

Success for all through Achievement, Challenge and Enjoyment



# Parent Guidance for Full School Re-opening – September 2020



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# Introduction: The Covid Secure School

Dear Parent / Carer

This handbook accompanies the letter you received about the School's expectations of students in preparation for the re-opening in September.

The information in this document is to support you and your child in understanding the measures that have been put into place, but also to reassure you that the School is doing all it can to ensure our community's wellbeing is secure and that students can begin to access their education as close to normal as possible.

The Buckingham School will not return to normal in September. The Government, alongside the DFE, have given us guidance for us to implement which involves major changes to how the School would normally operate.

We have worked with the guidance to create 'bubbles' of students to reduce the risk of transmission of the virus through social mixing. With a small but increasingly populated School site, this has proved to be a complex and multi-layered undertaking, which will impact on our regular ways of working. We are confident that the measures we have put in place will create the safest possible environment within the guidelines alongside the best-case scenario in ensuring your child's wellbeing has been accounted for.

In summary, the changes for term 1 (September to October) are outlined below:

**Attendance:** The new Government legislation states that students will be expected to attend School from September. This is no longer optional as it was during lockdown and the usual School policies will be in place to follow up poor attendance and punctuality. Parents must be very clear when reporting absence as to the reasons for their child not being in school. The School needs to be able to track and trace any Covid-19 related symptoms to inform those students and staff in the bubble. When reporting an absence directly to the Attendance Manager, or leaving a message on the answering machine, please can parents ensure they clearly state if it is, or is not, Covid-19 related. In the case of it being Covid-19 related, please state the following:

- a) Child is suffering from symptoms and will be unable to work from home due to illness.
- b) Child is self-isolating as a member of the family is ill, but can work remotely using the distance learning resources.

**Start/Finish times:** Due to a large number of our students arriving and departing on school buses, it is impossible to stagger the start or end of the school day. Therefore, the school day will start at 8.30am. Students need to arrive at their assigned gate between 8.15am and 8.30am and be in their form rooms by 8:35am. The gates will close at 8.30am. The day will, however, finish slightly earlier at 3:00pm.

**Accessing School Site:** To avoid staggered starts, students will enter the School site according to their Year Group, through various entrances that lead them to their Year Group area. These are identified on the map in the handbook and students will be supervised at all times as they enter School.

Year 7: Access through the main gate and immediately into the Jubilee.

Year 8: Access through the back PE gate and up into Humanities.

Year 9: Access via the gate on Brookfield Lane and in through the Canteen.

Years 10/11: Access through the gate on the MUGA and into the Old Building.

Years 12/13: Access through the gate on Brookfield Lane and into the Sixth Form Area.

**Transport:** The DfE guidance states that students should try to avoid the use of public transport. All Council-provided school transport services (bus, minibus and taxi) will be resumed to their usual pre-COVID arrangements. With school bus services running this also places the students effectively in another bubble on the bus, as they will be with the same students daily. Whilst buses are available, the safest way for students to arrive to School is to cycle, walk or be dropped off by parents. Students who travel on public transport are required by law to wear facemasks.

**Appointments:** Please note that the School will not be accepting any ad-hoc parental or external meeting requests. These need to be booked in advance, so the relevant cleaning and distance measures can be implemented. Meeting parents face-to-face will only be one adult and (if appropriate) the child. In all cases, we will ask why a virtual meeting or a telephone call is not possible.

Our regular visitors from outside agencies, music peripatetic teachers, supply teachers (on the rare occasions that they are needed) and so on, will continue to work with the School.

**Food and Drink:** The School will still be providing hot food during the day, which will be served in the Canteen and Jubilee Hall only. However lunch times will be very differently organised and lunch and break times will be staggered to support social distancing and maintaining bubbles and unfortunately we are unable to serve breakfast prior to the school day. We are delighted to announce the appointment of our new Kitchen Manager, Luis Moreno Perez, who will bring some vibrancy and colour to the food we serve and the environment.

In addition, the School has used the lockdown period to invest significant time and funds into improving the environment for all our students and staff. We will no longer tolerate students who bring or consume chewing gum in school. We have spent a significant sum of money repairing the damage done by chewing gum to our environment. Disposal of chewing gum onto the floor or sticking under desks will be sanctioned as vandalism. Any chewing gum will be confiscated and thrown away.

Due to the complexities of our operations during this challenging period, we have decided that it will be an invaluable support to the school if our Sixth Form students brought their own food and drink to school with them, as they will be unable to leave the site to purchase food and drink. Any additional restrictions on the Sixth Form will be under constant review.

Prior to lockdown, the School was in the process of writing home regarding the increase in consumption of sweets and fizzy drinks during the day, which was impacting negatively on student behaviour. We will be confiscating and disposing of these if they are caught on site. Students should ensure they bring a refillable water bottle with them.

**Assemblies:** There can be no mass gatherings this term in one inside space; therefore, we cannot provide assemblies in the conventional way. Assemblies will take place remotely via Google Meet during tutor time. Excitingly, this development will allow for our first ever whole School assemblies.

**Social Times:** These will be spent in **designated areas only**. Wet breaks will be spent in form rooms. Each group has been assigned a different set of toilets and should only use the toilets assigned to them.

**Social Distancing:** Whilst students are required to sit next to each other again, they should avoid contact, hugging or touching their peers at all times.

**Hand Sanitiser:** This will be available in corridors and hand washing facilities in toilets. Students are strongly encouraged to bring their own small bottles of hand sanitiser in their bags.

**Facemasks:** These will have to be removed at the gate and disposed of or placed into a plastic bag to be used again on the way home. Students will not be permitted to wear facemasks whilst on the School premises. Students should be aware that staff may be wearing a clear visor, but will not be wearing a mask.

**Uniform:** Students will be expected to arrive at School in correct uniform, as identified on the School website. Any student who arrives in incorrect uniform will be asked to return home (if possible) to correct the issue. The School will be unable to loan uniform to students due to the hygiene concerns this presents. We will be focusing on the continued improvement in the appropriate skirts being worn, top buttons being done up and black socks (no white sports socks to be worn).

On the days students have PE/Dance lessons, they will be asked to arrive at School in full PE uniform. Students will not be permitted to wear anything else for PE but the accepted PE Kit, details of which can be found on our website. Students should be encouraged to have correct footwear for the sport and facilities they are using, whilst also ensuring a rain jacket and a change of sports clothes are in their bags in the case of adverse weather. Girls will be able to wear black sports leggings for the activities however, will be expected to wear tracksuit bottoms for the remainder of the lessons that day.

In addition, students should return to school with a natural hair colour and any new piercings will need retainers or removing prior to returning.

**Mobile Phones:** Our normal expectation of mobile phones not being seen on site and kept in bags/turned off during the day remains. The usual policy of 'if it's seen, it's confiscated', will apply.

**Student Desks:** These will face the front of the classroom with a teacher zone at the front. Students will not be able to move around the classroom freely. Students should not enter into the teacher zone, unless it is to enter or exit the room.

**Students Work:** For each subject in Years 7, 8 and 9, work will be completed in their relevant workbooks and these will be kept in their teaching room.

Students in Years 10 and 11 will be required to take their workbooks home with them and bring them back for timetabled lessons.

Year 12 and 13 students will be required to bring their own paper and folders.

For all Year Groups, we have significantly enhanced our expectations around the quality of the students' written work and their records of learning within their books. This will not change in these special arrangements. If students choose to graffiti their books or the work is not presented to the best of their abilities, they will be instructed to copy their work into a new book in their own time.

**Marking will be very different:** We will move to more self-assessment/use of success criteria/book checks/whole-class feedback sessions rather than physically marked books. Where it is necessary to mark books, they will be quarantined for 48 hours before and after they are marked.

**SDC (School Data Collection) Assessments will be marked as normal:** Where these are completed on paper, they will be quarantined for 48 hours before marking. Any work completed online can be marked as normal.

**Teaching Practical Subjects:** Any teaching that requires the use of specialist rooms will be restricted in Years 7-9, as they will be based in the same classroom throughout the day. Where specialist equipment can be brought to the room and used according to the guidance and Risk Assessments (thorough cleaning or quarantining for 72 hours), it is permitted. In Years 10-13, lessons will be timetabled into specialist teaching rooms where possible. Any practical work must follow strict guidelines, which minimises the spread of the virus.

**Enrichment Activities:** There will be no after school activities during the first term (until the October break). This includes sporting activities. Online or remote activities will be encouraged and details of these will be shared with you upon our return to School in September.

**Return to School in September:** In order to manage the students return to these very unusual new ways of schooling and get them used to the new school routines and expectations, the following changes have been made to students return dates:

**Tuesday 1st September** - Staff INSET Day

**Wednesday 2nd September** - Staff INSET Day

**Thursday 3rd September** - Year 7 and 12 Students ONLY

**Friday 4th September** - Year 7, 8, 9, 10 and 12 Students ONLY

**Monday 7th September** - All Students return

# Year Group Zones - how they will work, including entrance to and exit from School

Each bubble of students will have a separate entrance and exit route to use when arriving to and leaving, the school. These are detailed in the image below.

On arrival, students will enter the School via their designated route and go straight to their form rooms, where form tutors will be present, to welcome and supervise them. To ensure the students can be supervised once on site, the School gates will not be opened until 8.20am. Students arriving earlier than this will not be able to be supervised by the School.

8.15am - SLT member at each entrance point - gates must not be opened without a member of SLT present.

8.20am - School gates open (SLT member at each gate - have their own key), staff to be in form rooms, students to enter and go straight to form rooms.

8.25am - First bell goes - HOYs to be at entrance points.

8.30am - School day begins - all students should be in form rooms - HOYs to address latecomers.

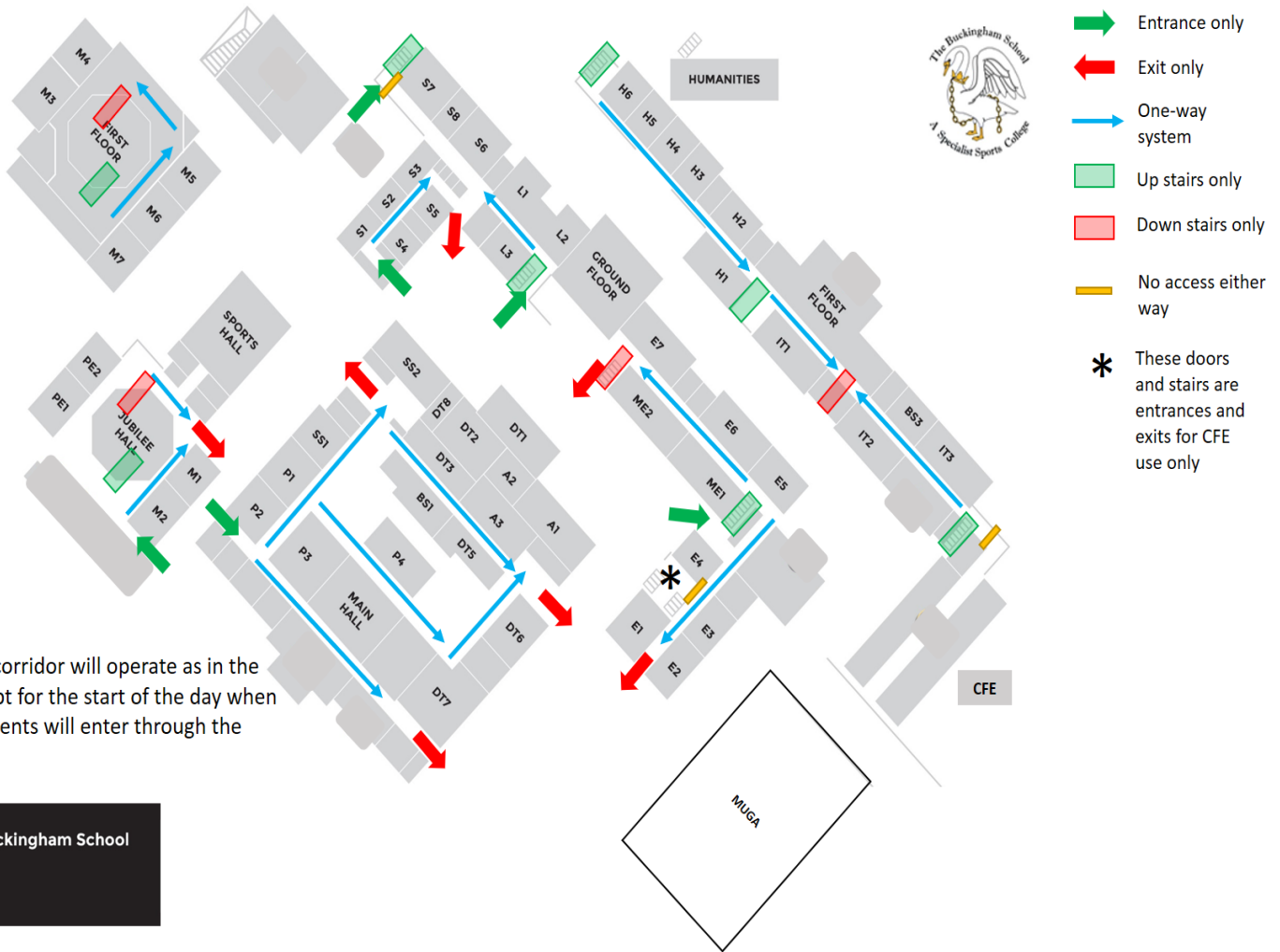
At the end of the day, students will exit through the same gate that they entered, unless they are catching a school bus, in which case they will line up on the MUGA.



# The one-way systems across site

To ensure the safety of both staff and students, one-way systems have been put in place across the School to help minimise interactions. These include one-way corridors, doorways and stairwells. Some doors will be 'no-entry' both ways to avoid the mixing of areas.

Students will be given a grace period of one week maximum, which will be reviewed daily (ending on Friday 11th September) to adapt to these changes. After that, sanctions will be put in place for anyone breaching these rules.





## Break Times and Social Areas

Students will remain in their Year Group bubbles during break and lunch times. Each Year Group will have 2 x 30 minute breaks during the day and will have access to hot food during at least one of these times.

Year Group	Break Time	Location	Lunch Time	Location
7	<b>10:00 - 10:30</b>	Jubilee/ Lockers	12:30 - 13:00	Jubilee / Lockers
8	10:30 - 11:00	Canteen/ Beach	13:00 - 13:30	Canteen/ Beach
9	11:00 - 11:30	Canteen/ Beach	13:30 - 14:00	Canteen/ Beach
10	<b>10:00 - 10:30</b>	Canteen/ Beach	12:30 - 13:00	Canteen/ Beach
11	10:30 - 11:00	Jubilee/ Lockers	13:00 - 13:30	Jubilee/ Lockers
12/13	11:00 - 11:30	Packed Lunch in Sixth Form area	13:30 - 14:00	Packed Lunch in Sixth Form area

The timing of the School day has been altered slightly in order to allow for staggered break and lunchtimes. Each period will be 30 minutes long but the majority of lessons will still be one hour in length. The altered timings also reduces the length of breaks and the potential for transmission of the virus during social times. The number of teaching hours a student receives will be unaffected.

Given the complicated nature of the School day, it is important that student lateness is not tolerated and is recorded/sanctioned in accordance with current policy.

# Revised Timings of the School Day

<b>Registration</b>	08:35 - 9:00
<b>Period 1</b>	09:00 - 09:30
<b>Period 2</b>	09:30 - 10:00
<b>Period 3</b>	10:00 - 10:30
<b>Period 4</b>	10:30 - 11:00
<b>Period 5</b>	11:00 - 11:30
<b>Period 6</b>	11:30 - 12:00
<b>Period 7</b>	12:00 - 12:30
<b>Period 8</b>	12:30 - 13:00
<b>Period 9</b>	13:00 - 13:30
<b>Period 10</b>	13:30 - 14:00
<b>Period 11</b>	14:00 - 14:30
<b>Period 12</b>	14:30 - 15:00
<b>END OF SCHOOL DAY</b>	15:00

# Adaptations to lesson lengths - a phased return to full lessons

Students have had an extended period of time away from their learning and may struggle to concentrate for long periods. In the first few weeks, this presents a fantastic opportunity to engage with students on a personal level; one of our first tasks is to restore relationships.

To accommodate this, we are implementing a phased return to full 1-hour lessons, as outlined below:

Week beginning	Teaching time (in a 1-hour lesson)	Non-teaching time (students to remain in classrooms, supervised by teacher)
31st August	45 minutes	15 minutes
7th September	45 minutes	15 minutes
14th September	50 minutes	10 minutes
21st September	55 minutes	5 minutes
28th September	60 minutes	0 minutes

Where lessons are longer e.g. 90 minutes, teachers should split this time into two - a one hour session and a 30 minute session following the guidance above.

## Pastoral Guidance

At the start of every day, students will go directly to their form rooms. In Years 7, 8 and 9, form tutors will seat them according to a seating plan, where they will sit every day for all lessons.

Form tutors will be checking students have all the correct equipment for the day and following up missing items or continued issues with parents.

A typical weekly tutor outline is set out below, with examples of what may form part of a 'Recovery Curriculum' that gets students discussing the key issues they have faced during lockdown and key social issues that are happening nationally and globally.

Example:

Monday	Virtual Year Group Assembly
Tuesday	Current Affairs/Topical Issue
Wednesday	Pastoral Work - Behaviour and Attendance
Thursday	Active Tutorial
Friday	Religious Studies

## Blended Learning

Blended learning is the term we use to describe a combination of digital and analogue (using pen and a book) learning, in and out of the classroom. Each type of learning has its place and both are equally important for a holistic learner to flourish.

**Digital Learning:** In the event that we move into a second lock down, digital lessons will be posted on the Google Classroom for that period. Students will be able to access one lesson a week (providing challenge, differentiation, interleaving etc.) on Google Slides, published on Google Classroom. The resources will be scheduled to appear that week to ensure students are not overwhelmed. Students will be able to easily navigate using the classwork tab where all published content will be in topics (tagged) to combat the increasing amount of content that is being published.

**Extended Learning:** Digital learning is key to ensuring students map, master and move forward with their learning. Teaching staff will set digital deadlines for extended learning. Deadlines will be differentiated by subject and the amount of time that staff teach students will be monitored by Curriculum Leaders, to ensure their team's provision is in line with extended learning policy on the website.

Students will be encouraged to use online platforms which will automatically assess student comprehension as they progress. Whole school platforms include GCSEPod, Seneca, Khan Academy, which students will be using for parts of extended learning or in addition, as challenge activities.

## Inclusion

The Inclusion Team will continue to support students in the usual ways, with in-class support from the TAs and Intervention programmes will also be running as normal.

To accommodate social distancing, the Inclusion Team will be operating from their normal hubs but with limited staff in each hub at all times. Students are allowed to leave their "bubble" for specialist intervention.

For our vulnerable students, there will be 'safe' places established within SS1 and SS2 (Student Voice) available for them to access, however, numbers will have to be limited to support social distancing.

If a student is in need of intervention during the day due to wellbeing concerns, the School will make a decision based on the need as to where that student will go for support.

Any parental meetings/external agency meetings will be by appointment only and meetings will only take place if what needs to be discussed cannot be done over the phone or a virtual meeting.

## Student Support

The Inclusion Team will be working from their normal locations (SS1, SS2, SSU and Student Office), but in order to facilitate social distancing, other staff are requested to not enter these offices. If you wish to discuss anything with a member of the Inclusion Team, please email or phone them.

Students will also be asked to email the member of the Inclusion Team to arrange a meeting or telephone call. This is to limit the number of students in SS1, SS2, SSU and Student Office and will allow numbers to be managed safely. Unless it is an emergency, meetings for students will be on an appointment only basis. Areas will be kept clean and sanitized both before and after meetings.

If students need to time out, they will only go to SS1 and will be admitted if numbers allow. There will be a maximum of 6 students to one staff member allowed in SS1 at any one time. This will allow for social distancing and support to be offered. Once a student leaves SS1, then the work station/desk they were sitting at will be cleaned before another student is allowed in/to sit there.

All time out cards will be rescinded and only those students who we have identified as needing one for medical reasons/behaviour/SEMH needs will be allocated a new purple TO card. They can only time out straight to SS1 and must be escorted there and when returning to class. This eliminates any risk of contact with other bubbles.

Inclusion team members must ensure a 2 meter plus distance is maintained between themselves and the students they are seeing at all times.

## Behaviour for Learning Guidance

The School's behaviour and reward policy still apply. All behaviour and reward points will be logged via Go 4 Schools as normal.

There will be further amendments to the Behaviour Policy that parents and students should make themselves aware of. These will focus on the behaviours and sanctions that surround social distancing and hygiene expectations. Any students who routinely fail to meet these, or deliberately go against guidance i.e. sneezing/coughing intentionally without proper respiratory hygiene, will be sanctioned in accordance to the new policy and the amended 'Making the Right Choice' ladder.

**Sanctions:** Any detentions will now be held after school. Preferably on the day they occur and parents will receive a call to advise of this. However, if transport is an issue, then the student will sit the detention the next day. Usual escalations will then be followed if students fail to attend the detention after school.

A daily tariff of behaviour points will apply and if a student accumulates 4 negative behaviour points, that will result in a detention the following evening. The previous daily tariffs will still apply.

**Behaviour Policy/Making the Right Choice Ladder:** Changes will be made to the Behaviour for Learning Policy and the summary of these changes will be available on the website.

There will also be Covid-19 specific additions to our behaviour ladder that identify repeated failings to adhere to hygiene and safety rules put in place around School. Breaches of basic hygiene rules such as sanitizing hands and not using one way systems will be sanctioned at B2-B4 level, depending on the severity or repeated nature. Behaviours such as deliberately coughing/spitting/sneezing and chewing gum will be sanctioned more severely and could result in exclusion. Again, this will be outlined further on our website in September.

**Rewards:** The standard awarding of House Points in lessons will have greater emphasis placed upon it. Students must be commended on adapting to these new parameters and their ability to demonstrate our virtues and excellence in the classroom should be recognised.

In addition, those students who demonstrate a high level of understanding towards the hygiene and safety requirements due to Covid-19, will also be suitably rewarded through House Points.

Heads of House will also be awarding points based around virtual House competitions and those that routinely demonstrate the School's key virtues.

## **Health and safety information, including risk assessments and method statement:**

Please see our website on the Coronavirus section:

<https://www.buckinghamschool.org/page/?title=Coronavirus+Info&pid=299>