



Document 8. Student Guidance

Students Return to School – Y10 and Y12

We are committed to doing everything we can to keep our students and staff safe and well. We are preparing for our students to return to some face to face classroom-based learning in line with the government's guidance. We have planned carefully to enable our students to return to school in a safe environment and will share the protocols with students in a 'Welcome Back' familiarisation session in the week beginning 15th June 2020. These protocols will extend the good practice that we have developed with our key worker and vulnerable children groups where we have planned provision in place.

In having some face to face contact with our Year 10 and Year 12 students we hope to stabilise their learning and begin to address some of their knowledge gaps and support our remote teaching strategies.

For Year 10 and Year 12 students to return to school, it is important they understand the need for the protocols and can work within these when they are at school. All students will be expected to follow all procedures and guidance to protect themselves, and others, by promoting social distancing and strict hygiene processes in and around the school site.

new Protocols

Schedule for Attending School

In line with the current government guidance and to make the necessary changes to the environment to keep staff and students safe, we can only bring in a small number of students at a time. Year 10 and Year 12 students have been identified as the first year groups to return to school to provide some support before they begin their final examination year.

We have created a schedule that will give Year 10 and Year 12 students face to face contact with some of their teachers and reduce potential risks to their health and well-being. The schedule will be shared with students in the week beginning 8th June. The first week all students will receive a

'Welcome Back' familiarisation session during the week 15th June followed by face to face support sessions with some subject teachers in option and core subjects.

It is important that students do not come onto site unless they are scheduled to do so. Students can continue to contact their teachers using school emails but may have to wait a little longer for a reply due to staff teaching commitments.

There is an expectation that all students when not scheduled to be in school will continue with their remote learning. When they are in school they may be able to share and resolve any difficulties they are having in accessing any of the remote learning materials previously provided.

Clothing and Equipment

There is an expectation that clothing worn to school is clean and easily washable; therefore, all students will be able to wear casual clothing to school. The clothing should be appropriate for school and any external coats will need to be kept at their workstation throughout the day. Students can bring a small bag to school; however, pens and stationery items will be provided.

Currently students are not required to bring textbooks, folders of work or their exercise books into school. Students will not be permitted to access their lockers at this time. We encourage students to bring their mobile phone, but it should remain in their bags on arrival in school. However, we are aware students may be contacted by the 'Test, track and Trace' service and may need to respond.

Arriving and Departing School

All students will be allocated a teaching 'hub' and information will be provided that identifies the days and times students will be required to attend school. The start times for the 'teaching hubs' will be staggered to enable safe arrival and departure from school.

Where possible we are advising students to walk or cycle to and from school. Students who walk to and from school need to ensure they observe the 2 metres social distancing regulation unless they are walking with siblings who live in the same house. Students who cycle should bring a bike lock to ensure their bike is kept safe on the school site. We are advising all students who cycle to wear a cycle helmet.

Students who are brought to school by parents/carers by car will need to be dropped at the Temple Road entrance. To avoid congestion, drop off points will be marked on the road and students will need to make their way onto the school site immediately after being dropped off. Students should not ask their parents/carers to give lifts to other children. The same procedures will apply when parents/carers are collecting students from school.

All students should come to school at their specified time and should not plan to meet other students on arrival in school.

Where students are unable to avoid the use of public transport, we ask that all students observe the 2 metre social distancing regulations during their journey where possible.

Social Distancing

Social distancing of 2 metres must always be maintained by all adults and students. The 2-metre social distancing regulation should be observed when moving around outside the buildings, in the corridors, within the classrooms and in the toilet areas.

Hygiene Practice and Procedures

All students will be required to enter school through the main entrance where they will be required to use the hand sanitiser stations before further entry to the school building. Students will be regularly reminded of good hand hygiene procedures throughout the school day.

All students will also be encouraged to following safe handwashing guidance - washing their hands for 20 seconds with soap and warm water. Teachers will model this to help to support their hygiene, if required.

All classrooms will have a lidded bin and a supply of tissues. Students will all be encouraged to 'catch it, bin it, kill it', disposing of their tissues in the lidded bin. Students will also be encouraged to avoid touching their mouth, nose and eyes with their hands.

There will be several hand sanitisers spread throughout the school and all students will be positively encouraged to use hand sanitisers whenever they pass them in the school.

Whole School Procedures and Routines

There will be staggered start and end times to the day for all students. These will be identified on the schedule given to students. This will allow a flow of students around the school which will support distancing and avoid congestion at certain points and times.

There will be an internal one-way system around the school which is clearly marked. All students and staff will follow the one-way system throughout the building and use the identified entrances and exits.

Students will be allocated to a 'teaching hub' with a maximum of 12 students in the 'hub'. Their hub will be allocated to a teaching room and they will be in a seating plan which students will need to adhere to throughout the day. All teaching rooms have been re-purposed to enable the teacher and all students to observe the 2 metre distancing regulations.

Students movement around the classroom will be restricted and only with the teacher's permission, and where it is safe to observe social distancing regulations. Students will use the toilet facilities one at a time and again with permission and in line with the 2 metre social distancing regulations. Staff will help remind students of distancing and hand washing hygiene rules. These will be briefly discussed at the start of each session and visually displayed on the electronic screens in school.

Teaching and Learning Hubs

A teaching hub will enable the Year 10 and 12 students to have some face to face contact with some of their teachers. The purpose will be to consolidate any remote learning the students have done, address some misconceptions about work that has been set and begin to prepare the students for next year. There is an expectation that Y10 and Y12 students will continue with remote home learning when they are

not scheduled to be in school. Work produced by students in these sessions should be taken home by the students.

Student Welfare

The first session the students will have in school will be a 'Welcome back' familiarisation session, where students will go through all the expectations in the new protocols and have an opportunity to share any reservations or anxieties they may have. We will also re-assure students who may not have proactively engaged with remote learning and encourage them to do so in the remaining weeks.

We are also aware that for some students there will be a need to focus on adapting to routines again and trying to support any anxieties that may have built up during their time away from school. We will have a range of support facilities in school that students can access including access to a Pastoral Manager, the School Counsellor through a remote or face to face 1:1 meeting. We will also have personnel in place to continue to signpost students to any external support agencies that are available.

To support some students' health or social and emotional well-being it may be more appropriate for some students to come into school for an individually tutored session. We will contact parents/carers of students where we have identified this type of contact is more appropriate and explain to students why we are offering them an alternative provision.

First Aid Facilities

To support students who may have a non-COVID-19 related illness or minor injury while they are in school, the student will be directed to reception by the member of staff, where the normal access to medical advice will be provided.

If students develop any of the identified COVID-19 related symptoms, then school will follow the government guidelines, the student will be supported in isolation while in school until contact can be made with parents/carers to safely return the student home.

Our Behaviour Expectations of our Students

Our Behaviour Policy has been revised to reflect the new protocols. We aim to prepare and support our students in following any new procedures and routines in a supportive way. The expectations and boundaries identified in the revised behaviour policy will be made clear to the students and will be shared with the students in their 'Welcome Back' familiarisation session.

Positive reward systems will remain in place and will be used frequently to praise and support positive behaviour.

Where students are consistently unable to comply with the behaviour expectations within and outside of the classroom, and/or a student's behaviour is putting the safety of others at risk, contact will be made with their parents/carers. It may be appropriate to ask students to return home in some instances.

Food and drink during school time

Students can bring healthy snacks to school which can be eaten during an allocated mini –break in their teaching and learning hub. Water will be provided for students.

Free School Meals

From June 15th 2020 our kitchen will reopen for cold food only and grab bags will be provided for any students in receipt of free school meals who attend school. Vouchers will continue to be provided to those families who are eligible for as long as the scheme continues.

Students will be encouraged to share any concerns or anxieties they may have with the ‘new protocols’ in their ‘Welcome Back’ familiarisation session or when they attend their teaching and Learning Hub. Support will be provided through a rota of staff including pastoral managers, DOP’S and SLT.

When the protocols are updated or amended in response to the government’s and Local Authority & Government new developments, advice and guidance, amendments will be shared with students at the start of their teaching and learning hub session.



Document 9. Guidance for Parents/ Carers in preparation for Y10/12 students' returning to school

At Buxton Community School we are committed to do everything we can to keep our community, including our parents, carers, students and staff safe. We want everyone to feel confident that we are taking the appropriate steps for school to begin to re-open to smaller identified groups of students.

We understand what an unprecedented time this is for our students and staff to be returning to school. Our primary aim is to provide a safe and wherever possible normal environment. However, there are new procedures and routines that the whole of our school community will need to become accustomed to in order to maintain our primary priority of keeping everyone safe and well, by following all government guidance.

This guidance is intended as a source of information and reference for all parents and carers of the students at Buxton Community School as we commence phased re-opening of our school during the current Covid-19 pandemic. We will continually risk assess the key areas identified in the new protocols responding to the government's and Local Authority new developments, advice and guidance.

All parents are asked to discuss the procedures with their son/daughters in preparation for their return to school. Parent/carers are also encouraged to ensure their children follow all the government's current procedures and guidance relating to meeting others from outside your household and social distancing regulations to protect themselves, and others.

All students in Y10 and Y12 will have a 'Welcome back' familiarisation session in the week beginning 15th June. Students who are unable to access this session will need to do a 'catch up' session before they can return to the planned schedule of teaching and learning sessions.

New Protocols

Clothing and Equipment

There is an expectation that clothing worn to school is clean and easily washable; therefore, all students will be able to wear casual clothing to school. The clothing should be appropriate for school and any external coats will need to be kept at the students' workstation throughout the day. Students can bring a small bag to school; however, pens and stationery items will be provided.

Currently students are not required to bring textbooks, folders of work or their exercise books into school. Students will not be permitted to access their lockers at this time. We encourage students to bring their mobile phone but it should remain in their bags on arrival in school. However, we are aware students may be contacted by the 'Test, track and Trace' service and will need to respond.

Arriving and Departing School

All students will be allocated a 'teaching hub' and information will be provided that identifies the days and times students will be required to attend school. The start times for the 'teaching hubs' will be staggered to enable safe arrival and departure from school.

Where possible we are advising students to walk or cycle to and from school. Students who walk to and from school need to ensure they observe the 2 metres social distancing regulation unless they are walking with siblings who live in the same house. Students who cycle should bring a bike lock to ensure their bike is kept safe on the school site. We are advising all students who cycle to wear a cycle helmet.

Parents/carers who need to bring their son/daughters to school by car will be able to drop students at the Temple Road entrance. To avoid congestion, drop off points will be marked on the road and students will need to make their way onto the school site immediately after being dropped off. Parents/carers should only bring their own children to school and not give lifts to other children. The same procedures will apply to collecting students from school.

To ensure that we can maintain everyone's safety please do arrive at school and collect your child from school at the specified time. Parking on the school site will not be permitted unless for emergencies or for students identified as required a disabled parking space.

Where students are unable to avoid the use of public transport, we ask that you remind your son/daughter of the need to observe the social distancing regulations during their journey where possible.

Social Distancing

Social distancing of 2 metres must always be maintained by all adults and students. The 2-metre social distancing regulation should be observed when moving around outside the buildings in the corridors, within the classrooms and in the toilet areas.

Parents/Carers Visiting School

Parents/carers who need to contact school should do so by email or telephoning the school reception on 01298 23122. We ask that parent/carers only enter the school site if they need to accompany a student for medical or reasons, attend a pre-arranged meeting or other extenuating circumstances. Parents/carers are required access school using the Temple Road entrance and use the designated visitor's entrance which will be clearly identified. All visits and appointments will be limit to one parent/carer only.

The numbers of adults will be limited in the following areas:

Main entrance areas: access permitted for one parent (with their own child) at any one time. There will be a designated waiting area marked outdoors, with two metres distancing.

Main reception: Parents will only be allowed into the school reception foyer one at a time. Queuing outside this area will observe social distancing (this will be taped/marked on the floor). Parents/carers are not permitted to access the office and the main partition glass will be kept in a closed position during any necessary communication.

Parents/carers will be required to use the hand sanitiser on arrival and sign in using the electronic signing in system if attending a pre-arranged meeting. Parents will be provided with a visitors' badge which they are asked to dispose of as they leave the building.

Hygiene Practice and Procedures

All students will be required to enter school through the main entrance where they will be required to use the hand sanitiser stations before further entry to the school building. Students will be regularly reminded of good hand hygiene procedures throughout the school day.

All students will also be encouraged to following safe handwashing guidance -washing their hands for 20 seconds with soap and warm water. Teachers will model this to help to support their hygiene, if required.

All classrooms will have a lidded bin and a supply of tissues. Students will all be encouraged to 'catch it, bin it, kill it', disposing of their tissues in the lidded bin. Students will also be encouraged to avoid touching their mouth, nose and eyes with their hands.

There will be several hand sanitisers spread throughout the school and all students will be positively encouraged to use hand sanitisers whenever they pass them in the school.

Whole School Procedures and Routines

There will be staggered start and end times to the day for all students. This will allow a flow of students around the school which will support distancing and avoid congestion at certain points and times.

There will be an internal one-way system around the school which is clearly marked. All students and staff will follow the one-way system throughout the building and use the identified entrances and exits.

All students will be allocated to a 'teaching hub' with a maximum of 12 students in the 'hub'. Their hub will be allocated to a teaching room and they will be in a seating plan which students will need to adhere to throughout the day. All teaching rooms have been re-purposed to enable the teacher and all students to observe the 2 metre distancing regulations.

Students movement around the classroom will be restricted and only with the teacher's permission and where it is safe to observe social distancing regulations. Students will use the toilet facilities one at a time and again with permission and in line with social distancing. Staff will help remind students of distancing and hand washing hygiene rules.

Teaching and Learning Hubs

A teaching hub will enable the Year 10 and 12 students to have some face to face contact with some of their teachers. The purpose will be to consolidate any remote learning the students have done, address some misconceptions about work that has been set and begin to prepare the students for next year. There is an expectation that Y10 and Y12 students will continue with remote home learning when they are not scheduled to be in school.

Student Welfare

The first session the students will have in school will be a 'Welcome back' familiarisation session, where students will go through all the expectations in the new protocols and have an opportunity to share any reservations or anxieties they may have.

We are also aware that for some students there will be a need to focus on adapting to routines again and trying to support any anxieties that may have built up during their time away from school. We will have a range of support facilities in school that students can access including access to a Pastoral Manager, the school counsellor through a remote or face to face 1:1 meeting.

To support some students' health or social and emotional well-being it may be more appropriate to come into school for an individually tutored session. We will contact parents/carers of students where we have identified this type of contact is more appropriate.

To support students who may have a non-COVID-19 related illness or minor injury while they are in school, the student will be directed to reception by the member of staff, where the normal access to medical advice will be provided.

If students develop any of the identified COVID-19 related symptoms, then school will follow the government guidelines, the student will be supported in isolation while in school until contact can be made with parents/carers to safely return the student home.

Communication with Teachers

To avoid breaking social distancing regulations, please could we ask you to contact the school in the following ways:

Please continue to communicate with your child's form teacher or class teacher via email. We will respond as soon as possible but this will not be immediate as teachers will be teaching. Please accept our apologies.

If a parent requires to speak to a member of staff, please do so via phoning the school office who will forward your message. Meetings will take place via phone call.

Our Behaviour Expectations of our Students

Our Behaviour Policy has been revised to reflect the new protocols. This will be shared with the students in their 'Welcome Back' familiarisation session. We aim to prepare and support our students in following any new procedures and routines in a supportive way. Positive reward systems will remain in place and will be used frequently to praise and support positive behaviour.

Where adults in school deem that despite positive support and encouragement a child's behaviour is putting the safety of others at risk they will report this to senior leaders who will decide on the most appropriate response and communicate this with parents/carers.

Student Attendance and Absence

Please do not send your child into school if they develop COVID-19 symptoms. You should follow the government guidance with regard to this and call the school reception on 01298 23122 to notify if your child is required to self isolate.

Contact will have been made to students who are in the 'extremely vulnerable' category or students with known health issues and they will continue with remote learning.

Parents/carers will be informed by email when their son/daughter will be expected into school. If your son/daughter is unable to attend please let school know before 9.30am identifying the reasons for absence, using the school's attendance telephone line,

It is important that students do not attempt to access the school site at any time they are not scheduled to do so.

Food and drink during school time

Students can bring healthy snacks to school which can be eaten during an allocated mini – break in their teaching and learning hub. Water will be provided for students.

Free School Meals

From June 15th 2020 our kitchen will reopen for cold food only and grab bags will be provided for any students in receipt of free school meals who attend school.

Parents/carers are encouraged to contact school by email or to make a telephone appointment if they would like to discuss further or comment on any of the arrangements made.

When the protocols are updated or amended in response to the government's and Local Authority & Government new developments, advice and guidance, an amended copy will be sent to parents/carers.



Document 11. Behaviour Policy Amendments

Buxton Community School continues to seek and promote high standards of behaviour and safety for all of our students during the COVID-19 pandemic. We view the setting of clear expectations and acceptable boundaries as crucial during these unprecedented times for students in our care. By working with us, students can feel confident and comfortable in school that the students are playing their part in keeping school safe for everyone.

Considering this, there is an additional appendix to our Behaviour Policy that will be used to consider any issues that arise and are linked to COVID-19 arrangements.

- All students (and their parents/carers) are expected to follow government guidelines on getting to and from school safely.
- Students should arrive at school at their designated time. Students will not be permitted to enter the site before that time.
- Students should not arrive early and congregate outside of the school site.
- Students should conduct themselves according to appropriate social distancing rules in the local community
- Students should enter the school site ONLY through the Temple Road entrance, always observing social distancing rules.
- Students should wait to enter the school building through the main entrance, always following social distancing rules.
- Students are expected to follow the school instructions on hygiene, including handwashing and sanitising. Handwashing and sanitising of hands will become a very regular part of the school day and will be encouraged at every opportunity. This includes hand sanitising when entering the school, exiting the classroom and the building.
- Students are not expected to wear school uniform and all requirements will be relaxed to enable clothes to be washed as required. Appropriate dress codes, as per non-school uniform days, apply.
- Students are expected to follow instructions on only socialising with students in the same teaching group they are assigned to within the school grounds and in designated areas. No student is permitted to leave the site during the school day.
- Students are expected to move around the school using only the one-way system.
- Students should not enter any areas clearly identified as out of bounds.
- Students are expected to follow Government guidance about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it').
- Students are expected to avoid touching their mouth, nose and eyes with their hands.
- Students are expected to tell an adult if they are experiencing symptoms of coronavirus.
- Students are expected to follow the school's instructions on the use of stationery.

- Students are expected to only use the toilets identified for their teaching group.
- Under no circumstances should students cough or spit at or towards any other person.
- Under no circumstances will teasing, intimidation or inappropriate comments about coronavirus to other students or staff be tolerated.

When students breach these behaviour expectations and it is deemed deliberate, parental contact will be made. The severity of the breach will inform the decision as to the sanction imposed.

- Persistent and deliberate failure to follow instructions to maintain social distancing will result in a student being isolated until they are collected by a parent/carer. It may be necessary for the student to remain at home until a meeting with a senior member of staff can be arranged.
- Deliberate coughing, spitting or any other behaviour which endangers the health and safety of other students or member of staff will be grounds for fixed term exclusion and the student may be asked to stay at home for the remainder of the partial lockdown period, if it is deemed their behaviour poses a risk to the health and safety of others.
- Any student leaving the site during a timetabled session during the school day will not be permitted to return and parent/carer will be contacted to collect.

Classroom expectations.

Normal classroom standards and expectations will apply, and the consequence system will be in operation.

If a student reaches C3 level within the classroom setting parents will be contacted. Continued disruptive behaviour at this level may result in the student returning to work from home full time.

If a student reaches a C4 within the classroom setting parents will be informed and asked to collect the student for the remainder of that day. Again, persistent disruption at this level may result in the student returning to work from home full time.

The RAP reward system will still operate both within and outside the classroom setting and it will recognise where students are doing well personally and academically.