

Bishop Wordsworth's School

RE-OPENING SCHOOL FROM SEPTEMBER 2020

The arrangements below are to be in place for the Autumn Term of the 2020-2021 academic year and be reviewed half termly.

SUMMARY OF NATIONAL GUIDANCE

1. The government has set out its intent and plan for all children to return to school full time from the start of September. It is based on a twin strategy of limiting contact between pupils and implementing hygiene measures. The DfE guidance says that "all elements of the system of controls are essential", but "the way different schools implement some of the requirements will differ based on their individual circumstances". We are all familiar with many aspects of the system of controls already, eg thorough and regular handwashing and promoting good respiratory hygiene (the 'catch it, bin it, kill it' approach)
2. Contact between individuals is to be limited in schools. Contact is to be limited in two main ways:
 - a. By ensuring pupils remain in consistent groups ('bubbles') wherever possible, thereby minimising the number of contacts between different people across the school
 - b. By maintaining distance between individuals wherever possible ('social distancing').
3. Schools are told that it is a legal requirement that they now revisit and update their covid-19 risk assessments.
4. Schools are also being asked to prepare a 'plan b', ie arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year.
5. **Minimising contact - 'bubbles' and group sizes**
 - a. The main and most pressing logistical consideration for schools is determining group or 'bubble' sizes for September. The DfE has said that, ideally, bubbles will be kept as small as possible, ie the size of a class. However, where this restricts a school's ability to deliver a full curriculum, schools have the flexibility to implement year group bubbles. In many cases, particularly at secondary schools (and almost certainly at key stage four and key stage five), year group bubbles are likely to be the only workable option.
 - b. The DfE has stated that social distancing and bubbles should not be seen as alternative options and that both measures will help. However, it points out that "the balance between social distancing and use of bubbles will change depending on children's ability to distance, the layout of the school and the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary). For older children, the emphasis will be on social distancing.
 - c. Another important point it makes is that "both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time but also allow mixing into wider groups for specialist teaching.
 - d. All schools are encouraged to take a realistic and pragmatic approach in this regard. This may include reminding children of the need to give each other space where

possible; the reality is that to fit all pupils in a classroom, they are likely to be in close proximity. The DfE has accepted that pupils will need to be sat close to each other in most classrooms, but the recommendation is that pupils sit side-by-side and do not face each other if this is possible.

e. The DfE has stated that pupils passing each other briefly in a corridor or playground (eg walking past each other) is a relatively 'low risk', but that schools should try to avoid large groups of pupils mixing together in these spaces at the same time.

6. **School staff.**

a. The DfE has said that teachers are permitted to move between bubbles. While it is advisable to minimise movement if and where possible, the reality is that this will not always be possible, especially in a secondary context.

b. Supply teachers, peripatetic teachers, therapists and other specialists are permitted to move between schools. These teachers are advised to ensure they minimise contact and maintain as much distance as possible from other staff.

c. An important section on staffing and social distancing states "it is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain two-metre distance from each other and children. In particular, they should avoid close face-to-face contact and minimise time spent within one metre of anyone".

d. The guidance suggests that use of staffrooms should be minimised and staff should aim to maintain social distancing within such spaces.

7. **Other important measures.**

a. There should be no large gatherings bringing different groups together, eg whole-school assemblies.

b. Schools are encouraged to consider staggered break and lunchtimes, and schools must clean dining halls between groups.

c. Where possible, schools have also been asked to consider staggered start and finish times to keep different bubbles apart as they arrive at and leave schools. However, schools are asked to ensure that the total amount of teaching time pupils receive remains the same, eg an earlier start would mean an earlier finish for pupils.

8. **Equipment and resources.** The DfE has stated the following:

a. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.

b. Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.

c. Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles.

d. Outdoor playground equipment should be more frequently cleaned.

e. It is recommended that pupils limit the amount of equipment they bring into school each day to essentials, such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.

f. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

9. PE.

a. The DfE has stated that "pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided."

b. Furthermore, "outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene."

10. Curriculum and remote learning.

a. Schools should be able to provide a remote learning offer for all pupils in the event of a localised or national lockdown, or for pupils who are having to self-isolate.

b. In terms of the curriculum, the document states "school leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum."

c. It also states a key principle that "the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment."

11. Additional points.

a. Domestic day trips (not overnight) are permitted to resume in the autumn term, subject to protective measures being taken.

b. Face coverings are still not currently required in schools.

c. PPE guidance remains largely the same as previously.

d. The usual rules on attendance now apply – school is mandatory again from the autumn term.

e. The DfE expects that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about the provision of food to all pupils who want it.

THE BISHOP'S CONTEXT – SOME GENERAL PRINCIPLES

12. The nationally promoted control measures will be constantly emphasised by all staff. There will be wall mounted hand sanitisers at key points across the school site, and every pupil must also bring their own personal bottle of sanitiser for personal use during each day. The wearing of face masks by pupils for classroom based activities is preferred but is not compulsory. There can be no clear guidance on social distancing in schools for obvious reasons but staff will emphasise the importance of separation where this is possible.

13. Given the small size of the school site, the number on roll and the nature of the school itself the following guiding principles will apply:

a. The full relevant curriculum will be delivered to all pupils.

b. The timetable, as constructed for the 2020-2021 academic year will operate as designed and intended for all year groups.

c. School uniform for Year 7-11 and dress code for the Sixth Form is to apply.

- d. Pupils are to arrive at school in suitable games kit on days when games or PE is timetabled. The amount of changing is to be kept to an absolute minimum.
- e. Only one school bag is to be brought in by each pupil; no games bags are permitted except where PE/Games lessons during the day (ie during periods 1-6) make them essential.
- f. Belongings that are left on site at the end of the school day are to be disposed of immediately.
- g. Sixth form pupils will have increased flexibility over use of 'free' periods. Supervised private study will still take place but for maximum group sizes of 30-40, depending on the capacity available and distancing requirements.
- h. Membership and staffing of teaching groups will not be affected.
- i. Year groups are to be the designated 'bubbles'; contact is to be minimised between Pupils of different year groups as much as possible.
- j. Social distancing is to be emphasised as much as is possible on this small and crowded site.
- k. Year group tutor bases are to be clustered as much as possible and located as close as possible to the designated outdoor social/play space for the relevant year group.
- l. Rooming is to take into account, where possible, the possibility of the teacher moving rather than the class to minimise movement around the site.
- m. Free time (ie breaks/changeovers/lunch) will be minimised; at lunch pupils from Year 7-11 are to be required to be either in their specific tutor base or in their designated play area (which will be exclusive to that year group).
- n. Specific arrangements are to be in place for catering – they are likely to involve pre-ordering of food and a weekly rota for access to the Dining Hall for different year groups.
- o. All year groups are to arrive and leave at similar times via different entrances/exits.
- p. The school day is to start later than normal but finish at 1550 so as to avoid peak travel times
- q. All assemblies are to be delivered via Teams.
- r. Registration is to be at the start of morning school for Years 7-11. All other registration is to be in lessons via SIMS.
- s. Heads of academic departments are to be responsible for:
 - (1) Monitoring the health and safety/risk management in their area of operation.
 - (2) Ensuring that staff and pupils follow the overall guidance whilst in their area.
- t. PPE and face masks will be available for Reception/PE (for emergency use). Elsewhere the use of face masks by pupils is preferred but is not compulsory except where specified by departmental risk assessments.
- u. Should an enforced closure take place, we are well placed to resume teaching and learning through MS Teams (ie this is 'Plan B' for DfE purposes).
- v. There will be a staggered start in September so that each year group can be briefed re day-to-day operation and ground rules.

SOME MORE SPECIFICS ON SCHOOL OPERATION

14. Timing of the school day.

Session	Start	Finish
<i>Registration/Assembly</i>	9.30	9.40
Period 1	9.40	10.10
Period 2	10.10	10.40
<i>Break</i>	10.40	10.50
Period 3	10.50	11.20
Period 4	11.20	11.50
<i>Change Over</i>	11.50	12.00
Period 5	12.00	12.30
Period 6	12.30	13.00
<i>Lunch</i>	13.00	13.40
Period 7	13.40	14.10
Period 8	14.10	14.40
<i>Change Over</i>	14.40	14.50
Period 9	14.50	15.20
Period 10	15.20	15.50

15. **Arrival at and departure from school.** All school entrances will be used. Years 10 & 11 are to enter and leave via the Back Gate (which will be locked at all other times). Years 7-9 are to enter and leave via the Exeter Street Gate. The Sixth Form are to enter and leave via No 11. There will be multiple sanitiser stations at each entrance which pupils must use on their way in. If pupils arrive earlier than the scheduled start to the school day then they must make their way immediately to their designated outdoor space and stay there (unless it is raining – when they have the option of going to their tutor base and staying there instead...)

16. **Movement around the site during lesson changeovers.** The need for social distancing will be emphasised, though the infection risk is thought to be low during passing contact. There will be clockwise one way systems in place around and through E Block and the Maths Block. Any groups waiting for entry to rooms MUST line up in an orderly way. Groups waiting for E1-8 are to line up in their designated area in the E Block Quad. Groups waiting for the IT suites, Art Rooms, DT rooms, Science Block and Sports Hall are to line up in good order using sensible social distancing where possible. It is imperative that teachers are in very good time to usher their groups into the rooms. The queuing for Science and E Block will need very careful management and will also need some re-lining of the yards to organise. Movement in and out of building where there are potentially larger numbers of pupils (eg Science Block, E Block and the Sports Hall) will need careful planning by the relevant HoD and multiple entrance/exit points and one way flows may need to be used.

17. **Management of free time for pupils.** There will be no ball games or similar during lesson changeovers, and the Dining Hall will not be open. During the lunch break pupils should either be in their tutor rooms or in their designated outdoor space (see below), unless they are:

- a. On their way to or from the toilet.
- b. On their way to or from the Dining Hall/Library/ICT Suite (see below).
- c. On their way to or from Reception or (d) on an errand for a member of staff. Tutor bases will be clustered as much as possible close to the year group designated play areas (see separate document for details).

18. **Discipline.** School policy will apply for all age groups, including the agreed changes to policy and practice finalised during the recent review. Failure to follow instructions regarding personal responsibility for hygiene, social distancing and other operational arrangements will be regarded as a failure to follow instructions and will be dealt with accordingly. Detentions will be held after school as recently agreed.

19. **Toilets and changing rooms.** There will be no allocation of toilets to specific year groups (as this is not practical) but there will be a limit of 2 pupils at any one time in a loo area with multiple cubicles. The urinals will be marked as out of use as their use is difficult to regulate. All pupils are to arrive already changed in school games kit (including track suit bottoms) where they have PE or Games scheduled that day. Therefore changing will not be needed before or (in most cases) after PE/Games sessions – but the toilets in the changing areas can be used as described above; external doors to multiple cubicle areas may be removed. Toilet facilities for both male and female staff and pupils will be completely separate. Toilet and changing areas are to be thoroughly cleaned at the end of every day.

20. **Communal Areas.** Social distancing must be in place in areas such as the Library, ICT Suite and Dining Hall. The relevant staff should monitor the areas to ensure that this is the case and that overcrowding does not occur. A strict rota will operate at lunch times (see below). There will be a designated outdoor social space for each year group (see below). The Sixth Form will have use of the quad outside the common room and also No11 West Lawn, weather permitting.

21. **Maintaining year group ‘bubbles’.**

- a. **Years 7-9** – Pupils are mainly taught in tutor groups except for DT where they are in half tutor groups. It is likely, therefore, that where possible lessons will be taught in their tutor room with teachers coming to them. Setting will still operate in Year 8 MFL and Year 9 Maths. Separate social/play spaces and rotas are to apply (see table below).
- b. **Years 10 & 11** – pupils are taught in option groups. Separate social/play spaces and rotas are to apply (see table below).
- c. **Years 12 & 13** - pupils are taught in option groups. There will be separate supervised study spaces (Year 12 Study Room and Golding Study Room) and separate social spaces (Y13 Common Room, Y12 Lounge/Social Room). Both Year 12 and Year 13 are to be allowed off site during ‘free’ periods. Year 12 and 13 have a simultaneous Games session, so it may be necessary for that session to regard the

pupils as a separate Sixth Form ‘bubble’ and place the emphasis on rigid social distancing during any joint activities.

Year Group rota for lunch time communal spaces	Social/Play Space	Dining Hall Rota	Library Rota	IT Suite Rota (IT1 & 2 only)
7	East Lawn Astroturf	See below	Tuesday	Wednesday
8	Paddock Block Quad	See below	Wednesday	Thursday
9	Sports Hall Yard	See below	Thursday	Friday
10	Main Yard	See below	Friday	Monday
11	Back Yard	See below	Monday	Tuesday

22. Revised Catering Arrangements

The software and procedures that we introduced at the beginning of term for booking and paying for school meals are more cumbersome and less reliable than we had hoped. We have heard of parents struggling to place orders easily and we have found that the summary reports are not providing the information that the School staff need. As a result, starting on Monday 21st September, we will be reverting to the cashless catering system that was in use before the lockdown but using it in a different format so that year groups do not mix.

There will be a weekly rota in which each pupil will be able to take a hot meal twice and a packed meal on the three other days. For Years 7-11, hot meals will be consumed in the Dining Room whereas Years 12 and 13 will collect a hot meal in a foil container and take it to their respective common room. Packed meals will be collected from specific locations around the School site.

	Monday	Tuesday	Wednesday	Thursday	Friday
1pm hot meal in Dining Room	7	8	7	8	9
1.15pm hot meal in Dining Room	11	10	9	10	11
Sixth Form tutor groups collect hot meal at 1pm (eat in common room)	J	M	O	P	W
Sixth Form tutor groups collect hot meal at 1.15pm (eat in common room)	P	W	J	M	O
Packed meal collection DT Yard	10	11	10 (@1pm) 11 (@1.15pm)	11	10

Packed meal collection Sixth Form Block entrance	12 & 13	7 (@1pm) 12 & 13 (@1.15pm)	12 & 13	7 (@1pm) 12 & 13 (@1.15pm)	7 (@1pm) 12 & 13 (@1.15pm)
Packed meal collection adjacent to Drama Room	8	9	8	9	8

The cost for all meals will be fixed at £2.75 although this is likely to change once we are able to introduce more flexible menu choices. There will be no requirement to pre-book the lunches during the previous week.

The thumb-print machines used in the past for authorising payment will not be used. Instead, pupils are to give their name to the Catering Staff who will confirm their identity from the photograph held by the School system and charge the account appropriately.

On hot meals days, pupils will be able to choose a piece of cake and a piece of fruit. On packed meal days, there will be a choice of sandwich filling, a packet of crisps or a piece of cake, a piece of fruit and a snack bar.

Pupils in receipt of free school meals simply need to present themselves at the till; their entitlement to the free meal will be acknowledged within the catering system and nothing further will be required at the time.

Those new to cashless catering (mostly year 7), the facility is accessed through your son's/daughter's Insight account; select 'WisePay Finance Portal' then select the 'Food and Drinks Payments' tab. Any amount of money can be paid into the account (to 'top it up') and expenditure on food and drink is deducted at the point of service.

Pupils are of course free to continue to bring their own lunches from home.

23. Breakfasts

From Monday 21st September, we are also introducing a Breakfast Grab-n-Go facility. Details are:

Time: Daily; 9.00 – 9.30

Choices: Porridge pot (various flavours)

Bacon roll

Pain au chocolat

Plain croissant

Waffle

Cost £1 – through the cashless catering system

Location "Grab-n-go" from the Dining Hall, to be consumed in the Year Group's specified break-out area

Free School Meals Pupils in receipt of free school meals will be acknowledged automatically through the cashless catering system

Allergens

The weekly menu, which includes allergen information, can be found on the School's website here: <https://www.bishopwordsworths.org.uk/main-school/school-information-and-governance/weekly-lunch-menu/>.

24. **Staff duties.** There will be no rota for staff duties around the site at non-lesson times. Lesson changeovers are what they say – there are to be no unsupervised activities for pupils and so general staff vigilance (and intervention where required) will suffice. Supervision of the five social/play spaces at lunch is to be carried out every day by SDS/GL/BLS/MAH/JPR. To compensate for not fulfilling duties, form tutors are asked to pair up with a non-tutor and organise a weekly routine to check on tutor rooms during, and especially towards the end of lunch break, to ensure that

- a. Behaviour is acceptable.
- b. There is good order in the room so that it is ready for the ensuing lesson.

GL is to be notified of the pairings: he will maintain the list of rooms and the allocated staff for the room.

25. **Departmental areas.** Heads of Department are responsible for the maintenance and operation of their areas. HoDs should therefore ensure at the start of each day that:

- a. Tables and chairs are correctly arranged so that risk is minimised.
- b. The room is supplied with cleaning fluid and cloths as necessary (tutors to check at morning registration then teachers to check through the day at the end of each session).
- c. All windows and doors are open to ensure good air circulation.
- d. Rooms are in good order, with materials stowed away and no accumulation of lost or left property.
- e. All of the departmental team understands and adheres to agreed departmental practice in terms of lesson operation, management of resources and strict hygiene practises.
- f. The shortened changeovers between lessons will need to be accommodated when designing learning activities for successive groups (eg in Science, PE, Art and DT).
- g. The type of activities used within teaching groups will be a matter for HoDs to decide, bearing in mind the need for social distancing where possible.

26. **Departmental teaching and learning.**

- a. HoDs are to draft a specific risk assessment for their departmental area where teaching and learning involves anything other than generic classroom-based learning on a regular basis. Subjects with a significant practical element (ie Science, DT, Art, PE, Drama and possibly Music) are to have an agreed risk assessment in place; a copy of this risk assessment is to be submitted to the Headmaster.

- b. HoDs should ensure that teaching rooms are laid out so that social distancing between teacher and class is maintained.
- c. HoDs are to bear in mind that changeover periods are short and that preparation time for activities (eg Science, PE, Art and DT) will be limited.
- d. Any equipment used is either to be cleaned in between different bubbles or be used in rotation as specified by the DfE guidance. This may mean significant changes to the normal operating arrangements for activities in Science and PE for example.
- e. Any lesson activities which involve the possibility of physical contact between pupils need to be handled with a great deal of care and pre-planning. Drama and musical activities, for example, will need managing carefully. Sports activities are to follow any appropriate guidance from the particular sport's National Governing Board.
- f. It may be necessary for both staff and pupils to wear face masks for some activities. This will be determined by HoD risk assessments but, where possible it may be advisable to hold such activities outside.
- g. HoDs will need to decide how to handle their arrangements for submission and assessment of work. It may be sensible either:
 - (1) To have one book/file which pupils retain for their routine notes and another for periodic assessment by the teacher or
 - (2) For all assessment work to be submitted, marked and feedback given via MS Teams to avoid physical contact with the materials. All lesson work can then be kept on paper/in an exercise book.
- h. Pupils will have to manage both written classwork and electronic files; class teachers must give clear instruction as to how these should be managed and then monitor and periodically check both.
- i. Regular assessment and feedback are to be given every 2-3 weeks as per School Policy. The format of assessments is to be determined by HoDs.
- j. If pupils are isolating then it is the responsibility of the class teacher to ensure that adequate material is posted on Teams to keep them up to date.

27. **Extra-curricular activities.** Extra-curricular activities may take place as long as there is regard to the overall guidance – ie year group ‘bubbles’ are maintained wherever practical and social distancing is used wherever possible. Activities are to be designed to take into account the restricted time at lunch and also the likely need for pupils to eat their packed lunches while the activity is taking place. Day trips are allowed and are encouraged but they must take into account the relevant guidance as above. Overnight and overseas trips are not allowed unless and until the National Guidance changes.

28. **Other routine arrangements.**

- a. It is unlikely that there will be any large gatherings allowed throughout the Autumn Term – therefore: no assemblies, Cathedral Services, Prize Giving or Carol Service. Some of these will be delivered as either pre-recorded or live streamed events.

- b. Classroom doors are to be kept open at all times when they are being used by a class, unless the weather conditions make this impractical or uncomfortable. When the teacher leaves, the door must be closed.
- c. Fire doors will be propped open in Chapel Block and the Maths Block but only while any room inside those blocks is occupied by groups. Note that the fire etc evacuation procedure requires all doors and windows to be closed.
- d. The tarmac in the main yard is to be re-lined so that year group 'bubbles' can be lined up separately from one another when there is a fire practice. Year groups may be relocated to their designated spaces to register and have radio contact between the different groups – decision tbc in due course.
- e. Daily cleaning is to be enhanced and to include daily cleaning of the outdoor table tennis tables.
- f. Daily cleaning of the equipment in the fitness suite will enable this area to be used by both students and staff – but there is to be a strict limit on numbers at any one time and year group bubbles are to be enforced, including for the Sixth Form.
- g. There must never be more than 5 people in Reception at any one time (including staff, pupils and visitors). All entrants are to use the hand sanitiser on entry.

SDS

July 2020