

Arrangements in School for September 2020

Update

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 to reduce risks and create an inherently safer environment:

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.

We have produced a detailed protocol that will be used in school, should a student or member of staff display symptoms. The Flowchart that details what actions need to be taken is on the school website [here](#).

2) Where recommended, use of face coverings in schools.

The most recent guidance from the Department for Education states students are able to wear a face covering when moving between lessons, in corridors, communal spaces and on buses if they wish. This is not compulsory unless rates of virus transmission increase locally, in which case we will inform you immediately of any change in guidance. We suggest that students who choose to wear a face covering remove it when in a lesson, as it will quickly become uncomfortable and unhygienic. Following government guidance, OCC are recommending that face coverings are worn by all students over 11yrs on dedicated school services and on public transport.

3) Clean hands thoroughly more often than usual.

On students' return, we will be emphasising the importance of hand-washing. Information about when and how students should clean their hands is displayed throughout the school. In addition, there will be frequent verbal reminders from staff in school.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

On students' return, we will be emphasising the importance of adhering to the 'catch it, bin it, kill it' approach. In each room there are tissues, sanitiser and a closed lid bin to ensure students can implement this strategy. Reminders are displayed throughout the school. In addition, there will be frequent verbal reminders from staff in school.

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

The entire school has been subject to a deep clean over the summer break. We now have in place an increased cleaning capacity and additional 'fogging' equipment. As a result, cleaning will take place throughout the school day in addition to our rota covering cleaning before and after school. Throughout the day, checks will take place across the site to maintain levels of hand sanitiser, wipes and tissues in all areas.

Numbers 1 to 5 must be in place in all schools, all the time.

6) minimise contact between individuals and maintain social distancing wherever possible

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

There are details on how we have addressed point 6 on the following pages.

7) Where necessary, wear appropriate personal protective equipment (PPE).

The school has PPE available in school for use in specific circumstances. For example, when responding to a student displaying symptoms where a 2m gap cannot be maintained, or responding to situations requiring certain types of first aid.

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.

Transport

Students are encouraged to walk or cycle to school where possible. Those who use the school buses will need to follow OCC guidance. We advise that families read the details on our [transport arrangements](#) on the school website, which also includes a link to the [OCC Covid-19 FAQs](#). The current timetables for our bus routes can also be found on the school website.

Start of the Day

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. Students are asked to go straight to their first classroom and sanitise their hands, even if they 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 Year 7, 8 and 9 form group will have their own classroom within a designated building. [Yr 7 K-block; Yr 8 M-block; Yr 9 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 – Year 10 and Year 11 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 classrooms. 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. Students in Years 7-11 will have two, 30-minute breaks per day. Sixth Form students will have a one hour break each day.

Example:

		Reg. 8.45-9.00	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 - 3.05
Week 1	7								
	8								
	9								
	10								
	11								
	12								
	13								
Week 2	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. Appropriate time has been set aside at the start of the school year in order to explain it thoroughly to students and 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 hour each for Yr12 & 13. 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. Yr7-11 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. Sixth form students will be able to leave site during their one-hour break and will receive further guidance on this separately.

Years 7, 8 & 9 will be in an area on the field in front of K-block and will use the main hall canteen for refreshments.

Years 10 & 11 will be in the 'bottom tennis courts' behind the Science block and will use the Leisure Centre for refreshments.

Refreshments

At the start of the year there will be no main meals or pasta, but all other such as paninis, baguettes, sausage rolls, snacks and drinks will continue to be on offer. This will be reviewed and the offer adapted if appropriate. Students will be issued with a contactless card to use for payment instead of our thumb recognition system. There will be clear social distancing markings at catering outlets and staff on duty to monitor.

Classrooms

Classrooms and offices 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 have a 'clear desk' policy throughout the school to facilitate effective regular cleaning of surfaces. Students should make sure they have all relevant equipment and stationery for every lesson as, understandably, they will not be able to share or borrow these things. 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 wiping surfaces and resources in rooms at the end of a lesson by students and staff, when a classroom is being vacated. It will be a priority to ensure hygiene routines are established at the start of the year and reinforced frequently.

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. When moving to and from their social areas, we ask that students are considerate of lessons going on around the site at the same time.

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.

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.

Visitors

We have a 'visitors policy' in place. To help reduce the transmission of COVID-19 within the School, any visitor presenting themselves at Reception without an appointment will not be allowed entry into the School and visitors will only be invited where necessary. To minimise risk, procedures are in place that all visitors will follow.

Parents will only be invited into the building if it is deemed absolutely necessary for a serious problem with the student and if a virtual meeting cannot be arranged. Parents of students who are ill can pick the student up from outside the building.

Behaviour

Almost all of our students behave impeccably throughout the school day but occasionally students do not behave appropriately. A revised behaviour policy will be shared at the start of the school year, which will be in place until further notice.

Cleaning

There has been an increase to our cleaning capacity and resources 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 – all of these will be monitored throughout. We will follow subject-specific guidance around equipment in practical lessons, such as DT, Art, PE and Science.

Toilets

There is a sanitising station outside each toilet facility. Students are asked to sanitise before entering the toilets and on leaving them. Numbers of students using any one toilet facility at the same time will be limited. Just as under 'normal' circumstances, students should not visit the toilets during lesson time and must recognise the importance of doing so in breaks, before and after school instead.

Uniform

All students are expected to wear full uniform as this plays a vital role in contributing to our high standards and sets the appropriate tone for a business-like return to routine, learning and school life. Government guidance has stated that the clothing worn in schools does not need to be washed any more than usual and should be washed using the normal detergents. Therefore, from September all students will wear their normal school uniform each day. Students will be required to wear full PE kit and should bring their PE kit to school as usual on the relevant days.

Please read more about our expectations for school uniform [here](#).

Gatherings

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.

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.