



Pittville School

COVID-19 – response

Re opening Pittville School

September 2020

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 September.

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.

Students

To reduce risk

When coming into the school...



Please **do not**

- ❓ Touch any doors, gates or items around the school unnecessarily.
- ❓ Stand around in groups or congregate at the school gate when entering and leaving.
- ❓ Gather at the classroom door. Use the floor markings and try to socially distance wherever possible.
- ❓ Enter the site at times outside those for pickup/drop off.
- ❓ 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 – Please bring onto school site

- ✓ Water bottle with their name on. Water fountains will not be available.
- ✓ 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

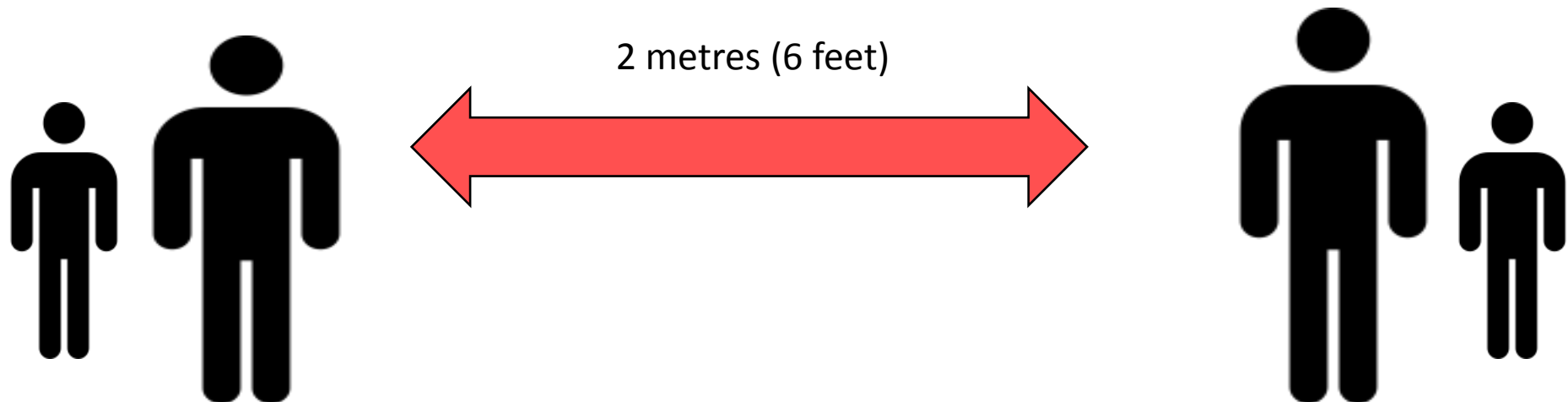
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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.
- ✓ **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

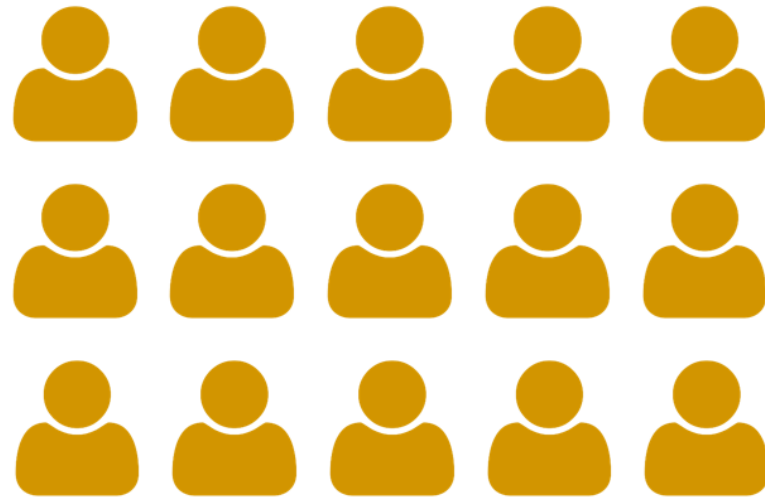
To reduce risk - When coming onto the school site

- ✓ 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)
- ✓ Parents and students are required to sign the new Home School Agreement. This will be issued via Edulink.
- ✓ **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>

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

	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. as the singular, consistent method of communication. More details will follow on this in September.				

Students

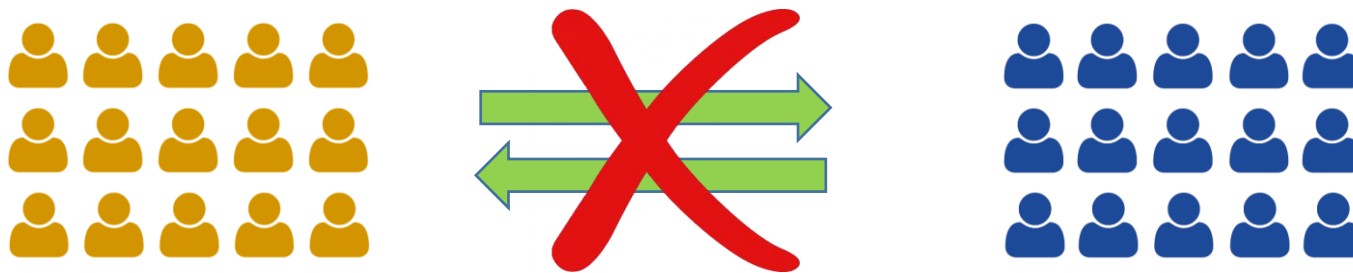
To reduce risk – Movement around school site

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

- Observing the new 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

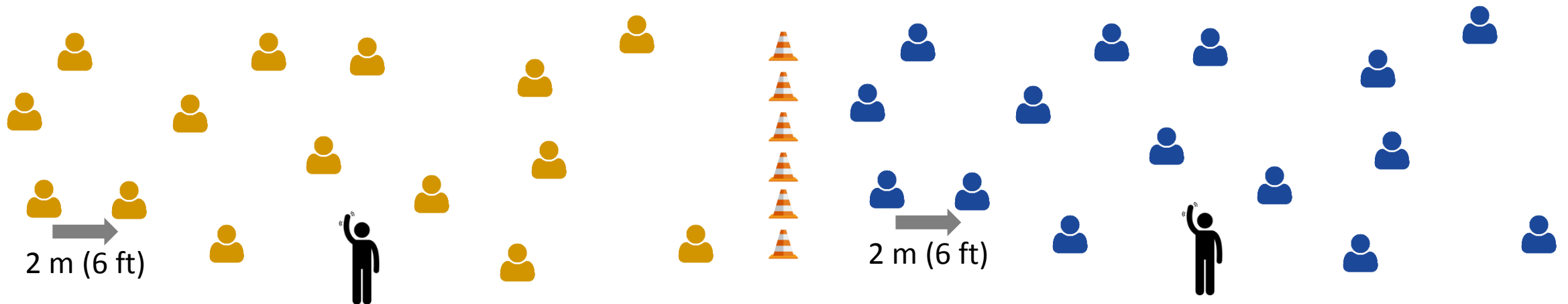
To reduce risk – In classrooms

- ✓ 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 and packs 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.

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 the end of term 1).
- ✓ 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 Quad		60 min lesson						Front Field – back gate side
Year 8: Upstairs Toilets	30 min lesson			20min Break Quad		30 min lesson			Front Field – Albert Road side
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		Basketball Courts

Provisional : Break 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 Quad				65 min lesson						Front Field - back gate side
Year 8: Upstairs Toilets	30 min lesson			Lunch: 40 mins Food served from Quad			35 min lesson			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						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

- ✓ If your son or daughter is displaying symptoms of COVID 19, **they must not attend school**, and must isolate for 14 days, unless a negative test is confirmed.
- ✓ If a member of the family or close contact is displaying symptoms your son/daughter should stay at home and isolate for 7 days, unless a negative test is confirmed.
- ✓ If a member of the family or close contact is a confirmed case of COVID 19 your son/daughter should stay at home and isolate for 7 days.

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



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.
- Students should bring a change of clothes on the days they expect to have PE in case of poor weather. (More detailed guidance will be issued prior to September)

Start/End of Day Procedures: until Friday 11th September

	START OF THE DAY	END OF THE DAY
Y7	<ul style="list-style-type: none"> • Arrive 8.25 @ Main front gate. . • Line up in tutor groups on Front Field (Back gate side). • Met by Lesson 1 teacher. 	<p>3.10:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walks students off site (following 1 way system) • Leave through Main front gate on Albert Road.
Y8	<ul style="list-style-type: none"> • Arrive 8.35 @ Middle gate. • Line up in tutor groups on Front Field (Albert Road side). • Met by Lesson 1 teacher. 	<p>3.10:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walk students off site (following 1 way system) • Leaving through Middle Gate on Albert Road.
Y9	<ul style="list-style-type: none"> • Arrive 8.25 @ Top gate. • Line up in tutor groups on Tennis Courts. (Albert Rd side) • Met by Lesson 1 teacher 	<p>3.15:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walk students off site (following 1 way system) • Leaving through Top Gate on Albert Road.
Y10	<ul style="list-style-type: none"> • Arrive 9.35 @ Top gate. • Line up in tutor groups on Basketball Courts • Met by Lesson 2 teacher 	<p>4.10:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walk students off site (following 1 way system) • Leaving through Top Gate on Albert Road.
Y11	<ul style="list-style-type: none"> • Arrive 9.35 @ Back gate. • Line up in tutor groups on Tennis Courts. (DT side) • Met by Lesson 2 teacher 	<p>4.15:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walk students off site • Leaving through Back Gate-Cakebridge Road.

Start/End of Day Procedures: Monday 14th September onwards

	START OF THE DAY	END OF THE DAY
Y7	<ul style="list-style-type: none"> • Arrive 8.25 @ Main front gate. • Line up in tutor groups on Front Field (Back gate side). • Met by Lesson 1 teacher. 	<p>3.10:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walks students off site (following 1 way system) • Leaving through Main front gate on Albert Road.
Y8	<ul style="list-style-type: none"> • Arrive 8.35 @ Middle gate. • Line up in tutor groups on Front Field (Albert Road side). • Met by Lesson 1 teacher. 	<p>3.10:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walk students off site (following 1 way system) • Leaving through Middle Gate on Albert Road.
Y9	<ul style="list-style-type: none"> • Arrive 8.25 @ Top gate. • Line up in tutor groups on Tennis Courts. (Albert Rd side) • Met by Lesson 1 teacher 	<p>3.15:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walk students off site (following 1 way system) • Leaving through Top Gate on Albert Road.
Y10	<ul style="list-style-type: none"> • Arrive 8.35 @ Top gate. • Line up in tutor groups on Basketball Courts • Met by Lesson 1 teacher 	<p>3.20:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walk students off site (following 1 way system) • Leaving through Top Gate on Albert Road.
Y11	<ul style="list-style-type: none"> • Arrive 8.35 @ Back gate. • Line up in tutor groups on Tennis Courts. (DT side) • Met by Lesson 1 teacher 	<p>3.25:</p> <ul style="list-style-type: none"> • Lesson 5 teacher walk students off site • Leaving through Back Gate-Cakebridge Road.

Back to School Roadmap

Date:	Students in school
Tuesday 1 st September	Year 7 students only from 9.00am
Wednesday 2 nd September	Year 7 – on site from 8.25am – 14.45pm Year 11 – on site from 11.00am – 14.45pm
Thursday 3 rd September	Years 7, 8 and 9 – arrive on site for 08.45am start (accompanied directly to Lesson 1) Years 10 and 11 – arrive on site for 09.45am start (accompanied directly to Lesson 2).
Monday 14 th September	Years 7, 8, 9, 10 and 11 – arrive on site for 08.45am start (accompanied directly to Lesson 1)

To reduce risk

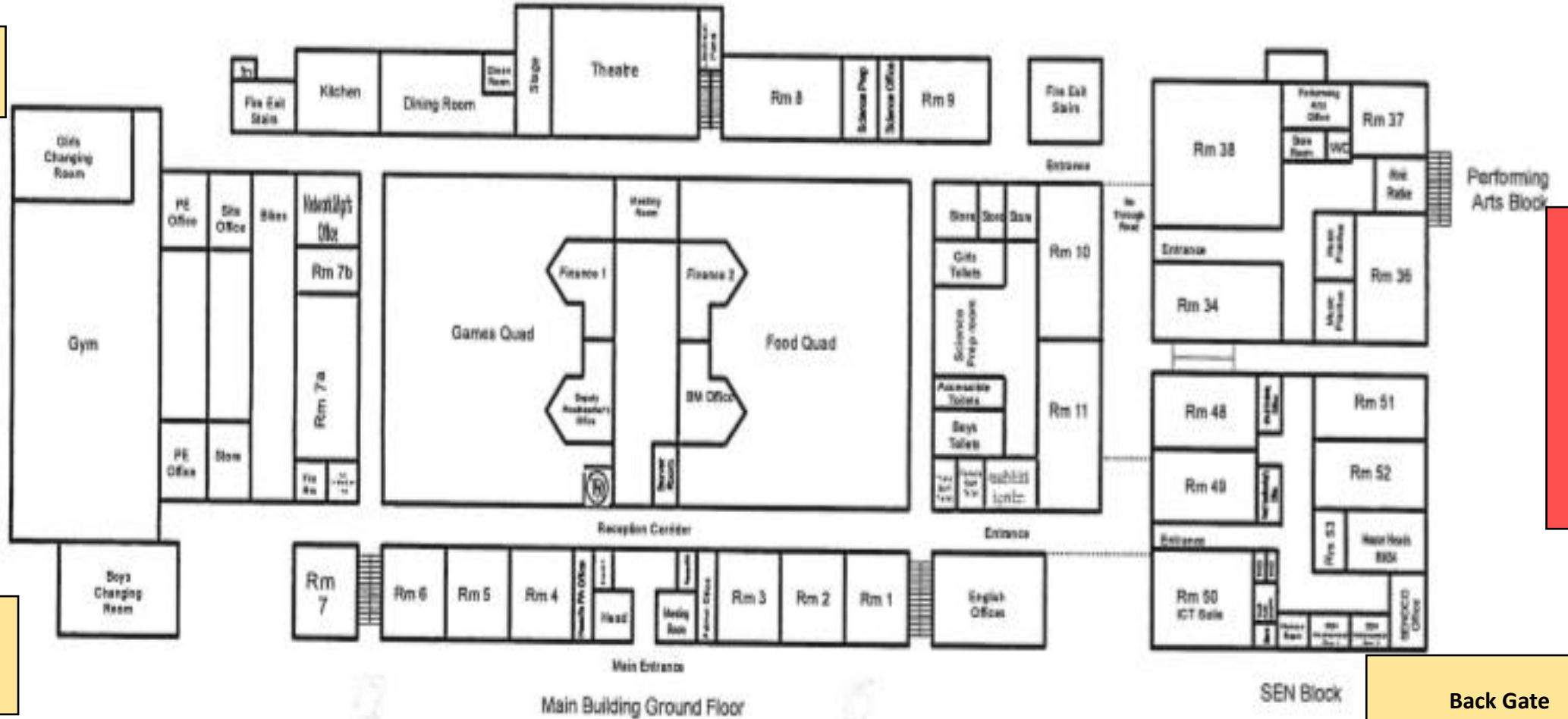
Designated site entry and exit points

Top Gate
Entry / Exit
for Years 9 and 10

Middle Gate
Entry / Exit for Year 8

Albert Road

Main Gate
Entry / Exit for Years 7



Cakebridge Road

Back Gate
Entry / Exit for Year 11



Thank you!

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