

## Arrangements in School for September 2020

The government guidance includes a set of protective measures which make up a 'system of controls'. This system of controls includes a number of mandatory elements that we intend to implement and monitor strictly from September:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

*Numbers 1 to 4 must be in place in all schools, all the time.*

### **5) minimise contact between individuals and maintain social distancing wherever possible**

*Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.*

We will ensure that the initial four elements are in place and these will have a significant preventative impact. We have kept in mind some key parts of the guidance:

*'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 with the measures needed to manage risk.'*

*'Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.'*

*'Endeavouring to keep groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.'*

What follows is an explanation of measures we are putting in place, related to point 5, in order to open Wallingford School to all students in September 2020. We feel that these comprehensive measures will have a significant impact on the safety of students on site and strike the right balance between the safety of students and staff and a high quality education.

Guiding Principle: Our focus is on the safety of staff and students first, and then the delivery of a rigorous curriculum second.

## Start of the Day

Students will be encouraged to walk or cycle to school where possible. Those who use the school buses will follow OCC guidance. Currently, school bus arrangements (times; routes; numbers on board) remain as they have been and fit in with our new school day timings. We will not have a staggered start to the school day since there is already a natural staggering to students' arrival and we are fortunate to have multiple entrances to the site. Staff will be on duty at the front of school and on hand throughout the site, directing students to go straight to their first classroom, even if students are in school early. There will also be clear signs & displays around the site to ensure students take the correct route to their classroom.

## Student Groups and Rooms

During the school day, we aim to restrict the number of different people that students have contact with where possible. This is close to a 'one classroom for all lessons' model, but with some movement to other rooms where it is needed to deliver the curriculum. It also reduces risk in practical subjects.

*KS3* - Each Y7, 8 and 9 form group will have their own classroom within either K, M or B Block. All English, Maths, Humanities, MFL, PSHE and Art lessons are taught in these rooms. Practical subjects or subjects that require ICT will be taught in their normal classrooms.

*KS4* - Y10 and Y11 have four allocated rooms in K and M block to use for either Maths, English or non-practical options. Practical subjects or subjects that require ICT will be taught in their normal classrooms.

*KS5* - Practical subjects or subjects that require ICT will be taught in their normal classrooms. Other subjects will be slotted into free rooms.

We will use year group 'bubbles' for all lessons and social time. We are particularly keen to avoid students mixing with other students unnecessarily in lessons. Therefore, Years 7-9 will be taught in their form groups whenever possible and there will not be any sets, since this would involve students being in classrooms with students from other form groups. There is a distinction here between the time these students spend indoors together, for which they can be in form group bubbles, and when they are outside and are in year group bubbles.

In Years 10-13, mixing between form groups in lesson time is necessary in order to maintain a broad and balanced curriculum for our students. In sixth form, form groups will be made up of exclusively Year 12 *or* 13 students, rather than a mixture of both cohorts.

## Timetable

Our timetable will continue to be based on a 6 period day. However, we have made some adjustments to reduce year groups mixing during social time. Despite these changes we have ensured that there is no reduction in lesson time for any cohort in any subject. There will be a 3 week cycle to achieve this.

		Reg, 8.45-9.00 (15 mins)	Period 1 9.00 - 9.50 (50 mins)	Period 2 09.50 - 10.50 (60 mins)	Period 3 10.50 - 12.00 (70 mins)	Period 4 12.00 - 1.00 (60 mins)	Period 5 1.00 - 2.10 (70 mins)	Period 6 2.10 - 3.00 (50 mins)	3.00-3.10 50 mins
Week 1	7								
	8								
	9								
	10								
	11								
	12								
	13								

### *Notes:*

*For KS3/4 each day is made up of 20 minutes registration, five hours of lessons and one hour of break time. Over a three-week rotation all periods have the same amount of teaching time.*

*For KS5 all double periods have the same amount of teaching time over three weeks (average 55mins) with a minimum of 50 minutes for any single period.*

We recognise that this timetable has some complexities and we will ensure that we allocate appropriate time in order to explain it thoroughly to students in September and also to support those students who may struggle with aspects of it.

## Social Time

There will be two 30-minute staggered breaks in the day for Years 7-11 and one each for Yr12 & 13, since they also have study periods that can be used. There will be a maximum of 2 year groups on 'break' at any one time. During these social times each year group will spend time in separate 'zones' which will each have an associated catering outlet. Students will need to stay in their allocated zone for the duration of their break. Year 11 students will not be able to leave site during the school day.

Apart from the start and end of the day, we will not be using bells to divide lessons and social time. Staff will adhere to the agreed timings, which will lead to some natural staggering of movement around the site.

The canteen will be open during all social times. In addition, there will be a second catering outlet in the Leisure Centre.

Refreshments available to students will be different to our usual offer. Students will not use the thumb recognition payment system – more details will follow on payment arrangements. There will be clear social distancing markings at catering outlets and staff on duty to monitor.

## Classrooms

Classrooms and offices will have been thoroughly cleared and cleaned in preparation for the start of the school year. Rooms will be laid out with desks facing forwards and seating plans will be used to avoid students moving around the room unnecessarily. Students will not line up outside classrooms, to reduce congestion, but will enter and find their seat immediately. Teaching will be done predominantly from the front of the room with teachers maintaining a safe distance from students whenever possible. We will have a 'clear desk' policy throughout the school to facilitate effective regular cleaning of surfaces. Safe classroom etiquette will be presented to all students and staff at the start of the year and will be carefully monitored. This will include routines for cleaning surfaces and resources in rooms at the end of a lesson, by students and staff. It will be a priority to ensure hygiene routines are established at the start of the year and reinforced frequently. For example, regular hand-washing and 'catch it, bin it, kill it'. Staff will plan how to avoid these routines slipping.

## Movement

There will be a one-way system throughout the site that all students and staff will follow during lesson transitions, the majority of which will be outside. Some areas, such as the main corridor, will be off-limits for travel between lessons. At each building, there will be a designated entrance & exit with one-way route within the building. All routes will be clearly marked and staff will monitor any potential congestion points.

## Non-teaching Staff

Our protocols for staff-student interaction are in line with government guidance. When students spend time with teaching assistants, members of our SEND team, school counsellors, school health nurse, home school link worker, Heads of House, careers advisor and any other adults in school, they will adhere to guidelines on social distancing, room layout and hygiene.

## Behaviour

Almost all of our students behave impeccably throughout the school day. Occasionally, students are asked to leave a lesson and go to our Remove room; from September, this will take the form of a smaller facility within the year group "bubble" in order to ensure that students do not mix across year groups.

## Cleaning

There will be an increase to our cleaning capacity in school. In addition to thorough cleaning of the site at the end of each day, some members of the cleaning team will be circulating the school site throughout the school day focussing on high risk areas. There will be tissues, wipes, hand sanitiser and a closed-lid bin in every classroom. We will follow subject-specific guidance around equipment in practical lessons, such as DT, Art, PE and Science.

## Toilets

There will be designated toilets to reduce mixing. Numbers of students using any one toilet facility at the same time will be limited.

### Gatherings / congested areas

We will not hold any assemblies or other large gatherings until it is safe to do so. Assemblies and meetings will be delivered through the use of live streaming or a recorded presentation in cases where face-to-face gatherings are not appropriate. Clear markings will be in place for potentially congested staff areas, such as photocopiers, with sanitising stations positioned here too.

Our fire evacuation policy has been reviewed and our new procedures will be shared with students and staff. Very early on in the new term, all students will practice the safe procedure, with practices throughout the year.