

# **Shuttleworth College**

## **Returning to school guide**



**This guide has been produced by Shuttleworth College in response to delivering face-to-face sessions following Covid-19 Schools Closures. Please read it carefully and contact the school prior to your child returning should you have any questions**

## **Introduction**

Following schools being closed to the majority of students, the Department for Education have announced a phased-re-opening of Secondary Schools starting with the introduction of face-to-face sessions delivered to Year 10 students with guidance on re-opening for other year groups to follow.

This guide details adaptations made during the time delivering face-to-face sessions, rather than providing the typical school day experienced up to March 2020.

The information outlined in this document is guided by the Department for Education Guidance released throughout May 2020 regarding the re-opening of schools and other education establishments.

This guide is specifically intended to:

- ensure the safety of every member of staff and student during this time
- encourage students to take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and fairly during this time
- allow teachers to feel safe and supported during this time
- foster an environment where all members of the school community respect and adhere to the social distancing guidance during this time

Under no circumstances should parents come onto the school site. They will need to contact the school by phone if they need to speak to us whilst their child is in school.

## **Before leaving the house**

Students should wear school shirt, trousers or skirt and school shoes. Ties and blazers are not required at this time. It is recommended clothes are washed after being worn in school for the day. Students should wash or sanitise their hands before leaving the house. Students don't need to bring any equipment to school as it will be provided. They can bring a bottle of water or juice. No sweets, gum or crisps. A drink and a snack will be provided.

## **Travelling to School**

- Students must go directly to School
- Students must not meet their friends on route to school
- Students must not call at any convenience stores on route to school
- It is strongly advised that students walk to school or get a lift
- If students have to travel via public transport then they must check bus times and routes as these may have changed from pre Covid 19
- If travelling by public transport then a face mask must be worn & removed before entering the school building
- Students can no longer be dropped off via the school car park as the gates will be locked. They can still be dropped off at the turning circle

- All students are to enter the school site via the main gates on Burnley Road- the side gates will be locked

### **Arriving at School**

Students are not permitted to wear any PPE whilst in the school building. So no face coverings. However, if students are travelling by public transport a face covering must be worn whilst on the bus.

The school building has been separated in to coloured 'zones'. The zones are in place to minimise the mixing of different groups of students and staff and to ensure government guidelines around social distancing are followed.

It is important that student's follow the routines set out in this document and comply with all signs/ markings posted around the building to ensure the number of people students come into contact with is kept at a minimum. The systems that have been set up are to ensure the safety of students as well as the safety of others using the building.

The building now has 6 identified zones for staff and students. These are:

<p style="text-align: center;"><b>Pink Zone</b></p> <p>Entrance- Front of School next to main entrance</p> <p>Rooms - 202, 205 &amp; 206</p>	<p style="text-align: center;"><b>Blue Zone</b></p> <p>Entrance - Drama/ICT corridor</p> <p>Rooms - 214, 213 &amp; 211</p>	<p style="text-align: center;"><b>Yellow Zone</b></p> <p>Entrance - Path leading in from the MUGA</p> <p>Rooms - 231, 230 &amp; 229</p>
<p style="text-align: center;"><b>Green Zone</b></p> <p>Entrance - Stairs leading to the Sports Hall</p> <p>Rooms - 326, 324 &amp; 323</p>	<p style="text-align: center;"><b>Red Zone</b></p> <p>Entrance- Front of School next to main entrance</p> <p>Rooms - 329, 328 &amp; 327</p>	<p style="text-align: center;"><b>Key worker Zone</b></p> <p>Entrance - Community Cafe</p> <p>Rooms - 105, 106 &amp; 107</p>

Students will be notified of their zone prior to returning to school along with their start and finishing times. When entering the School premises students must report to their designated zone entrance where they will be greeted by a member of staff.

Each zone has 3 classrooms with socially distanced student desks. The rooms are labelled with zone colour and number (e.g. Red 1, Red 2 , Red 3 ) Within each zone there is also an identified 'break' room.

Each zone has a designated entrance/ exit to the building. Each zone has designated toilets for students. Students should not venture beyond the identified areas or use any rooms (offices/ classrooms/ storerooms/ toilets) other than what is highlighted for use.

Hand sanitising stations are located at entrances to the building and at the entrance of rooms that will be in use and at the toilets. Students should sanitise when entering and exiting rooms or toilets. Students must comply with the social distancing rule (2m apart). Students must not touch handrails/banisters/railings/doors.

### **During School**

- Students will be directed to enter the designated room and sit at the desk allocated to them without touching any other furniture in the room. Students are not to get up/move unless they have asked for permission to do so.
- Students will be provided with stationery, resources and any equipment they will need.
- Students will sit at the same desk for the entirety of the day or days. Students cannot move desk for any reason as this poses an increased risk for others. Under no circumstances should any stationary/ resources be shared between students
  - If a student requires the toilet they are to stay seated and ask for permission. (A table will be located outside the rooms with tissues and sanitary towels for pupils to access if needed)
- Students will not be able to go to the canteen or to water fountains so should bring a full bottle of water with them. A snack will be provided to pupils.
- A snack will be delivered to each zone by the canteen. A teacher will place the snacks out in the break room on desks. Each class will send a student at a time to the break room to collect a snack and return to their seat. Students will eat at their desk.
- At the end of a session the staff member will leave the room first and then students will be directed to leave the room without touching any furniture. Students should sanitise when exiting the room. Students will leave via the same route they entered the building.

### **Leaving School**

- Students must leave the school site when directed and once through the gate make their way directly home. They must not congregate in groups or call in at a convenience store. It is vital this happens for the safety of the community and families.

You may be invited in for a 1-2-1 session rather than a small group. You will be contacted directly if this is the case.

### **Students attending for 1 to 1 sessions**

- Students will enter via the main entrance.
- **Students will sanitise hands.**
- Students will be signed in on arrival.

- Students will proceed to the Atrium through the double doors located next to the attendance office.
- Students must not leave the Atrium and must use the toilets in reception if required.
- When leaving the building students will need to be signed out.

### **Behaviour**

Our environment has needed to be radically altered to offer the safest operating procedures for students and staff to ensure that they are in accordance with government guidance issued. This does not mean that our high expectations around behaviour have changed. We have however added in more measures to ensure the safety of all staff and students can be upheld which is paramount.

All students will be working in a small groups, staff will aim to resolve any behaviour issues and if unsuccessful students will be removed from the classroom and will work independently under supervision. Should a student fail to cooperate at this stage then they will be excluded.

In classrooms students must follow instructions from staff at all times, this is especially important with regards seating instructions and entering and leaving classrooms.

Behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly. This may result in students being excluded.

Examples might include:

- Deliberately ignoring the social distancing measures put in place by the school
- Spitting at another student/member of staff
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff

Our behaviour policy underpins everything we do and our basic expectations now include the following:

- Arrive and leave school only at your allocated zone
- Wash hands using sanitiser thoroughly on arrival to school and at other points throughout day, especially before eating and as directed by an adult.
- Follow the 2M distancing rule within your zone
- Do not touch or hug other adults or children

- Try not to touch your face with your hands, especially your mouth, nose and eyes.
- If you need to cough or sneeze use a tissue and then put it in the bin. If you don't have a tissue then cough or sneeze into your elbow/ upper arm. Immediately wash your hands.
- Tell an adult straight away if you feel unwell or have been coughing quite a lot.
- Do not share drinks bottles, food, cutlery or plates and cups etc.
- Follow instructions about staying within your allocated group and zone
- You must only use the toilet when an adult tells you it is safe to do so. Flush the toilet after you've used it. If there is someone else in the toilet area or at the sinks you must stay 2m away from them. You must wash your hands thoroughly and dry them.
- You must NEVER spit at anyone or anything. This is VERY DANGEROUS FOR OTHERS AND WILL RESULT IN AN EXCLUSION
- Only use the resources, equipment or apparatus in the classroom or outside that an adult tells you is safe to use

The schools full behaviour policy has been updated and amended to meet the needs of government guidelines. You can access this on the schools website.