



Document 9. Guidance for Parents/ Carers in preparation for 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 re-open in September.

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 re-opening of our school in September following the 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 will have a 'familiarisation session' with the new protocols on their return to school on **Friday 4th September 2020.**

New Protocols

Attendance at School

It is now an expectation in September that all students attend school full-time because missing out on more time in school will have a negative effect on their learning and possibly their future aspirations. There may be a very small number of students who will be unable to attend school in line with public health advice, but this will be discussed and agreed with parents/carers before the start of term.

Students who are feeling anxious about returning to school can access support when in school and will be reassured of the steps school are taking to reduce the risks of transmission of coronavirus in school.

For students who have consistently high attendance rates at school they will be rewarded with R points in line with the school rewards policy.

Student 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.

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.

Clothing and Equipment

There is an expectation that students will wear their school uniform to school in September. Students can wear outdoor coats but these will need to be kept with them throughout the day. Students can bring a bag to school with essentials such as pens, pencils and other stationery items, books and folders, lunch box, mobile phone (if they choose to bring it) and their coat. Books or folders can be taken home and brought back into school by students. Students will also need to keep their bag with them throughout the day. Unfortunately, students will not be permitted to use lockers when we return in September, but we will continually review the possibility.

We encourage students to bring their mobile phone, but it should remain in their bags and turned off on arrival in school.

On days when students have a practical Physical Education lesson they will be able to come to school in an outdoor PE kit consisting of trainer like footwear suitable for physical activity, tracksuit bottoms/ sport leggings or shorts, their PE top and hoodie or similar sports top. A lightweight waterproof top would also be useful as many PE lessons will be planned outdoor where possible.

Arriving and Departing School

All students will form a 'bubble' within their Year Group. Each Year Group bubble will have allocated classrooms to use and entry and exit points to enter and leave the school site and school building. There will be a short stagger at the start of the day to limit interaction between Year Group 'bubbles'. These will be communicated in a separate document.

Students who arrive by public transport should enter school through their dedicated entrance.

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 1 metre plus 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 must walk with their bikes from their entrance point and for safety reasons must not cycle within the school site.

Students who are brought to school by parents/carers by car will need to be dropped at the Temple Road entrance. To avoid congestion, 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.

Students who use the dedicated school transport (..... bus) should where possible group themselves on the bus with others within their Year Group bubble.

Where students are unable to avoid the use of public transport, we ask that all students observe the 2 metre or if this is not possible, the 1 metre plus social distancing regulations during their journey where possible. There is currently a requirement for all passengers to wear a face mask when using public transport unless they are exempt under the identified government categories.

Social Distancing

To reduce the risk of transmission of coronavirus it is necessary to limit the number of students in contact with each other to those within their Year Group. It will also help us identify those who need to self-isolate should there be a positive case of coronavirus within school.

Social distancing of 2 metres will need to be maintained between all adults and students where possible. Students will also need to recognise the importance of maintaining distance with their peers and avoid contact with other students at all times. This is particularly important 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 their dedicated entrance where they will be required to use the hand sanitiser stations before further entry to the school building. All students will also be expected to sanitise or wash their hands when they return from breaks, they change classrooms, returning from the toilet and before and after eating. Students will be regularly reminded of good hand hygiene procedures throughout the school day.

Students should remove any face coverings when they arrive at school and dispose of any temporary coverings or place reusable face coverings in a plastic bag.

All students will also be encouraged to follow 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 many hand sanitising 'stations' and wall-mounted 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

To avoid large student gatherings and limit the contact between Year Group bubbles, break times, tutor times and lunchtimes will be staggered. Some Year Groups will be in lessons while other Year Groups are having lunch and vice-versa. This will be the same for Tutor-time and break-times. This will allow a flow of students around the school which will support distancing and avoid congestion at certain points in the building and time during the school day. Each Year Group 'bubble' will be allocated a social area outside and a designated area where they can have a school lunch or eat their packed lunch. **Students are more likely to spend more time outside the building during social times therefore it is advisable they bring an outdoor coat to school.**

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 to 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 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.

Classrooms and Lessons

Each Year Group bubble will be allocated to a 'teaching area' and all of their lessons will take place within the 'hub'. All students within the Year Group will be able to move classrooms for their lessons within the hub and some practical lessons like PE, Art, IT or Technology may take place in a different location. When travelling to these locations students must not walk through other Year Group hubs.

Students will follow their normal timetable but some of their practical lessons like Science, Technology or Art will not always take place in a specialist classroom.

All teaching rooms have been re-purposed to enable students to sit facing forwards and enable the teacher to observe the 2 metre distancing guidance where possible.

Students will be able to use their exercise books and share text books and equipment within their Year Group 'bubble'. All shared equipment will be cleaned regularly or isolated for 72 hours before use again.

Students movement around the classroom will be restricted and only with the teacher's permission, and where it is safe to observe social distancing guidance. Students will use the toilet facilities one at a time and again with permission and with respect for the social distancing guidance. Staff will help remind students of distancing and hand washing hygiene rules. These will be briefly discussed at each day, until routines are well established; and visually displayed on the electronic screens in school.

Student Welfare

The first session the students will have in school will be a 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 or have concerns about 'lost learning' and the effects on their future aspirations.

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. Their Pastoral Manager, Director of Progress, Form Tutor, the School Counsellor will all be able to offer support and guidance where needed. We will also have personnel in place to continue to signpost students to any external support agencies that are available.

Extra-curricular Activities

We hope to be able to offer some lunchtime and after-school activities during the year, but these will need to take place within your Year Group bubbles and some activities like choir and team games are not currently permitted.

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 their Year bubble pastoral base 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.

Behaviour Expectations of our Students

Our Behaviour Policy has been revised to reflect the new guidance and ways of working. 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 'tutor' session when returning to school in September.

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 to discuss reasons for non-compliance with the expectations.

Food and drink during school time

Students can bring healthy snacks to school which can be eaten at break or lunchtime. Students are also able to bring a bottle of water to school that can be refilled at the water fountains. Students should not drink directly from the water fountains in school.

School Lunches and Packed lunches

Students will be able to have a school lunch and both hot and cold food will be provided. The only method of purchasing food in school is by using their school dinner card. **Cash will not be accepted** due to the risk of transmission of infection.

We are currently unable to offer hot/cold food at break time and the vending machines will not be accessible.

Students will not be allowed to leave the school premises at break or lunchtime.

Communication with Teachers

To support social distancing guidance, please could we ask you to contact the school by communicating 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. 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.

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.