

Vanguard Learning Trust



The Vanguard Learning Trust is a group of local primary and secondary schools in Hillingdon. We strive to be a Trust that serves its local community and is pioneering in its approach to broadening our students' lives. We believe in effective teaching which allows our students to shine both in and out of the classroom and that intellectual curiosity is at the core of every learning experience. Whilst schools in the Trust have their own ethos and values, they share the common aspiration that all students can achieve their potential and life is a journey of discovery.

COVID-19: Plan for full reopening in September: Vyners School July 2020

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Section 1: Introduction

1.1 Reopening schools

All schools were provided with specific information from the Department for Education (DfE) on Thursday 2nd July 2020 ([click here](#)) regarding the plans for the full reopening of schools in September 2020.

1.2 Government guidance

There have been a number of DfE and government publications regarding the reopening of schools since May 2020; these are also being used by school leaders, and those members of staff responsible for health and safety, to decide the school's reopening plans for September.

Specific to schools

- Coronavirus (COVID-19): implementing protective measures in education and childcare settings ([click here](#))
- Safe working in education, childcare and children's social care, including the use of personal protective equipment (PPE) ([click here](#))
- Coronavirus (COVID-19): guidance for educational settings ([click here](#))
- Managing school premises during the coronavirus outbreak ([click here](#))
- Extra mental health support for pupils and teachers ([click here](#))
- Coronavirus: safeguarding in schools, colleges and other providers ([click here](#))
- Coronavirus: travel guidance for educational settings ([click here](#))

Other relevant guidance

- Coronavirus (COVID-19): safer travel guidance for passengers ([click here](#))
- Travel corridors ([click here](#))
- Overview of scientific information on coronavirus (COVID-19) ([click here](#))
- COVID-19: cleaning of non-healthcare settings guidance ([click here](#))
- Self isolation and treatment if you have coronavirus symptoms ([click here](#))
- Guidance for households with possible coronavirus infection ([click here](#))
- Coronavirus: getting tested ([click here](#))
- NHS test and trace: how it works ([click here](#))
- Public Health England (PHE): Coronavirus: what you need to know ([click here](#))
- Guidance on shielding and protecting people who are extremely clinically vulnerable ([click here](#))
- Shielding guidance for children and young people ([click here](#))
- Staying alert and safe (social distancing) ([click here](#))

1.3 Guiding principles

Our aim during this time of societal challenge remains simple: We know that the needs of our school community is best served when we are all together in a shared space. Our intention is to always put the safety of our school community at the front and centre of every decision we make.

Our school values of **Community, Aspiration, Respect and Endeavour** continue to underpin everything we do and will guide and enable us to navigate our future. We endeavour to share our planning in a transparent way with the acknowledgement that our plans will change over time as one would expect them to.

The principles that guide us are:

- Our responsibility to ensure the safety of students, parents and staff;
- Our commitment to the welfare and wellbeing of students and staff;
- An adaptable leadership approach based on considering operational matters in terms of 'knowns' and 'unknowns';
- Clear, transparent and open communication with all stakeholders;
- Decision making based on specific guidance and evidence, rather than anecdotal and/or individual preferences; and
- Recognition of school context in terms of opportunities, constraints and school-based parameters.

Section 2: Risk management

2.1 Overarching principles

The overarching principles for the risk management of reopening schools in September 2020 are that measures are proportionate and based on DfE and PHE guidance. In terms of being proportionate, it is an exercise between balancing the school's commitment to providing an education for all students whilst minimising any risks in relation to contraction and transmission of the COVID-19. The reason that schools can fully reopen is because:

- the prevalence of COVID-19 has decreased, in particular the reproduction rate in the community is below 1.0;
- NHS Test and Trace system is running;
- PHE is clear about the measures that need to be in place to create safer environments within schools;
- schools are a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families;
- the risk to children themselves of becoming severely ill from coronavirus is low; and
- there are negative health and economic impacts of school closures.

2.2 Risk assessments and site preparation

A comprehensive risk assessment covering every aspect of the September reopening plan can be found here [Vyners School Risk Assessment](#). The risk assessment will be shared with staff for feedback and the final documents, once approved by governors, will be available, along with this reopening plan, on the school's website. The process of approval, training, monitoring and review of the risk assessments is covered in Section 6. In terms of site preparation, unnecessary items will be removed from classrooms and all the necessary premises checks will again be carried out in line with DfE guidance ([click here](#)).

2.3 System of controls

The DfE guidance notes six controls that schools can use to prevent transmission of COVID-19. The arrangements set out in Section 3, regarding the timetable, staggered start and finish and recreational time, are based on adhering to the guidelines in terms of these controls.

2.3.1 Minimise contact with individual who have COVID-19 symptoms

All members of the school community must not come to school if they:

- have tested positive in the last 10 days;
- have to self isolate because of being in contact with someone who has had a positive test of COVID-19;
- have to self isolate because a member of their household has symptoms of COVID-19;
- have symptoms themselves of COVID-19.

The NHS will provide advice for the period of self isolation and therefore staff and parents need to inform the school of the time period.

The common symptoms of COVID-19 ([click here](#)) are as follows:

- *a new continuous cough*
- *high temperature*
- *a loss of, or change to, your sense of smell or taste*

In the case that any student develops symptoms during the school day, they will be taken to the Therapy Room situated next to Student Services and kept separately from other students. Weather permitting, the external door will be opened and the student will be able to use the toilet in the Therapy Room,

which will be cleaned and disinfected after being used. Parents/guardians will be contacted to collect their child.

If a member of staff displays any of the symptoms, they must contact the Business Manager who will inform the Headteacher as a matter of priority if they develop symptoms. If not in school, they should follow the absence procedure, inform the school that they are displaying symptoms and [book a test](#). Staff must not come into the school if they have symptoms.

If in school, staff must be sent home immediately if they display symptoms in school. They should book a test and inform the Business Manager that this has been carried out.

The school will take swift action when they become aware that someone has tested positive for COVID -19. The school will contact the local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID -19) attended the school.

2.3.2 Hand hygiene

The school will continue to promote good hygiene with staff and students, in particular the recommended hand washing for 20 seconds with soap and water. Whilst students and staff are encouraged to have their own small hand sanitizer, containers will be available for students and staff as they enter and leave the school building, in every classroom and in the toilets. Students will be directed to the hand sanitizing units that have been placed around the school. Students will be asked to use these on entry and exit to the school and throughout the school day during any movement time they may have including attending specialist classrooms or going to break times. Students will also be directed to clean their hands before and after eating and after using the toilet.

2.3.3 Respiratory hygiene

The school will continue to promote effective respiratory hygiene with the '*catch it, bin it, kill it*' approach. Students and staff will be encouraged to carry tissues with them so that if they cough or sneeze, they can try to catch any droplets that are expelled which could contain the virus. They should dispose of the tissue in a bin and wash their hands and/or use hand sanitizer. This approach has been used by the NHS since 2007 to reduce the transmission of the common flu virus. Every classroom has a *Catch It, Kill It, Bin It* poster displayed, tissues, a bin and hand sanitizer.

2.3.4 Enhanced cleaning

The school's risk assessments reflect the guidance in terms of the hygiene arrangements; enhanced cleaning has been in operation since the school reopened in June 2020. There will be regular cleaning of all parts of the school throughout the day, in particular surfaces that have been touched by students and staff. A log of each day's cleaning will be collated each day and reviewed by the senior leader responsible for monitoring cleaning. Equipment that is shared by students will also be cleaned, in particular books and other equipment required for practical-based lessons.

2.3.5 Minimise contact

Whilst schools will not be expected to fully adhere to social distancing in particular between students in the classroom, the measures that have been taken try to minimise the number of contacts between individuals. The fewer individuals a person is in contact with during the day, the lower is the risk of transmission. Therefore whilst the school is reopening to all students, arrangements have been made to reduce the contact between students, eg. year groups not mixing and between staff and students. Staff will have fewer contacts with their colleagues. The arrangements for students will be expanded on in Section 3.4. All staff meetings will continue to be held remotely. [A safety working protocol](#) will be shared with all staff. This is particularly important in terms of the NHS's Test and Trace system which is outlined in Section 2.4.1.

Staff, visitors, etc. must continue to social distance between each other and between themselves and students.

2.3.6 Personal protective equipment (PPE)

PPE refers to fluid-resistant surgical face masks, disposable gloves, plastic aprons and eye protection, eg. face visor or goggles. DfE guidance states that the majority of school staff will not require PPE even if they are not always able to maintain a distance of 2 metres from others. PPE will be provided for all staff involved in moving and handling, or working in welfare, both of which require them to be less than 2 metres apart from a student. If a student becomes unwell with symptoms of COVID-19 as noted in Section 2.3.1, a face mask will be worn by the staff member if a 2-metre distance cannot be maintained. If contact with the student is necessary, gloves, an apron and face mask will be worn. If there is a risk of splashing to the eyes, eg. from coughing, spitting or vomiting, eye protection will also be worn. When using PPE, staff members will be trained in PHE guidelines in how to put on and take off equipment as well as its disposal. In line with government guidance, pupils and staff will not be allowed to wear their own PPE onsite, in particular face masks. The school reserves the right to change its position on this in particular if DfE and/or PHE guidance changes. The member of staff who has helped someone with symptoms, and/or any individual who has been in close contact with them, does not need to go home to self-isolate unless they develop symptoms themselves.

2.4 Response to any infection

The school will respond in line with guidance to any known case of COVID-19, which is outlined in terms of the NHS Test and Trace system, confirmed cases and local outbreaks.

2.4.1 NHS Test and Trace

In the case of an individual with COVID-19 symptoms, the school will contact its local PHE team and will ensure parents and staff understand the NHS Test and Trace system in terms of booking a test ([click here](#)), self-isolating and providing details of individuals they have been in contact with. Schools are expecting to be provided with home testing kits that can be given to any individual with symptoms. The school will need to be informed promptly of any test result - this information should be shared with the Headteacher.

- Negative test and feeling well: They and members of their household can stop isolating.
- Positive test: They must self isolate for at least 10 days and return to school only if they have no symptoms. The 10-day period starts from the first day they had symptoms. Other members of their household should self-isolate for 14 days.

2.4.2 Confirmed cases

The school will be in contact with the local PHE team in relation to confirmed cases. The local health protection team will carry out a rapid risk assessment as part of the NHS Test and Trace process. In order to support this process, the school will keep a log of contacts noting interactions between individuals that is beyond the routine arrangements as they will be known and registers will be accessible. As instructed by the health protection team, schools will fully comply with the advice and will send individuals home with the recommended letter if they are onsite or contact them. It will explain that family members do not need to self isolate unless the individual having to self-isolate develops symptoms. The self-isolation period is 14 days since they were in contact with the person with a positive diagnosis. The definition of close contact is:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

2.4.3 Local outbreak

The school will fully comply with the health protection team if there are two or more cases within 14 days or a rise in suspected cases; this could lead to additional intervention such as self-isolation of a larger group of individuals or a mobile unit onsite to test any individual who may have been in contact with the persons who have tested positive.

2.5 Contingency plans and remote learning

Any students who are self-isolating will be expected to meet the same learning outcomes as those in school by remote learning. The school has plans in place to allow students to work remotely from the first day of self-isolation. The school also has contingency plans in place should it be instructed to fully or partially close for the reasons outlined in Sections 2.4.2 and 2.4.3. Depending on the circumstances of full closure, the school may, however, be in a position to remain open to key workers' children and those identified as vulnerable. The school's contingency planning has considered how to reduce the risk of full school closure based on staff availability in particular if some need to self-isolate.

2.6 Evacuation of the building

The school's health and safety policy has been modified to ensure it contains the information outlined in risk assessments and fire evaluation procedures. Students and staff will receive specific guidance on the new arrangements for evacuation ([click here](#)).

2.7 Travelling to and from school

Students and staff travel to school using different modes of transport. This section is primarily aimed at students but the sections on public transport and car sharing are relevant to staff.

2.7.1 Walking and cycling to school

Students who walk to and from school are expected to adhere to the preventive measure of minimising contacts particularly with students from a different year group; the school's risk assessment notes that they must walk with only one other student, who is a sibling or member of their year group, and be responsible in their conduct towards other members of the public and themselves. They are advised to move to the side and walk individually if they are passing members of the public. In terms of cycling, all students will be required to cycle on the road or on designated pathways. Students will be expected to wear a cycle helmet throughout their journey to and from school and dismount from their cycle before entering the school site.

2.7.2 Public transport

Whilst the majority of students are in a position to walk to school, students who have to travel by bus need to ensure they are familiar with the recommended guidance ([click here](#)). The DfE guidance states that this should be kept to a minimum, particularly at peak times. Face coverings for students aged 12 or above and staff should be removed by not touching the front of their face. They must wash their hands immediately on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again.

2.7.3 Dedicated school transport

The arrangements should be aligned with the prevention measures outlined in Section 2.3. The school will liaise with the local authority to ensure that each day the following is known: named individuals who have travelled together; that students have used hand sanitiser upon boarding and disembarking; there is additional cleaning of vehicles; social distancing is maintained as students board and disembark; and students wear face covering if they are aged 12 or above.

2.7.3 Cars

As part of the transport survey for students and staff, it will be important that the school has information on individuals who routinely travel together as this may be required as part of the NHS Test and Trace process.

Section 3: Curriculum and school timetable

3.1 Dates for students to return

Thursday 3rd September 2020: Year 7 Induction

8.50	Arrive
9.00 - 9.55	Tutorial
10.00 - 10.30	Session 1
10.35 - 11.05	Session 2
11.05 - 11.35	Break
11.35 - 12.05	Session 3
12.10 - 12.40	Session 4
12.40 - 13.30	Lunch
13.30 - 14.45	Tutorial

Thursday 3rd September 2020: Year 12 Induction

8.30	External students arrive
9.15	Internal students arrive
10.00 - 14.30	Induction lessons

Friday 4th September 2020: Year 7 Timetable

8.25	Arrive
8.30 - 8.50	Tutorial
8.50 - 9.50	P1
9.55 - 10.55	P2
10.55 - 11.15	Break
11.15 - 11.40	Tutorial
11.40	Dismiss

Friday 4th September 2020: Rest of the School Timetable

Time	Year group
11.30 - 13.00	Year 10 Year 11
12.30 - 14.00	Year 13
13.30 - 15.00	Year 8 Year 9

3.2 Attendance

The normal rules regarding school attendance will apply from September, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

A small number of students will still be unable to attend in line with PHE advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus. Where this is the case, the school will provide access to remote education. Parents are encouraged to contact the school should they have any questions, in particular if they are worried about their child returning to school. Staff should be able to provide the necessary assurance that their child is able to return safely to school.

3.3 Curriculum and timetable

Students will be following a full curriculum with adjustments made as necessary to facilitate practical subjects. Years 7 and 8 will be taught in their tutor groups and be based in one classroom. Years 9,10, 11, 12 and 13 will be taught subjects in classrooms allocated to the year group bubble unless the subject requires a specialist area. The structure of the school day is as below.

Structure of the day (NC - New Canteen; OC - Old Canteen)														
	8.30 - 8.45	8.50 - 9.50	5	9.55 - 11.20 (80 minutes in total)			5	11.20 - 12.20	12.25 - 1.50 (80 minutes in total)			5	1.55 - 2.55	3.00 - 3.15
Year 7	Tutorial	Lesson 1		9.55 - 10.15 Break 1 NC	10.15 - 11.15 Lesson 2 (1 hour)			Lesson 3	12.25 - 12.50 Break 2 NC	12.50 - 1.50 Lesson 4 (1 hour)			Lesson 5	
Year 8	Tutorial	Lesson 1		9.55 - 10.15 Break 1 OC	10.15 - 11.15 Lesson 2 (1 hour)			Lesson 3	12.25 - 12.50 Break 2 OC	12.50 - 1.50 Lesson 4 (1 hour)			Lesson 5	
Year 9	Tutorial	Lesson 1		9.55 - 10.55 Lesson 2 (1 hour)		10.55 - 11.15 Break 1 NC		Lesson 3	12.25 - 12.55 Lesson 4 (30 mins)	12.55 - 1.20 Break 2 LC	1.20 - 1.50 Lesson 4 (30 mins)		Lesson 5	
Year 10		Lesson 1		9.55 - 10.55 Lesson 2 (1 hour)		10.55 - 11.15 Break 1 OC		Lesson 3	12.25 - 12.55 Lesson 4 (30 mins)	12.55 - 1.20 Break 2 UC	1.20 - 1.50 Lesson 4 (30 mins)		Lesson 5	Tutorial
Year 11		Lesson 1		9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 NC	10.45 - 11.15 Lesson 2 (30 mins)		Lesson 3	12.25-1.25 Lesson 4 (1 hour)		1.25 - 1.50 Break 2 LC		Lesson 5	Tutorial
Year 12		Lesson 1		9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 OC	10.45 - 11.15 Lesson 2 (30 mins)		Lesson 3	12.25-1.25 Lesson 4 (1 hour)		1.25 - 1.50 Break 2 UC		Lesson 5	Tutorial
Year 13		Lesson 1		9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 OC	10.45 - 11.15 Lesson 2 (30 mins)		Lesson 3	Lesson 4 (1 hour)		1.25 - 1.50 Break 2 UC		Lesson 5	Tutorial

3.4 Minimise contact

One of the prevention measures will be to minimise contact between individuals, both staff and students, which is expanded on in Section 2.3.5. The following arrangements have been made in order to reduce the number of contacts between individuals: Year group bubbles have been mapped to ensure that the integrity of each year group bubble is as robust as it can be. Dedicated areas of the school along with toilets, canteens, entry and exit points have been allocated to each year group.

Dedicated zones for year group bubbles have been allocated as follows:

Year 7: Lower floor of new building, rooms: 006, 007, 012, 013, 014, 015, 016, 017

Allocated toilets: Boys and Girls toilets next to the new canteen

Year 8: First floor of old building, rooms: 140, 141, 145, 146, 147, 148, 151, 152, 154

Allocated toilets: 149 Boys, 138 Girls

Year 9: Maths corridor, rooms: 039, 040, 042, 043, 044, 045, 074 (specialist rooms 190 Food, 080 Pa / Dr, 034 Dt)

Allocated toilets: 037a Boys, 037b Girls

Year 10: Top floor of old building, rooms: 242, 243, 247, 249, 250, 251, 255 (specialist rooms 132 Art, 068 Computing, 068 PE, 190/191 Food, 090/091 DT, 080 for Pa, 033 Po, 052 Mu)

Allocated toilets: 252 Boys, New toilets on 1st floor Girls

Year 11: Top floor of new building, rooms: 112, 113, 114, 115, 116, 118, 119 (specialist rooms 100 Ms/Po/Pe, 033 Po, 033 Pe, 036 Dr, 090 Dt, 134 Ar, 055 M, 068/100 Cp)

Allocated toilets: Boys and Girls on top floor of the new building

Sixth Form¹: First and Top floor of old building, rooms: 156, 157, 158, 160, 162, 164, 165, 139, 261, 262, 263, 265, 266, 268, 269, 241 (specialist rooms 133 Art, 055 Mu, 052 Py, 091 Dt, 191 Fd, 036 Dr)

Allocated toilets: New toilets on legacy admin corridor

3.4.1 Staggered start and finish times

Years 7, 8 and 9 will start school at 8.30am with a tutorial session. Students should not be on the school site prior to 8.15am and they should go straight to their allocated classroom via their Year Group entry point. Years 10, 11 and Sixth Form will start school at 8.50am and go straight to lesson 1. They should not be on the school site prior to 8.40am. Years 7, 8 and 9 will finish school at 3pm and exit via their Year Group exit point. Years 10, 11 and Sixth Form will have a 20 minute tutorial starting at 3pm and will exit school via their Year Group exit point at 3.20pm.

Year Group Entry and Exit Points (students will enter and exit via the same routes)

Year 7: Enter via bottom gate (main entrance) walk up to quad past the sportshall and through the bottom floor link door

Year 8: Enter via top gate, enter quad through walkway next to PA room, up main staircase to classrooms

Year 9: Enter via back gate, enter building through doors at the end of the Maths corridor

Year 10: Enter via top gate, enter quad through walkway next to PA room, up main staircase to classrooms

Year 11: Enter via bottom gate, enter building through atrium stairs, use these stairs to go up to classrooms

Year 12 and 13: Enter via back gate, enter building through doors by music department, move along the corridor by new changing rooms and up the admin stairs to classrooms

¹ Year 12 and 13 cohorts are one bubble.

3.4.2 Arrangements for recreational time

Each Year Group has been allocated one of the two canteens, New Canteen NC and Old Canteen OC. These canteens will be cleaned continuously from 9.55am to 1.50pm. Initially all students will stay on the Quad during break times unless they are in their designated canteen. A two-metre marker will divide the quad into two halves and Year Groups will be designated the half nearer to the Year Group canteen.

	9.55 - 11.20 (80 minutes in total)			12.25 - 1.50 (80 minutes in total)		
Year 7	9.55 - 10.15 Break 1 NC	10.15 - 11.15 Lesson 2 (1 hour)		12.25 - 12.50 Break 2 LC	12.50 - 1.50 Lesson 4 (1 hour)	
Year 8	9.55 - 10.15 Break 1 OC	10.15 - 11.15 Lesson 2 (1 hour)		12.25 - 12.50 Break 2 UC	12.50 - 1.50 Lesson 4 (1 hour)	
Year 9	9.55 - 10.55 Lesson 2 (1 hour)		10.55 - 11.15 Break 1 NC	12.25 - 12.55 Lesson 4 (30 mins)	12.55 - 1.20 Break 2 LC	1.20 - 1.50 Lesson 4 (30 mins)
Year 10	9.55 - 10.55 Lesson 2 (1 hour)		10.55 - 11.15 Break 1 OC	12.25 - 12.55 Lesson 4 (30 mins)	12.55 - 1.20 Break 2 UC	1.20 - 1.50 Lesson 4 (30 mins)
Year 11	9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 NC	10.45 - 11.15 Lesson 2 (30 mins)	12.25-1.25 Lesson 4 (1 hour)		1.25 - 1.50 Break 2 LC
Year 12	9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 OC	10.45 - 11.15 Lesson 2 (30 mins)	12.25-1.25 Lesson 4 (1 hour)		1.25 - 1.50 Break 2 UC
Year 13	9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 OC	10.45 - 11.15 Lesson 2 (30 mins)	Lesson 4 (1 hour)		1.25 - 1.50 Break 2 UC

3.4.3 Pre- and after-school activities

Pre-school activities will not take place when the school reopens. After-school activities will be carefully planned to ensure that the integrity of year group bubbles are maintained at all times and that excellent hand and respiratory hygiene standards are maintained at all times. After school activities will also be carefully monitored to ensure that equipment is not shared unnecessarily and standards of cleanliness are maintained.

3.4.4 Assemblies

Year group bubbles will each be allocated a day for a Year Group assembly. Whole school assembly will be delivered in tutorial classrooms via Loom.

3.5 Physical activities

In line with DfE guidance, the school will have PE lessons and will prioritise those that can be held outdoors. Where indoor spaces are in use, staff should ensure that there is adequate ventilation by opening doors and / or windows. Students will be kept in consistent groups and contact sports will be avoided. Any equipment that is used will be cleaned between groups of students.

Students should wear their full PE kit to school on days when they have a PE lesson. This may be supplemented with plain black, grey or navy tracksuit bottoms. Students may also wear their school blazer or an outdoor coat. However, outdoor coats may not be worn inside the school buildings. PE changing rooms will only be used to drop off or collect bags, outdoor coats and / or blazers. A one-way system will be employed at the start and end of each lesson for this activity.

In planning activities, including risk assessment, the following advice and guidance will be used:

- Guidance on the phased return of sport and recreation ([click here](#)):
- Sport England ([click here](#))
- Association for Physical Education ([click here](#))

- Youth Sport Trust ([click here](#))

3.6 Canteen

The school's catering company, Aspens, has written to parents about the service it will offer as school reopens ([click here](#)). In addition there will be a grab and go menu on offer that will enable canteen staff to manage student numbers at break times and also the continuous cleaning of the canteens ([click here](#)).

A member of staff will manage the queue for the canteen and students will sanitise their hands on entry. Students will be able to seat next to each other but not opposite and the canteen will be set out accordingly to facilitate this. The canteen will be cleaned continuously from 9.55am to 1.50pm. There will be a specific focus on cleaning the facilities between the sitting of each bubble.

Section 4: Other relevant information

4.1: Pastoral support

Students will continue to receive the high level of pastoral care that is provided by the school. All staff have received up-to-date pastoral professional development to support students. Students will continue to have daily contact with their tutor and regular contact with their Year Leader and SLT link. Tutorial activities and PSHE will be continually monitored and reviewed to ensure students are given regular guidance and support. Those students who require additional support will be offered a range of services including:

- one-to-one mentoring
- mindfulness sessions
- coaching from Transform UK
- sessions with the school counsellor

Prior to returning, students who are feeling anxious about the return have been offered the opportunity to attend a reorientation session to help them feel comfortable on returning.

Student services will continue to be in operation; however, steps will be taken to reduce student numbers. If students need to go to student services, the member of SLT on duty will need to be contacted to come and collect them; they may be met by a member of student services depending on the need of the student.

4.2 Uniform

Students will return to school in full school uniform. There will be no requirement to clean uniform items more frequently than is normal or to use specialist products. Students will be expected to wear their full PE uniform to school on days when they have a PE lesson (see Section 3.5).

4.3 Equipment

Students will have to bring their own equipment to each lesson and will not be permitted to borrow any item from another student. Therefore students must make sure they have the following: pens, pencils, a ruler, eraser, glue stick, a calculator, a maths set, a packet of tissues and should try to limit any items that are not routinely needed. Students will have to bring their own equipment to each lesson and will not be permitted to borrow any item from another student. In addition, staff will not provide any equipment. Therefore students must make sure they have the equipment needed for each lesson. Equipment that is used in lessons, eg. books, specialist equipment in practical-based lessons, etc. will be cleaned between usage including frequently touched surfaces, or left unused for a period of 48 hours and 72 hours for plastics.

4.4 Behaviour

Whilst school leaders are confident that students will co-operate and behave responsibly in terms of the new arrangements in particular social distancing and hygiene arrangements, the school's behaviour policy has had the following paragraph added to it:

Students who breach the new guidelines may be sanctioned in line with school policy in terms of defiance and/or reckless behaviour; this includes students who make inappropriate comments, orally or in writing, and/or behave un-co-operatively. The sanction will depend on the degree of the breach, eg. potential risk caused to themselves and others, and wilfulness of any individuals involved. The school rule of joint

enterprise will also apply and therefore students must remove themselves from any situation which could constitute a breach of the rules. For significant infringements, students may be instructed to work remotely for a period of time as part of the sanction as well as receiving an exclusion.

The annex to the school behaviour policy in relation to Covid - 19 can be accessed ([click here](#)).

4.5 Safeguarding

The school has revised its safeguarding policy which includes the proposed updates to Keeping Children Safe in Education 2020 ([click here](#)). Staff will receive training on the new information which includes the significant role schools play in supporting the mental health and wellbeing of their students. There will always be a member of the safeguarding team onsite each day, either the designated safeguarding lead (DSL) or a deputy.

4.6 Special educational needs and disability (SENd)

The school's SENCo is leading the arrangements, alongside members of the team, to support students with SENd as they return to school including agreeing risk assessments if required and making reasonable adjustments within the parameters of the DfE's guidance. The parents of all students with SENd are being contacted before the end of the academic year to check how students and parents/guardians are feeling about the return in September. Students with SENd joining the school in September, who haven't done so already, will be invited in during the INSET day in September to meet the SENCo and their link LSA if applicable. Where possible, LSAs are being deployed in year groups.

4.7 Visiting school and parent meetings

All parental communication will be delivered remotely or by phone call. Parents/guardians are not permitted to enter the school building without prior invitation. Any visitor to the school will be expected to complete a paper form upon arrival, use (or be seen to use) the hand sanitizer in reception, provide contact details should they be needed by NHS Text and Trace and have their temperature taken using a digital thermometer. Specific arrangements are in place for peripatetic music tutors ([Click here](#))

Track and Trace information for visitors will be kept for 15 days, after which it will be securely destroyed in line with Data Protection guidance.

Section 5: Assessment and accountability

5.1 Public examinations

It is expected that GCSEs and A levels will take place in summer 2021 but with adaptations, including those which will free up teaching time. Ofqual has launched a consultation ([click here](#)) on proposed adaptations to exams. This consultation includes proposals and questions on the following areas:

- adaptations to exams and assessments that could free up teaching time
- adaptations to exams and assessments to address obstacles that could be created by any public health safeguards
- sampling of subject content
- the use of more optional questions in exams
- changing the length of exams
- changing the exam timetable

5.2 Ofsted

Ofsted inspections will remain suspended for the autumn term. During the autumn term, however, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. These will be collaborative discussions, taking into account the curriculum and remote education expectations set out in this document, and will not result in a judgement. A brief letter will be published following the visit. The insights that inspectors gather will also be aggregated nationally to share learning with the sector, the government and the wider public. In addition, Ofsted has the power to inspect a school in response to any significant concerns, such as safeguarding. It is intended that routine Ofsted inspections will restart from January 2021, with the exact timing being kept under review.

5.3 Accountability

Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020. Until the new data release is available, all those working with schools, including Ofsted and the DfE regional teams, should refer to the 2019 data. The DfE will continue to use 2019 data as a starting point for any conversation about support for schools with Ofsted judgements below good.

Section 6: Preparation and monitoring

6.1 Approval

The school's risk assessments were shared with staff for feedback and are being considered by the school's governing body. It is governors' delegated responsibility to ensure all operational matters adhere to health and safety guidance. This reopening document will be shared with parents in due course. In addition, Vanguard Learning Trust has commissioned an external health and safety company to review the school's risk assessments before opening, including a visit to the site.

6.2 Training

Before the school reopens, the staff will be trained in the new procedures in particular adherence to the four preventative measures: minimising contact, hand and respiratory hygiene and enhanced cleaning. In addition, staff with specific roles will be trained to ensure they know and understand the reopening plans and the contents of the risk assessment. The guidance for staff and students onsite has also been modified to ensure there are clear and succinct instructions; this will be provided to all concerned in advance of reopening.

6.3 Monitoring

The risk assessments and reopening plans will be monitored by the senior leadership team on a weekly basis and amendments will be made accordingly. The external company commissioned by the Trust will also be conducting a monitoring visit and will provide feedback to school leaders. Trustees, including the executive headteacher, will also be conducting a monitoring visit once schools have fully reopened.

6.4 Review

This reopening plan will be adjusted to new DfE and PHE guidance as well as any findings of monitoring visits.

6.5 Communication

Senior leaders will communicate regularly with staff, parents and students about the reopening plan and will continue to seek feedback through surveys and/or virtual meetings.