



Carr Hill High School

**A Guide to Full School Opening
in September 2020**

for Parents, Carers & Students

Version 4: September 28th

On June 25th The Government published detailed guidance for the full return to school of all year groups in September 2020. In responding to that guidance, Carr Hill High School has adopted the following principles:

- ✓ The health, wellbeing and safety of all staff and students is paramount
- ✓ Returning to a full broad balanced curriculum
- ✓ Teaching by specialist teachers in specialist rooms as far as possible

School cannot just return to normal and to ensure we can meet the requirements of the guidance and the principles we operate by, there have to be a significant number of changes. We will revert to normal operation as soon as we are allowed and will inform you of any changes to the guidance in this document which may become necessary.

1. Opening in September – return dates

The new Year 7 have had no induction activity in school and the Risk Assessment for Coronavirus means we want to gradually increase the number of students on site to test the systems. Consequently there is a change to the start dates in September which has been agreed by Governors:

- The new Year 7 will still begin on Wednesday September 2nd and have a day of induction activities
- Year 9 and 10 will return from Thursday September 3rd
- Year 8 and 11 will return from Friday September 4th

This means that all students will be in school from Friday September 4th.

2. Attendance

From September attendance at school is **compulsory** and students should only be absent from school:

- If they have coronavirus (been tested positive), are displaying symptoms of coronavirus (and are waiting test results) or are isolating because a member of their household has coronavirus/is displaying symptoms
- If they are ill
- For a reason of religious observance
- If the school has been closed to a particular group of students or all students

All the usual requirements for informing school of absence will be back in place as will our follow up procedures for any absence where no reason is provided.

Please remember that no holidays will be authorised in term time.

3. Uniform

- In September we will return to full uniform for all students. Government guidance is that 'uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal'. and app
- Students can bring a bag to school.
- From September 28th students should attend in full uniform even on the days they have PE as changing rooms are back in use. Students who have dance can continue to attend school in kit.
- Unless medically exempt, students must have a face covering

4. Equipment

- Students **MUST** bring their own equipment in to school as outlined in the equipment list because we cannot share equipment. They are expected to have:
 - A school bag that must be able to store an A4 sized folder, books and PE kit
 - Pens – black or blue ink, Red ink and Purple ink
 - Two HB pencils for general use
 - Coloured pencils
 - Pencil Eraser
 - Pencil Sharpener
 - 30 cm ruler
 - A scientific calculator
 - Compass
 - Protractor – transparent
 - Pencil case – transparent for exams
 - Highlighter (optional)
 - A4 sketch book
- In addition we would ask all students to bring headphones with them to school
- As a school we will provide all students with the equipment that would normally be shared by classes – a whiteboard with pen and eraser, scissors and glue.

5. School Transport

It is still Government advice that the means of travel to school are, in preference order:

- a) Walk or cycle
- b) A lift in a private car. However we need to manage a potential increase in cars around school so would ask that students are dropped off in the vicinity of school and that you do not drive to school as there will be no access to the school site.
- c) School bus (dedicated transport). There is no way that students can be kept in separate year groups on a school bus and there is also no social distancing on a school bus. If a student is taking the school bus, **a mask or face covering must be worn**. We will ask bus providers for their cleaning schedule.
- d) Public bus. On a public bus social distancing and restrictions on numbers are in place and **masks or face covering must be worn**.



At Carr Hill we are in an area where the transmission of the virus is high and so face coverings must be worn when moving around the school unless there is a medical exemption. It is important that students and staff use and wear any face covering appropriately.

6. On arrival at school

- Students should not arrive in school on foot, by bike or via a lift before 8.30am.
- Staff will be on duty at all gates to direct students.
- Students will be asked to sanitise hands at the entrance to school.

year	entrance	yard	Wet weather	SLT link	toilets
8	Top gate (A)	Dining room yard	New dining room	Mrs Darkin	Dining room
11	Top gate (B)	Middle yard near Benches	Hall	Miss Wareing	Benches
10	Top Gate (C)	Middle yard near Science	Gym	Mr Johnstone	Benches
9	Reception	Hub yard near IT	Main Dining Room	Mr Morton	Hub
7	Via supervised walk next to the car park to Hub	Hub Yard near field	Hub	Miss Jordinson	Hub

- There will be no breakfast service before school. For PP students in receipt of free breakfast, provision will be made and students informed of the arrangements.

7. The School Day

- The beginning and end times of the school day remain as normal.
- Students will go to Period 1 straightaway after lining up on the bell and have mentor time within that lesson – this will reduce movement around school.
- We will not gather students together in year groups for assemblies but deliver assembly messages through recordings or getting smaller groups together.
- Students will only be allowed into the specified yard area before school and at break and will not be allowed to mix with students from other years.
- The start and end of break will be slightly staggered with Year 7 released first and there will be NO food service at break. Students will be allowed to eat a snack on the yard that they have brought in.
- Students will be lined up at the start of the day, after break and before period 5 in their yard or wet weather area to ensure smooth transition to lessons. They are expected to walk in single file and in silence behind their teacher who will lead them to the classroom.
- Students will not be able to use the water fountains in school and so should bring sufficient water for the day.
- Lunch will be over three sittings and the areas will need to be cleaned between sittings.

Year	Lunch time	Packed lunch	School lunch	Lunchtime Yard	Period 4
7	12.25-12.55pm	Hall	Main dining room	Next to the dining room	1.00.-2.00
8	12.25-12.55pm	Benches	New dining room	Next to the dome	1.00-2.00
9	1.00-1.30pm	Benches	New dining room	Next to the dining room	12.25-1.00 1.35-2.00
10	1.25-2.00pm	Benches	New dining room	Next to the dining room	12.25-1.25
11	1.25-2.00pm	Hall	Main dining room	Next to the dome	12.25-1.25

- There will be a very limited choice of meals served in the dining room and for the first two weeks this will only be paninis, sandwiches, jacket potatoes
- Staff will take their lunch break at the same time as the group they are teaching Period 4
- Meals MUST be paid for online as dining staff will not be handling cash in school. If you do not have a link to the online payment system please contact school at finance@carrhill.lancs.sch.uk

8. End of the day

- At the end of the day students will be released in year group order starting with Year 7 so that we can load buses and have separation of year groups throughout the school on departure.
- Any extracurricular/after school provision will be announced in the Autumn but there will be no provision till at least September 21st.

9. Fire Evacuation

If the fire alarm sounds then students will be directed to leave rooms in an orderly manner and line up in the locations used at the start of the day, apart from Year 11 who will line up on the top yard in front of the Dome.

10. The Curriculum

- The school will continue to deliver a broad balanced curriculum which gives students access to ALL their subjects but there will be increased use of double lessons to minimise movement around school and students, as much as possible, will stay in the same room for all lessons in a day unless a specialist room is necessary.
- Staff will use on line surveys, conversation and low stakes assessment as part of the way to identify the knowledge gaps and amend the curriculum accordingly.
- Personal Social, Health and Emotional Education is perhaps even more important than ever after so long a period of lockdown and so PSHE will continue to be delivered and be combined with time with students' own mentors.
- There will inevitably be less experiential learning because students cannot share equipment easily and so more will have to be done through demonstration for example in Science and Technology.
- Staff can mark books and are expected to do so but there should be a gap of at least 48 hours between books being handed in and then marked.
- Year 7 will be taught in mentor groups and there will be some set changes in other year groups to ensure consistency of classes as far as possible between subjects – this again will minimise movement and reduce the number of contacts between students.
- There will be some specific adaptations in some subjects eg
 - In PE there cannot be contact sport and we need to reduce class sizes. We cannot yet use the fitness room. Students in Years 7-9 will have PE once a week and in Year 10-11 once per fortnight. The other PE lesson will be used for a catch up hour in core learning.
 - For Photography and Art, students will be allowed to use the camera on their phone if they have one to reduce the need to share equipment
 - In Music we are not allowed to sing or use wind instruments

11. Minimising risks in school – precautionary measures

	<p>CATCH IT BIN IT KILL IT</p> 	
<p>There will be lidded bins in all classrooms.</p>	<p>Posters remind all the school community about good respiratory hygiene and tissues are in every classroom. Students also encouraged to have their own supply of tissues.</p>	<p>Hand sanitiser will be at the school entrances, the entrance to each building and in every classroom. Students and staff will be expected to regularly sanitise their hands.</p>
		
<p>Anti bacterial spray is in every room.</p>	<p>Face coverings must be worn when moving around the school</p>	<p>Windows are to be open to aid ventilation.</p>

- **MOST IMPORTANTLY – no one must come into school if they are displaying symptoms of the virus or a member of the household is displaying symptoms.**
- There is a full school risk assessment.
- There is an enhanced cleaning regime and additional cleaning staff in school during the day.
- Classrooms will be sanitised after use by one year group bubble before being used by another.
- There are one way systems in buildings where it is possible.
- KS 4 students should stay one metre apart in social time.
- Desks in classrooms will be in forward facing rows where possible and where not, other mitigating measures will be put in place such as perspex screens between inward facing computing rows.
- Visitors in school will be restricted and must be with agreement of the Headteacher. **It is important that parents/carers do not just come into school** but telephone in the first instance. Any visitors to school will be asked to provide their details for any potential contact tracing.

12. Examinations 2021

Ofqual are currently conducting a consultation on the dates for the exam season in Summer 2021 and it is possible that these will be a few weeks later than normal. Please do not presume that exams will be finished by mid June as they normally are. The consultation is also looking at some modifications to content and exam arrangements in some subjects.

13. In the event of a suspected case of Coronavirus/someone unwell

- No one should come into school if they have coronavirus symptoms or have tested positive in the previous 10 days.
- If anyone begins to show symptoms of the virus in school (a new continuous cough or high temperature or a change in the normal sense of smell and taste) the teacher on duty should be sent for who will escort the individual to the medical room, maintaining a 2 metre distance. The teacher on duty will send for a first aider if necessary. Staff only need to wear PPE if a 2 metre distance cannot be maintained – the PPE is stored in the medical room and at reception.
- The individual displaying symptoms AND any siblings will be sent home and MUST be collected by a responsible adult. The school will provide a letter reminding the family of what must be done next:
 - The individual displaying symptoms should self-isolate for 10 days and arrange for a test through the online NHS testing website.
 - The rest of the household should isolate for 14 days.
 - Inform school of the outcome of a test. Someone may return to school if they test negative and have no symptoms.
- The medical room will be thoroughly cleaned after any use.
- 999 will be called if someone is seriously ill or injured.

14. In the event of a confirmed case of Coronavirus

- If someone tests positive for coronavirus:
 - They must continue to self-isolate for 10 days from the onset of symptoms and only return to school if they do not have symptoms other than a cough or loss of smell/taste
 - The rest of the household must continue to self-isolate for 14 days
- The school will contact the local health protection team or be contacted by test and trace and there will be a rapid risk assessment to inform the school of the next steps that must be taken and which members, if any, of the school community are to be sent home.

15. in the event of local lockdown or need to isolate part of the school community

- The school will provide a remote learning package with a dedicated timetable for each year group. This will be a combination of live, recorded and online activities.
- If the school has to be closed to some students because of staff shortage then those students classed as vulnerable will still be allowed into school.

16. Behaviour

It is really important that after such a long absence from school for most students that everyone returns with an absolute focus on learning and the wellbeing of others. Our expectations in terms of high standards of behaviour have not been reduced in any way but students and staff will have to get used to some new routines and adaptations to the behaviour system, including the importance of hand and respiratory hygiene. We will take swift and serious action against anyone who does not take these measures seriously.

Detentions will be on a different evening for each year group and will vary in length depending on the behaviours concerned.

<p>Travel to and from school</p> <ul style="list-style-type: none"> • Travel to and from school by walking or cycling if possible. Bus transport should be used as a last resort. • Adhere to any rules on a bus. Students who fail to do this will be prohibited from using this transport in the future. Masks/face coverings must be worn on school and public buses. • Do not gather in groups outside school. • Behave respectfully to members of the public. • Arrive in school between 8.30 and 8.50. • You are expected to wear your full uniform and bring all your equipment. 	<p>Arrival at school</p> <ul style="list-style-type: none"> • Turn off mobile phones and put them in your pocket or bag. • Remove any mask/face covering you are wearing and place in a plastic bag. • Enter the site via the appropriate entrance for your year group. • Go straight to your allocated area of the school. Students must not go to any other area of the school unless supervised by a member of staff. • Wash or sanitise hands using the facilities provided before entering the school and any building or classroom.
<p>In the classroom</p> <ul style="list-style-type: none"> • Sit only in your allocated seat. • Do not move any furniture in the room. • Remain in the allocated seat for the duration of the session - it is not acceptable to leave the seat and walk around the room. • Ask permission to use the toilet only if absolutely necessary. • Remain on task learning. • Mobile phones are not permitted and will be confiscated if seen. They will only be returned to a responsible adult at the end of the day. 	<p>Break time</p> <ul style="list-style-type: none"> • You may eat a snack in your designated area of the yard. • Mobile phones/headphones are not permitted and the same consequences will follow as in the classroom. • You may only use the toilets in your designated area of the school. • You may use a designated section of the yard but do not move out of this to mix with students from other classes. Year 10 and 11 students should socially distance in your area of the yard. • We are not able to use the school water fountains during the pandemic.
<p>Leaving the school premises</p> <ul style="list-style-type: none"> • Leave the premises as directed by staff. • Go straight home - do not gather with other students after school. • Adhere to instructions and social distancing rules if using a bus. Masks/face coverings must be worn on school and public transport. 	<p>Adhering to Public Health guidance</p> <ul style="list-style-type: none"> • Adhere to public health guidance at all times. • Carry clean tissues to cough or sneeze. All used tissues must be immediately placed in a lidded bin. • Any student who contravenes this guidance, for example, by spitting, deliberately coughing at others or behaving in a malicious or threatening way in respect of COVID 19 will be excluded from attending school. • Be mindful of good hygiene at all times, washing or sanitising hands frequently. • Face masks/coverings are not appropriate in school and are not to be worn.