

Success for all through Achievement, Challenge and Enjoyment



‘Moving Up’ - Student Guidance

7th June 2021

1. Introduction

- On 7th June, the whole school will move up a year group
- We will also revert to our normal school day timings
- All year groups will change name: for example, Year 7 will be known as Year 8 from June 7th, etc.
- We intend that the timetable from June 7th 2021 will remain the same until June 2022
- Nearly all of our Covid-19 procedures will remain in place
- Students will continue to wear face masks until at least 21st June 2021

Timings of the School Day

Gates Open for Students	08:20 - 08:30
Registration	08:35 - 09:00
Period 1	09:00 - 10:00
Period 2	10:00 - 11:00
BREAK	11:00 - 11:20
Period 3	11:20 - 12:20
Period 4	12:20 - 13:20
LUNCH	13:20 - 14:10
Period 5	14:10 - 15:10
END OF SCHOOL DAY	15:10

Entering and Accessing the School Site

- KS3 (Years 7-9) students will enter and leave via the main gates (near the Site Team office)
- KS4 & 5 (Years 10-13) will enter and leave via the gate on Brookfield Lane (near the Beach)
- Students will be supervised by Senior and Middle Leaders as they enter and leave school
- At the end of the day, students catching a school bus are required to wait on the MUGA, not on the street
- Sixth Form students will be permitted to leave the site at lunchtimes through Reception and will use the magnetic card on their lanyard to leave and gain access back to the school site.

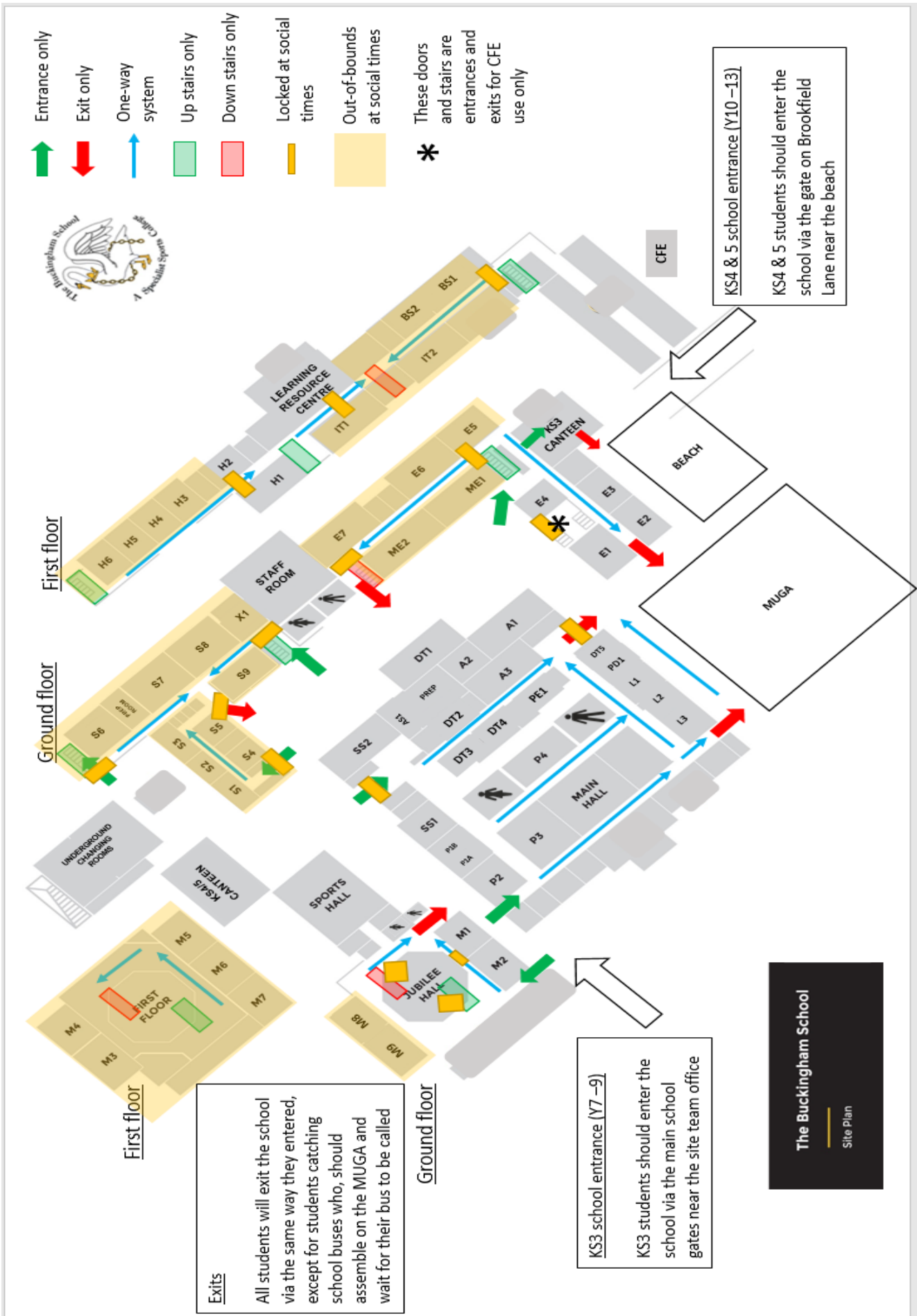
The one-way systems across site

To ensure the safety of both staff and students, one-way systems are permanently in place across the school to support safe student movement. These include one-way corridors, doorways and stairwells (please see map below).

2. Social Times and Social Areas

- The school has invested £2.5m in improved facilities for students and it is expected that our new toilets, new dining area, etc. are treated with pride and respect
- During social times, the same high standards of behaviour are expected from all students
- To help safe supervision some parts of the school are out of bounds
- Students will still have separate toilets:
 - Years 9 and 11 will have designated cubicles in the Main Block Toilets
 - Years 8 and 10 will have designated cubicles in the Humanities Block Toilets

Below is a map of the school. Note key features (including the magnetic locks) highlighted:



3. Catering Arrangements

- Students in Years 7-9 will use the current dining room (“Food Zone”)
- Students in Years 10-13 will enjoy the brand new facilities
- Queuing arrangements will change – students will need to follow instructions carefully as they get used to the new ones
- In short, as a safety measure, student will queue outside for catering
- Food can be consumed indoors, or at the tables outside (The Beach/Picnic Area)
- Queueing for each catering areas:
 - a) Key Stage 4 (Year 10&11) and Sixth Form students will be using the new canteen and picnic area
 - b) The student will queue along the ramp parallel to the fence that divides the school from the Swan Pool
 - c) Staff will ensure students do not use the wrong doors and inform student when they can enter the building to collect their food
 - d) Students will adhere to social distancing and also wear face masks, whilst queueing
 - e) Once indoors students should exit via the door closest to the till
 - f) Key Stage 3 students (Year 7, 8 & 9) will use the existing food zone
 - g) The students will queue in the picnic area (not inside) waiting to be let in the glass side doors
 - h) Students will no longer access the food zone from the blue doors off the main playground
 - i) Once indoors students must adhere to social distancing and also wear face masks, whilst queueing
 - j) Students should exit via the doors into the English corridor
 - k) Staff will ensure students do not use the wrong doors and if inform students when they can enter the building to collect their food
- Food will be pre-packed for students at break time so they can ‘grab and go’ to ensure all students can eat during break time
- Lunch times are longer and students will again be able to access both hot and cold food
- As has become established, students entitled to a free school meal will only be allowed to use this funding for a full meal (at lunchtime)

Year Group	Break Time	Location	Lunch Time	Location
7	11:00 - 11:20	Food Zone (Sept 21)	13:20 - 14:10	Food Zone (Sept 21)
8	11:00 - 11:20	Food Zone & Beach	13:20 - 14:10	Food Zone & Beach
9	11:00 - 11:20	Food Zone & Beach	13:20 - 14:10	Food Zone & Beach
10	11:00 - 11:20	Canteen (Picnic Area)	13:20 - 14:10	Canteen (Picnic Area)
11	11:00 - 11:20	Canteen (Picnic Area)	13:20 - 14:10	Canteen (Picnic Area)
12/13	11:00 - 11:20	Canteen (Picnic Area)	13:20 - 14:10	Canteen (Picnic Area)

4. Breakfast Club

- Breakfast Club runs from 08:10 in The Food Zone
- Students should enter from Brookfield Lane at 08:05 onwards
- Only students purchasing breakfast items are permitted on the school premises before 08:20

5. Being Ready for Learning

- House points are going to be awarded more and more frequently and we will be tying these more closely to the school's Virtues and The Buckingham Way
- We will continue to record our sanctions and rewards on Go4Schools
- The school's approach to behaviour will always be about celebrating the right choices and setting clear boundaries for poor ones
- Of course, our strong stance on mobile phones remains unchanged and these will be confiscated on sight or sound
- We constantly review our minimum expectations, with a view to raising them higher and higher
- Our non-negotiable basics for being ready to learn will always be in place. These are the minimum standards that will be allowed in every lesson:

Aspect of compliance	What we expect	What it will look like
Visible readiness	<ul style="list-style-type: none"> - Coats off - Equipment out, book open, completing the task set - Sitting up, paying attention - active engagement with what is happening 	<ul style="list-style-type: none"> - All students in the classroom are visibly ready or are being appropriately challenged
Basic behaviour for learning	<ul style="list-style-type: none"> - No teacher intervention required to ensure acceptable standards of behaviour - All requests made by teacher met at the first time of asking - Arguing with teachers about complying with basic standards will not be tolerated - No calling out – listen to others respectfully - Positive comments about the work and ability of others only 	<ul style="list-style-type: none"> - No behavioural barriers exist in the classroom to prevent students from learning. - Students know their job is to learn, allowing the teacher to teach
Basic behaviour in learning	<ul style="list-style-type: none"> - Takes part in discussions, answering when asked, preferably offering to answer questions - Takes all notes/attempts all tasks and has a complete record of learning for the lesson - Completes and sticks in worksheets carefully 	<ul style="list-style-type: none"> - Students are fully engaged in the learning experience of the lesson. - Students' records of learning are complete and well-presented
Pride	<ul style="list-style-type: none"> - Wears uniform fully (teacher may have permitted removal of blazer) - Exercise books and other equipment shows no sign of graffiti, tearing, etc. - No writing on own hands/arms 	<ul style="list-style-type: none"> - Students take pride in themselves, their equipment and their environment
The Buckingham Way - displaying the Virtues	<ul style="list-style-type: none"> - Students take responsibility for their own actions - Students strive to improve their work and willingly help and support each other - Students respect the authority of the teacher, both as an adult and as the expert 	<ul style="list-style-type: none"> - Students who are, at the least, compliant to our expectations

Tutor Time

- Form time is at 08:35 - 09:00
- Only students attending Breakfast Club are allowed on site before 08:20, access via Brookfield Lane
- A program of study for tutorial time will be released via the Head of Year

The table below illustrates what activities will take place at some time during the week:

	Monday	Tuesday	Wednesday	Thursday	Friday
7	Virtual Whole School Assembly 08.40	Assembly Jubilee	Current Affairs / RE	Pastoral	TBS Mile
8		Pastoral	Assembly Jubilee	TBS Mile	Current Affairs / RE
9		TBS Mile	Pastoral	Assembly Jubilee	Current Affairs / RE
10		Current Affairs / RE	TBS Mile	Pastoral	Assembly Jubilee
11		Assembly Main Hall	Current Affairs	TBS Mile	Pastoral
6F		6F Programme	6F Programme	6F Programme	6F Programme

Uniform

- Students will all return to school in Term 6 in full school uniform on all days
- Students wear full school uniform on PE days and change for PE
- Tutors (and teachers throughout the day) will challenge any incorrect uniform during form time that has evaded the staff on the school gates
- Tutors will follow up with parents if there is not a satisfactory response
- Any unsolvable uniform issues will result in the student being out of circulation for the day, so consistency in challenge is important
- Full details of full school uniform are available on the school website
- Sixth Form will continue to follow the professional dress code as communicated in the Sixth Form

Uniform:

<https://www.buckinghamschool.org/page/?title=Our+Uniform&pid=56>

Sixth Form Handbook:

https://www.buckinghamschool.org/_site/data/files/files/Sixth%20Form%20Student%20Handbook%20Updated%2020200521.pdf?pid=11

6. Student Support

- Our inclusion team will be working from their normal locations of SS1, SS2 and the Student Office
- A very small number of students with Time Out cards must only go to SS1 during lesson times
- Students will not be allowed to leave lessons to go to the toilet, get water, etc.
- Students seeking support should await their next break, unless in the event of an emergency
- During lesson times, most of the inclusion team are busy seeing students with appointments/arrangements
- Students who feel unwell should wait until their next break before reporting to the Library where Mrs Bradbury will assess the students or administer ice packs / plasters. A Level 3 First Aider will be called, if the issue requires further assessment

7. Attitude to Learning

The minimum standards that will be accepted in lessons are those defined by our non-negotiables and the definition below. Reluctant learners will generally not be able to remain in their class. The vast majority of students who demonstrate commitment or even dedication can expect to be recognised with praise and reward points

ATL	Description
Dedicated	The student is passionate about learning, goes beyond expectations as a matter of course. The student uses lessons as a springboard to explore content further. The student is highly self-motivated, is determined to master any areas of insecurity.
Committed	The student always meets or exceeds expectations in lessons, completing tasks enthusiastically and to their very best standard. Instructions are followed straightaway and appropriate, interested questions are raised. The student is eager to learn.
Compliant	The student meets expectations in lessons and does as required. Tasks are completed well and the teacher does not need to intervene to ensure compliance and co-operation.
Reluctant	The student fails to meet minimum expectations, rarely gets involved with learning, avoids completion of tasks and requires too much teacher time. Students who act to the detriment of others will automatically receive this grade.

8. Extended Learning

- Students can expect to receive a full load of extended learning tasks from 7th June
- Many of these will be digital learning based, using many of the platforms that they are becoming very well used to

Extra-Curricular

- Extra-curricular activities in Term 6 will be run during lunchtimes and after school on a 'sign-up in advance' basis - these will be used to manage numbers and record attendance
- The sign-up of students will be done via a Google Form (link on the timetable shared with students and parents)
- If indoors, the activity will only involve one Year Group
- If outdoors, the activity may involve a wider range of students

ROADMAP OUT OF COVID RESTRICTIONS

	Step 1 8th March	Step 2 7th June	Step 3 21st June
Timings of the School day	The school day will be organised into 12 half an hour periods, which will allow for only 2-year groups being on break and lunch at a time.	The school day will be arranged into 5 periods with all students on lunch/break at the same time	
Bubbles	KS3 maintain their class sized bubbles. KS4 and KS5 maintain their year group sized bubbles	All students taught in year group sized bubbles. Allows flexibility in arranging teaching groups.	
Social Times	Year groups will be kept apart during break/lunch times whilst inside but can share outdoor spaces	All year groups will be at break/lunch at the same time. KS3 will be separated from KS4/5 and students encouraged to use outdoor space as much as possible.	
Face masks	Staff are encouraged to wear facemasks in all communal areas, including when coming into/out of lessons. Requirement for students to wear masks in school continues	Staff can continue to wear face masks if they wish but it will no longer be a requirement	
Hygiene	All students encouraged to wash hands more regularly. Students sanitise their hands on the way into and out of classrooms and all desks are cleaned between use by different bubbles	All students encouraged to wash hands more regularly. Hand sanitisers will remain in corridors but there will no longer be an expectation for students to sanitise before and after each lesson	
Lateral Flow Testing	Students tested 3 times in school upon their return and then issued with twice weekly 'at home tests'	We will follow Government guidelines on LFT.	
Educational Visits/Extra-Curricular activities	No educational visits should go ahead at this time. Extra-curricular activities are allowed where this provision is necessary to support parents to work	Educational visits can now go ahead. All extra-curricular activities now allowed.	
Classroom setup	Student desks will face the front of the classroom with a teacher zone at the front.	Classrooms can be arranged as the teacher sees fit.	
Entrance/ex it to school	Each year group will be assigned one of two entrance/exit gate to ensure students do not mix on the way into/out of the school	Students can now all enter/exit via the main gate. Pupils taking buses will still need to leave via the MUGA	
One-way systems	One way system are clearly marked around the school		
Toilets	Each year group assigned separate toilets	Students can now use any available toilet	