

Return to School Handbook for All Year Groups – September 2020

Who is expected to return to school in September?

- Government guidance is that all pupils are expected to attend school from September and attendance is compulsory.

What will the first week look like?

- Many pupils will not have attended school for nearly six months. When considering the details of the first week back, we want to allow time for reconnection to support transition, wellbeing and ensure that all pupils are prepared to begin school again. The table below shows when each year group will return:

Date	Year Groups
Monday 7 September	INSET – Staff only
Tuesday 8 September	INSET – Staff only
Wednesday 9 September	Year 7 only
Thursday 10 September	Years 7, 8 and 11
Friday 11 September	Years 7, 9 and 10
Monday 14 September	All groups return together and we will be in school full-time from this point.

How do we ensure safety at the start and end of the school day?

- School gates will be open from 8.25am every day. Pupils can arrive at any time from this point until the scheduled start time of 9am. Please ensure that pupils do not arrive prior to 8.25am so we can maintain a continuous flow of arrivals.
- All pupils must enter school at the Mill Hill entrance. There will be no access for pupils from the Ackworth Road entrance.
- Each year group have an allocated gate which they must use to enter the school site. There will also be coloured ‘zone markings’ - arrows and floor markings, which will guide pupils to their designated meeting point. Each year group will have a different colour and a different morning meeting area to ensure that all year group bubbles are maintained once in school. We have also provided a series of short videos that explain this further. Staff will be on hand from 8.25am to assist in guiding pupils to their designated points and maintain social distancing. Please see all the key information in the table below:

Year Group	Entry Gate	Zone Colour	Designated Meeting Area	Video Link
Year 7	1		Tennis courts	https://player.vimeo.com/video/453332843
Year 8	3		DT Quad (A)	https://player.vimeo.com/video/453336895
Year 9	3		Dining Room Quad	https://player.vimeo.com/video/453337784
Year 10	1		PE Quad	https://player.vimeo.com/video/453337792
Year 11	2		DT Quad (B)	https://player.vimeo.com/video/453337868

- Upon entering their assigned teaching block, there will be a hand sanitiser station and all pupils will be required to sanitise their hands prior to entering their classroom.

If pupils intend on using a bike to travel to and from school, please click on the link below that outlines the expected procedure to follow when arriving/leaving.

<https://player.vimeo.com/video/453340383>

The end of the school day will be slightly staggered to allow pupils to leave the site safely. This will be as follows:

Year Group	End of day
Year 7	2.50pm
Year 8	2.55pm
Year 9	3.00pm
Year 10	3.05pm
Year 11	3.10pm – <i>This time will apply on Monday only. Tuesday – Friday all Year 11 pupils will attend an ACHIEVE lesson and will finish at 4.05pm.</i>

Please note that there will also be a designated waiting area for siblings from the same household to allow for travelling home together.

How will we ensure guidance is followed in reducing social contact?

September will see a number of changes that will ensure that contact between pupils is reduced. Pupils will stay in year group bubbles as per government guidance.

- Each year group will have lessons in a different ‘zone’ of the school and staff will move around the classrooms to ensure that pupils do not need to move around the wider school site. Year groups are allocated to the zones as follows:

Year Group	Teaching Block
Year 7	E Block (English classrooms)
Year 8	H Block (Humanities classrooms)
Year 9	S Block (Science classrooms)
Year 10	M Block (Maths classrooms)
Year 11	A Block (Creative Arts classrooms)

The above school zones will be separated by barriers to ensure that pupils cannot move out of their designated zones to maintain year group bubbles at all times. In addition, year 7, 8 and 9 will be taught in universal setted groups to minimise further mixing.

Other key changes to achieve a reduction in pupils mixing include assemblies being cancelled and information shared through form groups, breakfast provision will be cancelled, school enrichment and trips will not run and detentions will be conducted in year group bubbles. We of course will keep these under constant review.

Pupils will receive their timetables as usual that indicate their teaching classrooms. Due to the logistics of the teaching blocks being used for year group bubbles, there will be some restriction on practical subjects, such as PE, DT and Creative Arts.

- Pupils will remain in their year group bubbles at break and lunchtime and will not mix with any other year group. The table below shows the designated space for each year group:

Year Group	Break Time	Break Area	Toilets	Lunchtime	Lunch Area	Toilets
Year 7	10.20 – 10.35	Dining Hall	Music Block	1.05 – 1.35	Dining Hall/Deli	Main Hall
Year 8	10.20 – 10.35	Deli	Main Hall	12.35 – 1.05	Dining Hall	Music Block
Year 9	11.20 – 11.35	Dining Hall	Music Block	1.35 – 2.05	Dining Hall	Music Block
Year 10	10.20 – 10.35	PE Quad/DT Quad	PE Quad	12.35 – 1.05	Deli	Main Hall
Year 11	11.20 – 11.35	Deli	Main Hall	1.35 – 2.05	Deli	Main Hall

What is the transport advice for travelling to school?

The government guidance is that school buses will resume with some additional hygiene measures in place. However, we are asking parents/carers to explore different methods of commuting, such as walking, cycling and pupils arriving by car, which will reduce the number of pupils travelling on school buses. We do understand that this may not be possible or practicable.

If your child does need to use a school bus, they will have to wear a face mask. A member of staff will supervise pupils getting on the bus at the end of the day and will ensure that this happens. Disposable masks will be made available for any pupil who does not have one and they will be expected to use if before getting on the bus.

Do pupils have to wear a face mask in school?

You will be aware that guidance has recently been released with regard to the use of face masks in school. As we are not situated in an enhanced lockdown area, there is no requirement that pupils should wear a face mask. The school has the following expectations:

- There is no expectation for pupils to wear face masks when outdoors. This includes travelling to school and travelling home at the end of the day. (Exceptions for school/public transport as outlined above).
- There is no expectation that pupils will wear face masks in classrooms and in other parts of the school building. However, face masks and face shields are optional and this is a decision for parents/carers and pupils to make on an individual basis.

Please see the short video below that outlines expectations when using a face mask and the correct procedure to follow if a pupil wishes to do so:

<https://player.vimeo.com/video/453340327>

What are the expectations regarding uniform?

- As always, all pupils will be expected to wear full uniform. We have clear rules on uniform and appearance and full details are available here: <https://kings.patrust.org.uk/uniform/>

Can parents/carers visit the school?

- Only visitors with a prior arranged appointment will be allowed on the school site. Where possible, appointments will be conducted via telephone/virtually. This will also be the case for any outside agencies. Where there is no option other than for a visitor to be on the school site, social distancing measures will be in place.

How we are ensuring classrooms are safe learning environments and ensuring good hygiene?

- Pupils will stay in the same classroom to minimise movement. Within that classroom, each pupil will have their own desk, their own equipment and their own exercise books to ensure that they do not need to move or borrow equipment. Equipment and books should be left on the pupil's desk at the end of the day and not taken home.
- All pupil desks are set up in a way that are front-facing and means that pupils will not directly face each other during lessons.
- Teachers will remain behind a line marking, which will be a two metre distance from pupils at the front of the classroom.
- Hand washing will be encouraged as much as possible and lidded bins are provided in all school areas to help with 'Catch It, Bin It, Kill It' to promote good respiratory and hand hygiene.
- Hand sanitiser is available in each classroom and the classroom will be cleaned prior to learning taking place and at the end of each day.
- All doors will be kept open using door wedges to prevent pupils having to touch handles to open and close doors.
- All IT facilities in each classroom, such as keyboards and mice will be cleaned prior to the start of each lesson.

What are the school's corridor expectations?

- A Student Liaison Officer will be available on the corridors of the teaching blocks being used at all times during the day to facilitate the safe movement of pupils and to support teaching staff where necessary.
- The school will operate a strict policy of no physical contact and any pupils who do not adhere to this would be removed from their classroom and may be asked to work in the inclusion area.
- All pupils should follow guidelines by using the zone markings on the floor that lead into teaching blocks. These markings are present throughout the teaching blocks being used for lessons and outside the teaching blocks and should be adhered to at all times.

- Members of the Senior Leadership Team and Student Liaison Officers will communicate at all times during the school day to coordinate the movement of pupils in different year bubbles at social times and during lessons changeovers.

What happens if my child displays COVID-19 symptoms at home?

If your child displays COVID-19 symptoms at home i.e. a new continuous cough, a high temperature, or a loss of, or change in their normal sense of taste or smell, your child must self-isolate for at least 10 days from when the symptoms started. If this is the case, please contact Mr. Lunn, Assistant Headteacher at alunn@kings.patrust.org.uk.

You should arrange to have a test as soon as possible to see if your child has COVID-19 and contact the school with the result at the earliest opportunity. If there is another sibling in the household that attends school, they must also self-isolate for 14 days.

What happens if my child displays COVID-19 symptoms at school?

The school will follow government guidance and if any pupil displays symptoms, they will be taken to a designated COVID-19 First Aid room to ensure isolation from other pupils. This will be to allow us to contact parents/carers to arrange for them to be collected or for them to be aware that the pupil has been sent home. There has been varying interpretation of the guidance with relation to the Coronavirus Act 2020, however, as a school, we will endeavour to always communicate quickly and clearly with parents/carers.

Any pupil sent home would be expected to self-isolate for at least 10 days and any siblings who attend the school would also be sent home to self-isolate for 14 days. You should arrange to have a test as soon as possible to see if your child has COVID-19 and contact the school with the result at the earliest opportunity.

Behaviour for Learning Policy

There will be an adjustment to the schools Behaviour for Learning policy over this period of time. The consequence system will remain in place for each lesson, with some slight amendments. Please see a summary of the main amendments below:

<https://kings.patrust.org.uk/wp-content/uploads/2020/08/BFL-Annex-during-Covid-AUG-2020.pdf>

How will I be kept informed of what is happening at school?

Parents/carers will be informed of any updates via text or letter. All communications via letter will be emailed to parents/carers and will be available under the communications tab on the school website. These letters will also be made available through the My Child at School (MCAS) app. Please can all parents/carers ensure that you are signed up to this as a matter of priority and inform the school of any changes to your contact details.