



Pittville School

Re-opening Pittville School

March 2021

A guide for parents

The re-opening of Pittville School

In these difficult and unprecedented times, the safeguarding of our students is at the heart of our policy and practice at Pittville School. The welfare, safety and health of our students, staff and the wider community have underpinned all decisions that have been made to facilitate the return of all students to full-time, on-site learning from the 8th of March

The aim of this document is to inform all stakeholders of the key changes put in place to establish a purposeful and safe learning environment which maintains our high standards and expectations of all students whilst adhering to the most recent guidance issued by the government.

To reduce risk - Staggered return from Monday 8th March

Our priority is to bring students back to school quickly but also safely and we want to minimise contact between students prior to them receiving their first test.

The DFE informed schools yesterday that some testing could take place during the week beginning 1st March. Below is a road map of when year groups will be invited into school for testing and their intended return to on site lessons. Students will be invited in for testing in tutor groups next week. Students will conduct the first test and then return home, in preparation for return to school from week commencing 8th March. We will send further information and details out in the forthcoming days about the timings and logistics for tests that will be taking place next week, prior to reopening from 8th March.

Year Group	Lateral Flow Test 1	Last Day of Remote Learning	Return to onsite lessons	Lateral Flow Test 2 (completed during the school day)	Lateral Flow Test 3 (completed during the school day)
Year 11	Wed 3rd	Frid 5th	Mon 8th	Mon 8th	Thurs 11th
Year 10	Thurs 4th	Mon 8th	Tue 9th	Tues 9th	Fri 12th
Year 9	Fri 5th	Tues 9th	Wed 10th	Wed 10th	Mon 15th
Year 8	Thurs 4th	Mon 8th	Tue 9th	Tues 9th	Fri 12th
Year 7	Wed 3rd	Frid 5th	Mon 8th	Mon 8th	Thurs 11th

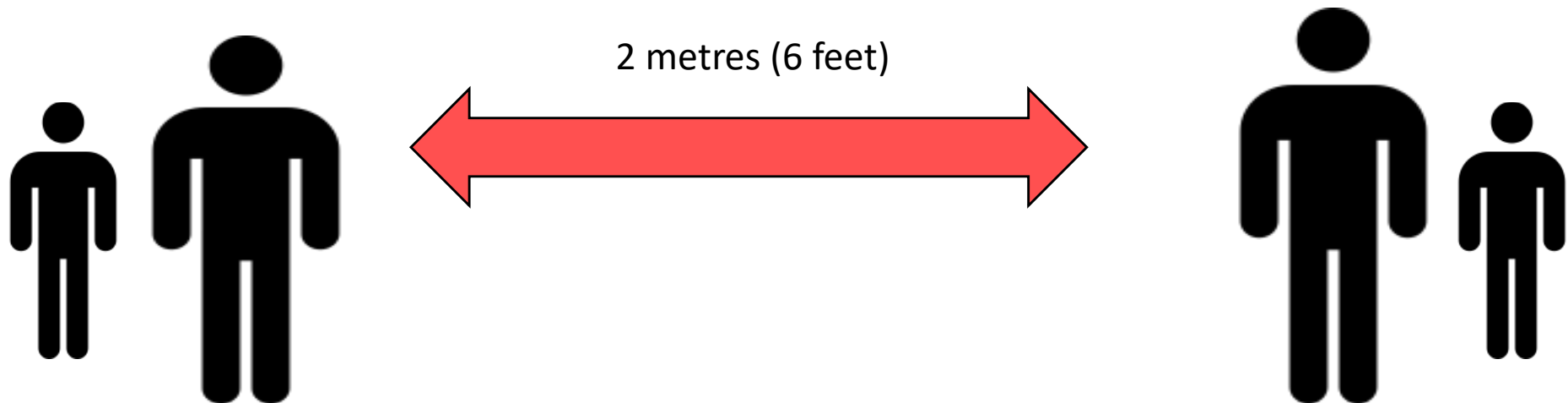
To reduce risk - Testing in school

- Students will be required to undertake 3 lateral flow tests on returning to school. This is to help students familiarise themselves with how to conduct the test.
- Students will not be admitted back into lessons until they have received 1 negative test result.
- Once students have been tested 3 times students will be provided with home testing kits.
- Students will be expected to undertake 2 home tests per week. We will provide more details on this over the coming days.
- Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.
- The test result, whether void, positive or negative, should be reported to school to help with contact tracing. We will confirm details for how tests will be reported during the week beginning 8 March
- Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Students who test positive will need to undertake a Polymerase Chain Reaction (PCR) tests and the household must follow the stay at home guidance (see link above)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> , or ordered by telephone via NHS 119 for those without access to the internet.

Parents

To reduce risk - When arriving at school site

- ✓ **Only arrive** at the time **allocated** to you. **Do not arrive early.** Students should socially distance on the journey to and from school.
- ✓ **Space yourselves out at least 2m** from other students/families. (this is not necessary if they are in your year group bubble)
- ✓ **Only 1 adult** allowed per drop off, with **no access to the site** for the adult.
- ✓ **No cars/vehicles** are allowed on site. No parking is available on site.



Parents

To reduce risk - When coming onto the school site

- ✓ Email the school if you wish to make an appointment.
- ✓ **Parents/visitors will only be permitted on site by pre arranged appointments.** (As you would with a doctors surgery/dentist)
- ✓ **Use the specified exit/entrance gate(s).**
- ✓ Be aware of the latest guidelines for travelling safely:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Students

To reduce risk

When coming into the school...



Please **do not**

- X** Touch any doors, gates or items around the school unnecessarily.
- X** Stand around in groups or congregate at the school gate when entering and leaving.
- X** Gather at the classroom door. Use the floor markings and try to socially distance wherever possible.
- X** Enter the site at times outside those for pickup/drop off.
- X** Enter the offices or other areas of the school where you are not permitted to be. You will be told the designated spaces you are allowed to access/use.

Students

To reduce risk – Masks/face coverings – DFE Guidance

“In schools and where pupils and students in year 7 and above are educated, face coverings should be worn by everyone (unless exempt) when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. In those schools and in colleges, we now also recommend that face coverings should be worn in classrooms and during activities, unless social distancing can be maintained. This won’t apply in situations where a face covering would impact on the ability to take part in exercise or strenuous activity, for example PE lessons. Face coverings do not need to be worn by pupils or students when outdoors on the premises. The wearing of face coverings in classrooms is being introduced for a limited time until Easter. It will be kept under review and our guidance will be updated at that point.”

- ✓ Therefore we will require students to wear a mask/face covering upon entering the site, at all times when moving around the site, be that in doors or outdoors. This must be worn appropriately. This will apply to all students except those with approved medical exemption.
- ✓ Students will be required to wear masks in the classrooms at all times.
- ✓ Students will be required to wear face masks in the canteen/food quad, when not eating.
- ✓ Masks can be removed, at break and lunch, when outside in the designated social space.

Start/End of Day Procedures: **Change for Year 8 and Year 11**

	START OF THE DAY	END OF THE DAY
Y7	<ul style="list-style-type: none"> • Arrive 8.25@ back gate on Cakebridge Road. • Please line up and wait on the right hand side as you look to enter the school. (please see map, higher section of road) • Please try to avoid arriving early. • Bikes to be parked in Year 7 bike racks near the back gate 	<p>3.00</p> <ul style="list-style-type: none"> • Leaving through back gate on Cakebridge Road. • Pupils to go straight home and not wait outside the school gates.
Y8	<ul style="list-style-type: none"> • Arrive 8.35@ back gate on Cakebridge Road. • Please line up and wait on the left hand side as you look to enter the school. (please see map, lower section of the road) • Please try to avoid arriving early • Bikes to be parked in the bike racks near Boys PE 	<p>3.10</p> <ul style="list-style-type: none"> • Leaving through back gate on Cakebridge Road. • Pupils to go straight home and not wait outside the school gates
Y9	<ul style="list-style-type: none"> • Arrive 8.25 @ middle gate on Albert Road. • Please try to avoid arriving early. • Bikes to be parked in the bike sheds 	<p>3.00</p> <ul style="list-style-type: none"> • Leaving through the middle gate on Albert Road. • Pupils to go straight home and not wait outside the front of school
Y10	<ul style="list-style-type: none"> • Arrive 8.35 @ top gate on Albert Road • Please try to avoid arriving early • Bikes to be parked in the bike sheds. 	<p>3.05</p> <ul style="list-style-type: none"> • Leaving through top gate on Albert Road. • Pupils to go straight home and not wait outside the front of school
Y11	<ul style="list-style-type: none"> • Arrive 8.25@ top gate on Albert Road • Please try to avoid arriving early. • Bikes to be parked in the bike sheds. 	<p>3.10</p> <ul style="list-style-type: none"> • Leaving through top gate on Albert Road. • Pupils to go straight home and not wait outside the front of school

Change to school day times on Wednesdays

Last academic year the decision was made to end our school day on Wednesdays to facilitate staff training. Please see the table below for clarification on timings for the end of the school day on Wednesdays.

	Leave Time
Year 7	14.45pm
Year 8	14.55pm
Year 9	14.55pm
Year 10	15.00pm
Year 11	15.05pm

To reduce risk

Designated site entry and exit points

Top Gate
Entry / Exit
for Year 10 and Year 11

Middle Gate
Entry / Exit for Year 9

Albert Road



Year 7 entrance
Cakebridge Road

Back Gate
Entry / Exit for Year
7&8

Year 8 entrance
Cakebridge Road



Year 10

Year 11

Year 9

Year 7

Year 8

es Court

E Approach Dr

Pittville School

Stagecoach
Performing Arts

Cakebridge Rd

Albert Rd

Students

To reduce risk – Please bring onto school site

- ✓ Water bottle with their name on.
- ✓ We ask that students bring tissues to school so that they can cover their mouths if they cough or sneeze. If students have sanitiser they should bring this to school and apply it at regular intervals. They will also be able to use school-supplied sanitiser in addition to washing their hands with soap and water in the toilets.
- ✓ **Please do not bring in any items that are not necessary.** Students will not be able to leave personal belongings or school equipment in their tutor room during the course of the school day. Access to lockers will be limited due to the introduction of a whole school one way system.



CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



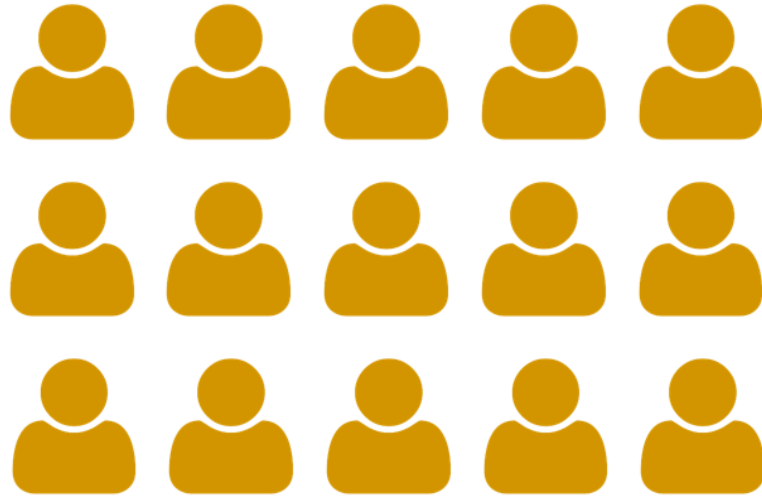
KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



To reduce risk...

- Your child may not be taught in a normal specialist classroom.
- This is because we are **minimising movement around the site as much as possible**. With certain year groups taught and limited to designated zones of the school.



To reduce risk – Curriculum Provision – all unchanged

	Year 7	Year 8	Year 9	Year 10	Year 11
Location of lessons + site movement	Students will be static (be based in the same classroom for all lessons) with some exceptions for Science and Physical Education.		Students will be supervised in moving around the school site. All curriculum provision will take place in appropriate learning spaces (Science lab, Drama studio, Food technology room etc.)		
Group composition	Students will be taught in the same mixed attainment teaching groups for all subjects.		Students will be taught in teaching groups that reflect their Option choices and – where appropriate – prior attainment.		
Curriculum restrictions	<p>Students will continue with a their full suite of KS3 courses and receive subject specialist teaching in all subjects.</p> <p>Where necessary - adjustments will be made to curriculum plans for subjects with practical elements (Science, Art, Design Technology, Music, Drama and PE) in accordance with the use of static teaching rooms and the most recent government guidance.</p>		<p>Students will continue with a their full suite of KS4 courses that will be delivered in specialist teaching rooms as required.</p> <p>Where necessary - adjustments will be made to curriculum plans for subjects with practical elements (Science, Art, Design Technology, Music, Drama and PE) in accordance with the most recent government guidance.</p>	<p>As per Year 9 and 10.</p> <p>Also - students in Year 11 will no longer take RE as a compulsory GCSE option. This curriculum time will be redistributed across English, Maths and Science.</p>	
Extra Curricular Provision	The intention is that after school clubs and educational visits will continue to run in accordance with most recent government guidance				
Remote Learning	In the event of an unforeseen full or partial school closure, the school will implement a remote learning timetable utilising students' Show My Homework profile. And live lesson via Microsoft Teams				

Students

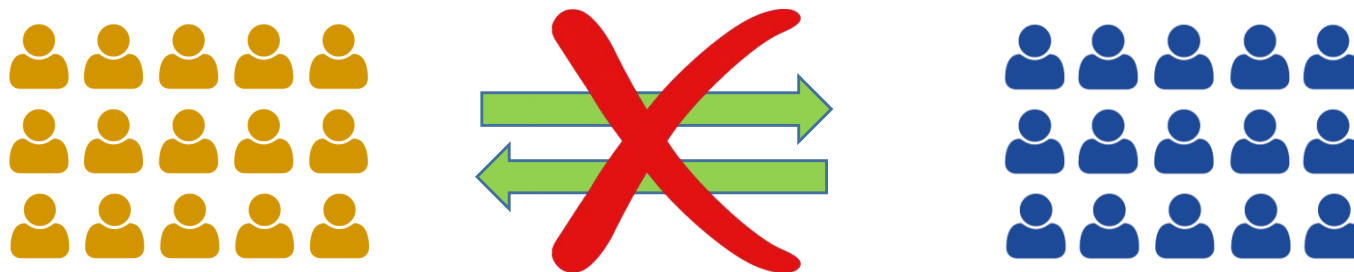
To reduce risk – Movement around school site

Students to observe social distancing at all times when in school by:

- Observing the one-way systems in place at all times – this is non-negotiable.
- Staff will explain the one way system, so no student is in doubt.
- Clear signage will promote and highlight the one way system.
- Minimising interactions with other students in all areas of the school including toilets and corridors.
- Observing the designated entry and exit points for each room.
- Complying with the allocated seating arrangements in the class.
- Remaining seated at the end of lessons until dismissed by the teacher.
- No student is permitted to be out of lessons without the permission of a teacher/staff.
- There should be no raised voices. Students must raise a hand and wait to be asked to speak in lessons.

To reduce risk In classrooms...

- ✓ There is a separate first aid area for students on the site.
- ✓ There is a separate covid-19 isolation area for students on the site.
- ✓ PPE is available for staff who need to give first aid.
- ✓ All rooms have hand sanitiser. There is a non-negotiable expectation that students wash/sanitise their hands on entry and exit from a classroom.
- ✓ Your child will **only learn alongside and socialise with other students in their year group bubble** – this will reduce risk.



Students

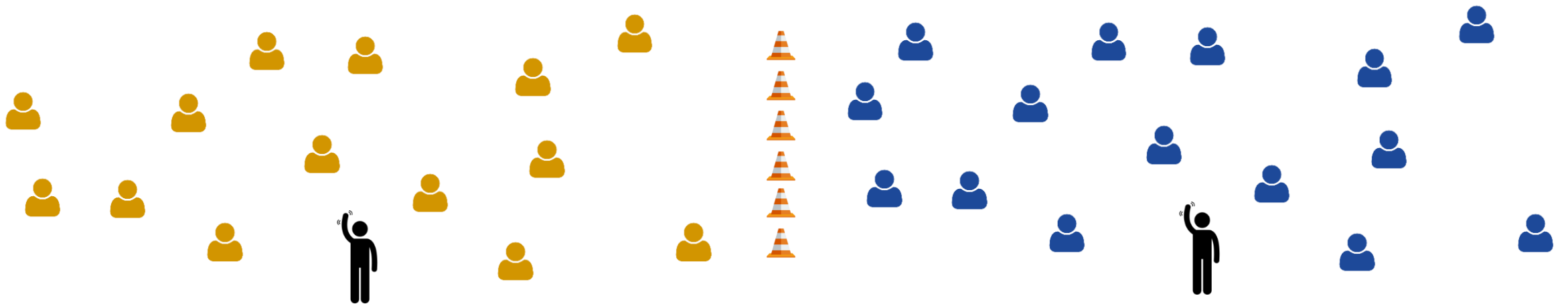
To reduce risk – In classrooms

- ✓ Tables are as far apart as possible. Tables will, where possible, face the front in rows. **A two metre zone will be marked out for the teacher to teach from.**
- ✓ Students **will have to bring their own equipment to use.** It is crucial that students come to school fully equipped and ready to learn. **It is no longer practical to borrow equipment from friends or members of staff if an item is forgotten. Students should bring to school two pens, two pencils, a ruler, a rubber and a calculator.**
- ✓ **Rooms will have specialist equipment to enable learning,** which will only be used by individual year groups. If equipment (such as sports equipment) is shared between year groups, it will be meticulously be cleaned between each use.
- ✓ Students will be required to wear face masks in classrooms unless they are medically exempt.

To reduce risk

At break and lunchtimes...

- ✓ Year groups will have their own separate food serving area and social space. They will not be mixing with other year groups.
- ✓ Staggering of breaks and lunches will allow for cleaning of catering spaces and toilets between use by different year groups.



To reduce risk - At break/lunchtimes...

- ✓ Catering facilities on site will be operational but at a reduced capacity.
- ✓ There will be no option to sit down indoors at present (this will be reviewed at regular intervals in line with government guidance).
- ✓ Food will be offered on a take away basis.
- ✓ We encourage children to bring packed lunches, wherever possible.
- ✓ Break/lunch times will be staggered and your child will only spend this time with their year group.
- ✓ We will encourage lunches to be eaten outside where possible or in classrooms/designated areas in the event of wet weather.



Provisional : Break Time routines and timetable

	9.45 - 9.55	9.55- 10.05	10.05-10.15	10.15-10.25	10.25-10.35	10.35-10.45	10.45-10.55	10.55-11.05	Play area	
Year 7: Upstairs Toilets	20min Break - Food Quad		60 min lesson							Front Field – back gate side and tarmac area
Year 8: Toilets near boys PE	60 min lesson						20min Break - Food Quad		Front Field – Albert Road side, red hard surface and Games Quad	
Year 9: Main Toilets	30 min lesson			20min Break Canteen		30 min lesson			Tennis Courts	
Year 10: Main Toilets	20min Break Canteen		60 min lesson						Basketball Courts	
Year 11: Main Toilets	60 min lesson						20min Break Canteen		Tennis Courts	

Provisional : Lunch Time routines and timetable

	12.05-12.15	12.15-12.25	12.25-12.35	12.35-12.45	12.45-12.55	12.55- 1.05	1.05- 1.15	1.15- 1.25	1.25-1.35	1.35-1.50	Play area
Year 7: Upstairs Toilets	Lunch: 40 mins Food served from Food Quad				65 min lesson						Front Field - back gate side
Year 8: Toilets near boys PE	65 min lesson (until 1.10)						Lunch: 40 mins Food served from Food Quad				Front Field - Albert Road side
Year 9: Main Toilets	30 min lesson			Lunch: 40 mins Food served from Canteen				35 min lesson			Tennis Courts
Year 10: Main Toilets	Lunch: 40 mins Food served from Canteen				65 min lesson						Basketball Courts
Year 11: Main Toilets	65 min lesson (until 1.10)						Lunch: 40 mins Food served from Canteen				Basketball Courts

To reduce risk

Also...

We will ensure that all adults and students:

- ✓ Frequently wash and dry their hands with soap and water or use hand sanitiser.
- ✓ Clean their hands on arrival, before and after eating, and after sneezing or coughing.
- ✓ Are encouraged to refrain from touching their mouths, eyes and noses.
- ✓ Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') and then wash hands or use hand sanitiser.

To reduce risk

If a student is showing symptoms of COVID-19

- ✓ We have a **separate** isolation room which will be supervised by an adult.
- ✓ We will call all listed adults until contact is made – **please ensure your phone number is up to date and available by using Edulink.**
- ✓ **We will use PPE** if we need to be within 2m to help your child.
- ✓ There will be **separate toilet facilities** for a child who is showing symptoms.

Parents are required to fully engage with the
“Track and Trace” system set up by Public Health England.



To reduce risk

If someone is showing symptoms of COVID-19

You must self-isolate immediately if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive

Parents are required to fully engage with the “Track and Trace” system set up by Public Health England.



To reduce risk - How long to self-isolate

- If you have symptoms of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. Do not go to a GP surgery, pharmacy or hospital.
- If you are not experiencing symptoms but have tested positive for COVID-19, self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.

Parents are required to fully engage with the “Track and Trace” system set up by Public Health England.



To reduce risk - How long to self-isolate

- After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.
- If you live with others, all other household members need to stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 10-day isolation period.

For further information please click the link below

[https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)



To reduce risk – Uniform / Appearance

- ✓ Upon re-opening all normal uniform/appearance expectations will resume. Please consult the school website and the uniform booklet to view what is and what is not allowed.
- ✓ Government guidance states schools should resume full uniform expectations, and cleaning of uniform should be in line with normal cleaning/washing routines.



To reduce risk – Uniform/Appearance

Adaption to Uniform expectations...

PE changing rooms:

- ✓ Will be utilised only for the secure storage of students' possessions.
- ✓ Students will attend school in approved PE kit on the days that they have timetabled PE lessons (please see website for approved PE kit). This allows us to minimise the time that students spend in poorly ventilated enclosed spaces following physical activity.

Please be aware:

- If children wear PE kit on the wrong day (when they don't have PE), they will be sent home to change.
- The wearing of incorrect PE kit will also result in students being sent home to change.
- Full Pittville PE kit **OR** plain black jogging bottoms / leggings/shorts and plain black sweatshirts, plain white t shirts are **THE ONLY OPTIONS**
- Students should bring in their bags, full school uniform. If the weather is poor and the whole class needs to change, then PE staff will allow time for ALL pupils in the class to change.



Thank you!

Your support will allow us to **reduce risk, maintain high expectations** and follow government guidelines.

Below is a link to the DFE guidance document

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-setting>