return timetable below.

Day	Testing	Face to Face learning	Remote Learning
Monday 8th	Year 11 and Year 10	None	All Years
Tuesday 9th	Year 9 and Year 8	Year 11 and Year 10	Years 7 to 9
Wednesday 10th	Year 7	Years 8 to 11	Year 7
Thursday 11th	2nd round of tests begins	All	Self isolators only
Friday 12th	2nd round of tests continues	All	Self isolators only

Students will receive an appointment slot by the end of the day on Thursday 04.03.21. Tests will take place in the Gym. Students will enter for testing through the East pedestrian gate and leave via the main car park gate. Students do not need to wear uniform to be tested. Students should not arrive at school in groups, they are expected to adhere to social distancing guidelines. Masks must be worn in the test centre and whilst queuing. Staff will be available to support students at all times. Students will be registered for their test by school, using the details provided on their most recently received consent form.

Please be mindful that we will do our utmost to adhere to these slots, but slippage may be unavoidable. Once students have been tested they can leave site immediately and parents/carers will be notified of the result by the NHS via text and/or email, again using the details provided on the most recently received consent form.

Students will have 3 tests over the first fortnight, 3-5 days apart. The second and third test will take place during the school day. The test team will aim to familiarise the students with the testing process so that students are able to carry our home testing accurately.

From the week commencing 22.03.21 students will be expected to conduct 2 home tests per week, these should be supervised by an adult. We will issue the testing kits and supporting advice and guidance closer to this date.

*What if my child has a negative result?*

There is no further action and your son/daughter will continue with their education as usual.

*What if my child has a positive result?*

*In school?* As this is classed as an assisted test, this result does not need to be followed up by a PCR test. The students and identified close contacts will be required to isolate for ten days from the date of the positive test.

*At home?* Currently, home tests that give positive results require a follow up PCR test. Whilst waiting for this follow up test, and if the result also comes back positive, the student and identified close contacts will be required to isolate for ten days from the original positive LFD result.

Remote learning will remain available for any students required to isolate.

### What if my child starts to show Covid-19 symptoms?

The household should immediately begin to self-isolate and book a PCR test. The student should not attend school for an LFD test.

### Year Group Bubbles and zoning:

Each year group will be self-contained within a zone of the school. There will be movement within that zone to allow set changes (e.g. from maths to English) and moves to tutor group. Students will be able to access specialist teaching rooms when accompanied by staff (staff will 'collect' students and move to rooms outside of the zone in an orderly fashion and return students to the zone at the end of lesson). Staff will move freely between year group zones. Supervision rotas are used to monitor successful changeovers.

Year 11	Year 10	Year 9	Year 8	Year 7
P18, P19, P20, P21, P22, P23, PCS4, PCS5	M1, M2, M3, M4, M6, M7, M8	P7, P8, P9, P10, P11, P12, Study Centre	P1, P2, P3, P4, P5, P6, Long Room	P13, P14, P15, P16, P17, B1, B2, B3

### Structure of the Day:

The school day remains as it was in the Autumn term, largely to ensure that break and lunchtime areas can be cleaned between sittings

	Year 11	Year 10	Year 9	Year 8	Year 7
8.30 – 9.40	Tutor and Lesson 1 *	Tutor and Lesson 1*	Tutor and Lesson 1*	Tutor and Lesson 1*	Tutor and Lesson 1*
9.40 – 10.00	Lesson 2	Lesson 2	Break	Lesson 2	Break
10.00 – 10.40			Lesson 2		Lesson 2
10.40 – 11.00	Break	Break		Break	
11.00 – 12.00	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
12.00 – 12.30	Tutor time	Tutor Time	Lunch	Tutor Time	Lunch
12.30 – 1.30	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
1.30 – 2.00	Lunch	Lunch	Tutor Time	Lunch	Tutor Time
2.00 – 3.00	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5

\*AM registration and uniform equipment check carried out by lesson 1 teacher

### Breaks and Lunchtimes

Each year group will be assigned to one of 3 distinct serving areas, eating spaces, toilets and outside areas. The indoor spaces will be shared and therefore cleaned after each use.

Year 11	Year 10	Year 9	Year 8	Year 7
Main Canteen Area West Playground	Common Room Area outside Malvern Block	Theatre and Blue Room East Playground	Theatre and Blue Room East Playground	Main Canteen Area West Playground

### Starts and Ends of the day:

Students should come to school as normal and arrive between 8.00 – 8.25. We will segregate on entry to school (students must enter by a particular entrance) and will zone the morning ‘congregation zones’ which will be separated by barriers. Staff will supervise students to enter the building through their designated door. Students should then remain within their year group bubbles for the entire day.

	<b>Year 11</b>	<b>Year 10</b>	<b>Year 9</b>	<b>Year 8</b>	<b>Year 7</b>
<b>External Entry Point</b>	Middle Gate (Main Gate)	West Gate	Pedestrian Gate	Car Park	King’s Gate
<b>Gathering area and school entry point</b>	West Playground/ Maths Doors	Area outside Malvern Block/ Malvern Block Doors	Top of East Playground/MFL Doors	Bottom of East Playground/ English Doors	Basketball Courts/ Science Doors and B block

We will continue with a weekly rotation of staggered ends of the day, meaning session 5 will be shortened or lengthened slightly. This is to create a staggered release to the community. We know this may be a slight inconvenience for a parent collecting two siblings, however we are sure you understand the reasons. Those travelling by bus will be released in good time.

<b>Date</b>	<b>Year 11 – end time</b>	<b>Year 10 – end time</b>	<b>Year 9 – end time</b>	<b>Year 8 – end time</b>	<b>Year 7 – end time</b>
<b>w/c 08.03.21</b>	15.02	15.07	15.02	14.57	14.52
<b>w/c 15.03.21</b>	15.07	14.52	15.07	15.02	14.57
<b>w/c 22.03.21</b>	14.52	14.57	14.52	15.07	15.02
<b>w/c29.03.21</b>	14.57	15.02	14.57	14.52	15.07

### Behaviour Policy:

Our usual high standards of behaviour and conduct will apply at all times. There will continue to be some additional rules and expectations added to the behaviour policy with regard to lesson changeovers, social distancing with adults and other students, and hygiene expectations. All new and existing expectations will be rehearsed with students in the first days and reinforced over the term. Detention rooms will be allocated in zones and will run as normal; detention times will start and end in line with the staggered end times above.

### Uniform and equipment:

Students will be expected to attend in full uniform. Parents/carers are asked to make every effort to ensure students have full and complete uniform as per the uniform policy published on our website. On days when students have PE or Dance they should come to school in PE kit (this must be strictly adhered to – no hoodies/non-school t-shirts). The only exception to this is Year 11, who have access to the PE changing rooms, so should attend in full uniform and bring their kits with them on PE days.

Staff will not be able to lend equipment during lessons. Students must come fully equipped or acquire replacement items via student services. C2s will be issued as per policy.

### Lockers:

Currently, lockers remain out of use.

### **Students accessing services and interventions outside of the bubble:**

Students will require a permission slip/card to 'exit' the bubble (e.g. student services, interventions etc). This is permissible as long as social distancing is maintained between those with whom there is contact. Masks must be worn when moving through school and attending communal areas.

### **Wearing of Face Coverings:**

In line with current guidance students are 'highly recommended' to wear masks in classrooms as well as in communal areas of the school. Therefore, it is essential that all students bring a mask to school each day. Masks are available to buy in school, should a student forget their own.

Students who have medical exemption from mask wearing will be provided with a lanyard to avoid unnecessary questioning. Parents/carers may be required to provide evidence of their son/daughter's medical exemption.

As the wearing of face coverings is primarily for the protection of others, students who refuse to wear a face covering will be asked to sit more than 2 m away from their classmates. If this is not possible due to the size or layout of a room, they will be asked to access their education in a separate supervised room.

Should you be the parent of a student who has a medical exemption from mask wearing, or who will be unable or unwilling to wear a mask for another reason, please would you contact their Head of Year giving details of the reason. Contact details for the Heads of Year are given at the end of this document.

Please see these sections from the **Systems of control** section of the current guidance (linked in the second section above and on pages 7, 11 and 12).

*Schools must always:*

*2) Ensure face coverings are used in recommended circumstances.*

and

*'In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.'*

Although it does say in this guidance that 'No student should be denied education on the grounds that they are not wearing a face covering' it is the school's stance that this education can continue via remote learning facilities on site should a student refuse to wear a mask in a classroom without medical exemption and if distancing is not possible in a room due to size and/or layout. This statement is found in the 'access to face coverings' section of the guidance and is therefore more applicable to a school ensuring a student can be provided with a face mask if they have lost/damaged or forgotten their own rather than in the situation of refusal to wear one.

Please ensure that you have contacted your son/daughter's Head of Year before school reopening if your son/daughter has a medical exemption to mask wearing so we can ensure they are provided with a lanyard.

[Please find detailed face covering guidance by clicking this link.](#)

This guidance is due to be reviewed at Easter and we will adhere to any alterations made at that point.

Staff are also expected to wear face coverings in lessons, unless they are in the 'no mask' zone of a classroom where we can guarantee a minimum of 2m distance from all students. Staff have been provided with transparent face coverings for use with students/classes who rely on lip reading, clear sound and facial expression to communicate.

## **Social distancing:**

We will be following the guidance regarding social distancing in schools. This applies between adults, adults and students and between students.

*It is strong public health advice that staff in secondary schools 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 from children. We know that this is not always possible, particularly when working with pupils with complex needs, or those who need close contact care.*

*(DFE guidance)*

In areas where social distancing is not possible, e.g corridors, classrooms, dining queues, students are expected to wear masks.

## **Cleaning:**

Enhanced protocols will continue to ensure regular cleaning of touchpoints, toilets and break/lunch areas (there will be 3 day cleaners on site).

Each classroom will contain a 'sanitisation station' for cleaning of surfaces as is necessary. All staff/students will be responsible for wiping down keyboards at workstations before and after use. Students may be asked to assist with the wiping down of work areas (particularly in shared specialist classrooms) and of equipment and textbooks.

Hand sanitiser will be available at all external doors and other central spaces across the school.

## **Reacting to medical emergencies, including suspected and confirmed cases of COVID-19:**

First-aiders will still be able to respond to medical needs (non COVID-19) related, however will be required to wear enhanced PPE in order to help a student.

There is a detailed section in the guidance about how schools should respond to any suspected and confirmed cases of COVID-19. This is summarised as follows:

### **Suspected case:**

- Any member of the school community (staff or students) should not come to school if they have symptoms
- A student showing symptoms in school will be isolated in a dedicated space following medical assessment and parents asked to collect as soon as is practicably possible
- All members of the school community must be prepared to act swiftly and secure a PCR test
- Parents/carers must inform the school of the outcome of the test immediately
- A negative test will mean that the student/member of staff can return to school

### **Confirmed case:**

- A positive test means that the person must self-isolate for 10 days. Other members of the household should isolate for 10 days even if they receive negative test result during that time period.
- We will inform the local health protection team of any positive case; likewise the team will contact the school if they become aware that someone who has tested positive has attended the school, as identified by NHS Test and Trace
- The health protection team will carry out a rapid risk assessment together with the school
- We will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days

- Household members of those sent home do not need to self-isolate unless the person self-isolating develops symptoms
- Anyone sent home, who subsequently develops symptoms, should immediately seek a test; the school should be informed immediately of the outcome.

In cases of multiple, positive test outcomes the local health protection team will advise the school if additional action is required.

### **Remote learning**

Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, remote learning will remain available via the Microsoft Teams platform, as during lockdown.

### **Attendance:**

School attendance will be mandatory again from the week commencing March 8<sup>th</sup> as per each Year group's phased return date. Students in receipt of shielding advice should not attend school until after March 31<sup>st</sup>. If this applies to your son/daughter please supply school with a copy of his/her shielding letter by contacting [walkers@bishopperowne.co.uk](mailto:walkers@bishopperowne.co.uk)

Children from households where another family member is shielding should still attend school. Unless we hear from you with medical advice to the contrary, we will follow up all absence with our normal procedures. We will support families where students, parents and households are anxious about returning to school.

### **Key Worker Provision**

Key Worker and Vulnerable provision will continue on March 8<sup>th</sup> – 10<sup>th</sup>.

- March 8<sup>th</sup> – KWV will run for years 7 – 11. The arrangements will be unchanged from the current KWV plan
- March 9<sup>th</sup> – KWV will run for Years 7 – 9. Year 7 will now be in B1, Year 8 will be in B2 and Year 9 in PCS1. Their dismissal times will match their year group end times for the w/c 08.03.21 ( see previous table)
- March 10<sup>th</sup> – KWV will run for Year 7 in B1. Their day will finish at 2.52 pm.
- March 11<sup>th</sup> onwards – All students in school as normal.

### **Assessment on return**

Our teaching and learning focus on return is to be around the delivery of strong lesson, with students present and paying attention. Therefore, we are not going to disrupt the flow of our reopening with the implementation of an assessment window.

No formal assessments will take place in any year group before Easter.

In terms of Year 11, we will receive more information from the government before Easter and we will use this to plan our response in the Summer Term.

There is one exception. We will be asking Year 7 students to sit CAT testing during the week commencing 22/03/21. This is online testing that does not need any preparation on the part of the students. We will use this data to support Year 7's in the absence of SATs testing at KS3. We will send more information about these tests closer to the time.

This delay in assessment will result in an inevitable delay in reporting to parents, but the priority for our return is enabling student to access high quality face to face teaching.

## Head of Year Contact Details

Year 7	Mrs G Dorsett	<a href="mailto:dorsettg@bishopperowne.co.uk">dorsettg@bishopperowne.co.uk</a>
Year 8	Mrs K Day	<a href="mailto:dayk@bishopperowne.co.uk">dayk@bishopperowne.co.uk</a>
Year 9	Ms J Santese	<a href="mailto:santesej@bishopperowne.co.uk">santesej@bishopperowne.co.uk</a>
Year 10	Mrs C Morris	<a href="mailto:morrisc@bishopperowne.co.uk">morrisc@bishopperowne.co.uk</a>
Year 11	Mrs V Reeve-McKew	<a href="mailto:reevev@bishopperowne.co.uk">reevev@bishopperowne.co.uk</a>