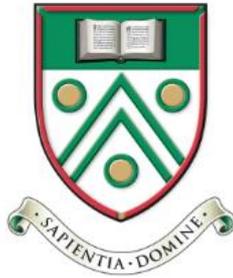


**Langley Grammar School**



**School reopening  
Sept 2020**

***Guidance for students and  
parents***

**Version 1F**

**25 August 2020**

## 1. Introduction

We are looking forward to welcoming students back to school in September after the long school closure period.

This guidance document sets out the steps the school is taking in response to the published Government guidance on reopening schools safely to all pupils.

**Our aims** as we bring our students back into school are to:

- Balance the minimisation of any risks of coronavirus transmission with the provision of the fullest possible educational experience.
- Rebuild the school's community ethos following the extended period of dispersed remote learning.
- Welcome and support new students in Year 7 and Year 12.
- Provide emotional and practical support for students who may be experiencing ongoing impact from the pandemic.
- Rebuild student engagement and motivation so that students can enjoy being back at school even under the restrictions in force.
- Support the development of students' confidence, self-organisation and management after a long period away from formal class-based learning.
- Recognise that there will be a deficit in knowledge and understanding of the curriculum, and work rapidly to identify what students need to know in order to move on successfully.

**The remaining sections of this document cover the following areas:**

- Key things to remember
- Summary of current Government guidance
- School response – how the school is implementing the guidance
- School operation – day to day practicalities
- Student expectations – attendance, behaviour etc.
- How the school will respond to cases of infection
- What is the Plan B? The school's outline response to various scenarios.

***We are very happy to respond to any concerns you may have or to answer any specific questions.***

***This is best done by emailing the school via [school@lgs.slough.sch.uk](mailto:school@lgs.slough.sch.uk) so that your query can be directed to the most appropriate person to answer it.***

## Summary - key points to remember

1. **Full attendance** at school is expected unless students are unwell or self-isolating.
2. Students must **not** come into school if they have any **COVID-19 symptoms**.
3. Students will be in **year group bubbles**.
4. **Contact with other year groups is minimised** by limiting movement round the school and timetabling students into a reduced number of rooms.
5. Students are expected to **socially distance** from staff and from students in other year groups.
6. Students must **wash or sanitise** their hands frequently. Hand sanitiser is available at dispensers in every classroom and at other points round the school.
7. Students must practice good respiratory hygiene using the '**catch it, kill it, bin it**' approach.
8. **Normal uniform regulations** apply, but students should wear PE kit to school on days when they have PE/games.
9. **Face coverings** may be worn when moving round the school and in social areas but must be worn and handled correctly. Disposable face masks are not permitted.
10. The timings of the school day have been changed to create **staggered break and lunch breaks**.
11. Students should **not arrive** on site before 8.00am
12. **Classrooms** have been reorganised to have everyone facing in the same direction where possible, and to give sufficient space between staff and students.
13. The Dining Room will offer a reduced (but still broad) range of food through **four different serving points**. All food will be eaten outside unless the weather is wet.
14. Each year group has its own **designated social zone** for eating and socialising at break and lunchtime.
15. There are **no lockers** for students except in Year 7. Students must bring everything they need to school each day.
16. There will be **no offsite educational visits** during the autumn term.
17. Any student **displaying COVID-19 symptoms** in school will be isolated until collected by parents.
18. If there are **any confirmed cases of COVID-19** in the school, we will follow the advice of the local health protection team.

## 2. Summary of Government Guidance

The Government's current guidance document on the September reopening of schools can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The Government's stated ambition is that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.

While the aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

Schools **must** comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools are required to draw up plans that address the risks identified using the system of controls set out below.

### System of controls

Public Health England has defined a set of actions schools must take - they are grouped into 'prevention' and 'response to any infection'.



Public Health  
England

#### **Prevention:**

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
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

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

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

Number 6 applies in specific circumstances.

#### **Response to any infection:**

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

### 3. School response – implementation of control measures

The table below outlines the key protective measures the school will take to deliver the essential control measures identified by Public Health England.

The Government's view is that if schools follow this advice and maximise use of control measures, they will effectively minimise risks. All elements of the system of controls are essential - schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

<b>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.</b>
<ul style="list-style-type: none"><li>• Any student or member of staff with COVID-19 symptoms must remain at home and self-isolate in line with current Government/PHE guidance after testing positive for coronavirus. Anyone in their household needs to self-isolate in line with the guidance (including siblings).</li><li>• Any student or staff member will go home immediately if they have symptoms. They should take a coronavirus test as soon as possible.</li><li>• Any student developing COVID-19 symptoms in school will be isolated in the Student Support medical room until collected by a parent. Supervising staff should keep at a distance of 2m from the symptomatic student. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contamination from body fluids. If the student uses the toilet, it will be thoroughly disinfected before use by anyone else.</li><li>• All staff and students will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant.</li></ul>
<b>2 Clean hands thoroughly, more often than usual</b>
<ul style="list-style-type: none"><li>• All students and staff will sanitise hands on entering and leaving the school site and before and after each lesson. Sanitiser dispensers will be located outside the Sports Centre, at the entrance to or inside each classroom and in all staff work areas.</li><li>• All students and staff will be regularly reminded to wash hands before and after visiting the toilet, and to wash or sanitise hands after coughing/sneezing and before eating.</li><li>• All students will receive regular reminders on effective handwashing routines – including using videos during registration and on screens in social areas and corridors.</li><li>• The site team and cleaning staff will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply.</li></ul>
<b>3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b>
<ul style="list-style-type: none"><li>• The school will deploy posters that remind students and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on corridor/social area screens, by washbasins/toilets and at entry/exit points.</li><li>• All classrooms, social spaces and corridors will have adequate bins. There will be an enhanced schedule for bins to be emptied and disinfected.</li><li>• All students and staff <b>must</b> wear a face covering if using public transport to get to or from school.</li><li>• The school will provide face shields for staff use when not able to maintain 2m social distancing from students.</li></ul>

#### **4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.**

- The cleaning contractors will provide an enhanced cleaning schedule throughout the day, with regular disinfection of frequently touched surfaces.
- All classrooms will be provided with disinfectant cleaning materials for teachers and/or students to use on surfaces or equipment before and after each lesson.
- Disinfectant materials will also be provided in each specialist room (eg ICT rooms). Students will be asked to use these to wipe down their workspace and specialist equipment at the beginning and end of each lesson.
- A thorough cleaning of the full school will be undertaken at the end of each week.

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

- Each year group 7 to 11 is regarded as a single bubble. Year 12 and Year 13 will be separated as far as possible (e.g. in lessons) but will be considered overall as one bubble.
- Students are not required to socially distance within each bubble, and will not be able to in classrooms. However, they should avoid physical contact with each other, and should try to keep their distance from students they do not sit with in their lessons. When moving round the school, students are expected to keep their distance from those in other year groups.
- As far as is possible within the constraints of the timetable and the site layout, each year group will have a designated group of classrooms for lessons. This will reduce the movement around the school and minimise contact with students of other year groups.
- The majority of staff will move between rooms to teach their lessons and will be expected to maintain 2m social distance from students as far as possible at all times, or to use other control measures such as face shields or screens where this is not possible. Classrooms will have floor markers to support social distancing between staff and students.
- The timings of the school day have been amended to provide staggered break and lunch times for approximately half the school at a time.
- Each year group will have a designated outdoor area for eating and socialising at break and lunchtime.
- When using specialist spaces such as IT classrooms, students will be asked to sanitise surfaces and equipment at the beginning and end of each lesson.
- One-way systems will be implemented within buildings wherever this is practical.
- Students and staff should not share any belongings, including stationery. Students should bring their own essential items each day.
- Students in Years 8 and above will **not** have access to lockers; changed classroom arrangements make these inaccessible in many rooms, and in any event they are not conducive to maintaining social distance. Students should bring to school only the resources needed for that day, and no student belongings should be left in school overnight.
- Lesson resources (eg textbooks) may be shared within the bubble (and ideally restricted to individual classes if this is possible). Such resources will not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic).
- Student exercise books or other paper scripts will be placed in a plastic box (for the teacher) and retained in school for 48 hours before being handled by the teacher. The same approach will be taken to return marked books or scripts. Teachers will disinfect their hands before and after marking scripts.
- Classrooms will be reconfigured to seat all students facing in the same direction, and to provide as much space as possible (ideally at least 2 metres) between students and the teacher. In the few spaces where this is not possible, other preventative measures such as physical screens will be used.

## **6 Where necessary, wear appropriate personal protective equipment (PPE)**

- The school will maintain stocks of PPE and issue to staff or deploy them around school as required.
- PPE should be worn by staff in specific circumstances, for example:
  - Provision for students whose intimate care needs routinely involve the use of PPE.
  - First aid. No additional PPE is needed for anyone who does not have coronavirus (COVID-19) symptoms. Where a student is displaying COVID-19 symptoms, staff should wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.
  - The provision of direct personal care for a student with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected). In such cases, staff should wear face masks, gloves and aprons. Eye protection may also be needed.
- Staff may wear transparent face shields in situations where 2m social distancing from students cannot be maintained or guaranteed, or where they need to work closely with individual students

## 4. School operation

This section describes the daily operation of the school and how the system of controls will be implemented in practice. Some adjustments to procedures may prove to be necessary in the light of experience.

### a) Timing of the school day

The timings of the school day have been changed to reduce corridor congestion and mixing of bubbles/students during and after the school day.

***These are the revised timings for the school day.***

Years 7-9		Years 10-13	
Structure of day	Timings	Structure of day	Timings
AM registration	8.20 – 8.40 am	AM registration	8.20 – 8.40 am
Period 1	8.40 – 9.40 am	Period 1	8.40 – 9.40 am
Movement time	9.40 – 9.45 am	Break	9.40 – 10.10 am
Period 2	9.45 – 10.45 am	Period 2	10.10 – 11.10 am
Break	10.45 – 11.15 am	Movement	11.10 – 11.15 am
Period 3	11.15 – 12.15 pm	Period 3	11.15 – 12.15 pm
Movement time	12.15 – 12.20 pm	Lunch	12.15 – 1.15 pm
Period 4	12.20 – 1.20 pm	Period 4	1.15 – 2.15 pm
Lunch	1.20 – 2.15 pm	Movement	2.15 – 2.20 pm
Period 5	2.15 – 3.15 pm	Period 5	2.20 – 3.20 pm

Students will therefore have their morning break *either* before or after the Period 2 lesson, depending on whether they are in Years 7-9 or in Years 10-13. Similarly, Period 4 lessons will take place before or after the lunch break depending on whether students are in Years 7-9 or in Years 10-13.

Other implications of the change in timings include:

- Shorter form time in the morning order to allow movement time during the day.
- A **slightly later end to the day** for students (and teachers teaching students) in Years 10-13 to reduce corridor congestion.
- **No access to the library** for students in Years 7-9 as they will be on break / lunch when Sixth Form students will have study periods in the library (see below).

### b) Arrival and departure

Students are requested **not** to arrive on site before 8.00am. On arrival they will enter through the front pedestrian gate and will be required to sanitise hands on arrival using the dispensers located on the outside walls of the Sports Centre. It is not possible to segregate students by year group as they arrive so students should maintain 2m social distancing between year groups – there are markers on the ground to help this. Students will go straight to their form bases on arrival in school after 8.00am.

At the end of the day there is a 5-minute stagger with Years 7-9 being dismissed earlier. Students in Years 7-9 should leave school via the side gate to Green Drive, with Years 10-13 leaving via the front pedestrian gate. Students are expected to observe social distancing between year groups while walking home, or while waiting near the school for lifts. The front fence of the school has markings at 2m intervals to support student social distancing.

### **c) Rooming**

Our priorities in terms of 'rooming' for September 2020 have been to:

- Reduce the risk of transmission by limiting student movement around the site, restricting number of rooms used by groups of students, and limiting contact between students of different year groups
- Maintain our full curriculum provision as far as practically possible

#### ***Arrangements for Years 7, 8 and 9***

- 'Base rooms' have been assigned for each tutor group for morning registration and the majority of lessons which do not require specialist accommodation – this means English, Maths, French/German, History, Geography, Philosophy & Ethics, PCS or extended tutor time.
  - Year 7 tutor groups will be based in the 2006 block,
  - Year 8 and Year 9 will be based in opposite wings in the 1996 block.
- Two thirds of science lessons will be taught in base rooms, with the remainder in science labs to allow for practical work or demonstrations.
- There will be consistent seating plans for all lessons in base rooms to minimise risk of transmission from swapping desks and chairs through the day, and to facilitate contact tracing if required.
- Students continue to have lessons for Computing, Design Technology, Art, Music, Drama, PE and some Science in specialist spaces.

#### ***Arrangements for Years 10 & 11***

- Base rooms allocated to each year group so students have morning registration and lessons where specialist spaces are not required (English, Maths, core Philosophy & Ethics, PCS, and certain option subjects) within the same **group** of rooms as far as possible.
- Specialist teaching spaces (e.g. Science labs) have been allocated to minimise the number of different year groups using a particular space on a particular day.

#### ***Arrangements for Years 12 & 13***

- Students have morning registration and lessons where specialist spaces are not required within the same general group of rooms as far as possible.
- Specialist teaching spaces (e.g. Science labs) have been allocated to minimise the number of different year groups using a particular space on a particular day.

Inevitably, due to a limit to the number of rooms available, and the need to access specialist teaching spaces it has not always been possible to allocate every class according to the principles above. However, the overall result is consistent with the priorities of reducing transmission risk while maintaining a full curriculum provision.

### **d) Movement around the school**

The revised timings of the school day allow for some separation of year groups as they move round the school. One-way systems will be applied in the 1996 block, new teaching block and Sixth Form Centre during movement times and will be indicated by arrows on the floor.

The main outdoor 'crossover area' is the area bounded by the temporary dining room and kitchen and the 1996 and 2006 blocks. A broad one-way system will apply during movement time to encourage separation of students as much as possible.

## e) Classroom management

The school has a range of classrooms of various sizes. Those in the newly-built teaching block are comparatively generous, while those in the 1996 block are smaller. As we are in the middle of the building programme, rooming in the school is very tight. Each room therefore has to accommodate the usual number of students if we are to have everyone back in school as required.

The following general points apply to the use of classrooms across the school.

- General teaching classrooms will have seating arrangements designed to maximise social distancing between students and staff. Desks will be arranged in rows so that all students are facing the front of the room. *Students and parents should note that students will be sitting two to a desk as normal.*
- In specialist teaching spaces such as art rooms and science labs, students may sit at larger tables facing each other. However, these rooms tend to be rather larger.
- Students and staff will be asked use hand sanitiser on entering the room for each lesson within the day. Sanitiser dispensers can be found on the classroom wall by or near the door. Students are encouraged to bring their own sanitiser supplies with them for use at other times eg before eating.
- In ICT rooms or other specialist spaces with computers, students will be asked wipe their keyboard, mouse and desk area at the start of each lesson using the cleaning products provided.
- Teaching staff will normally try to keep at least 2m from students and stay at the front of the classroom. In some cases they may wear transparent face shields where they cannot keep this distance or where they may want to provide closer individual support to students.
- To ensure good ventilation, classroom doors should be kept open at all times unless this causes difficulties, for example where students are sitting an assessment. Windows will be kept open fully during lessons unless external noise disrupts the learning.
- Lesson resources such as textbooks may be shared within the year group bubble. Such resources will not be shared with students in other year groups unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Stationery and personal equipment should not be shared.
- Student exercise books or other paper scripts will be placed in a plastic box (for the teacher) and retained in school for 48 hours before being handled by the teacher. The same approach will be taken to return marked books or scripts.

## f) Dining room and catering operation

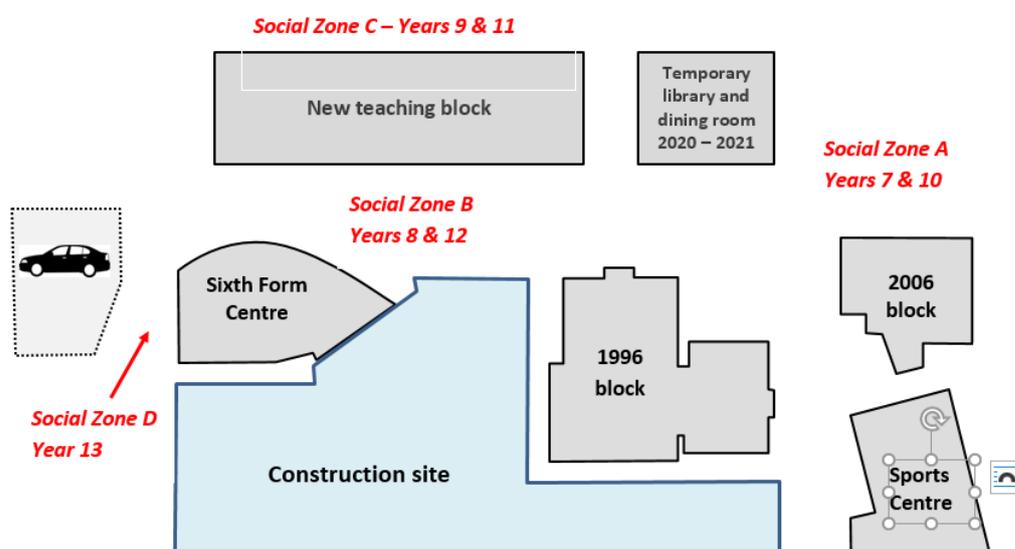
Our catering company Innovate are responsible for the catering operations at break and lunchtime. Following discussions with the company, the following arrangements will apply.

- There will be a **reduced catering offer**, but still maintaining a reasonable breadth of provision across types of food. Free school meals will continue to be provided for those students who are eligible.
- There will be **four serving points**:
  - Two in the dining room itself; one accessed through the front doors near student support, the other accessed through the rear doors.
  - An outdoor serving point on or near the corner of the temporary dining room facility.
  - A fourth point using the serving hatch in the Sixth Form Centre
- The dining room will be set out with two identical walk-through servery areas only, with no seating. Students will enter and exit through the same door to access the servery points.
- All food from the dining room will be eaten outside in the designated social zones described below.
- All payment for food will be made using the cashless system as normal.

### g) Social zones

At break time and lunch time, students **must** only use the social zones designated for their year group. These are intended to provide maximum separation of year groups while allowing students space to eat and freely socialise within their year groups. Each area will have benches and tables.

Zone	Where?	Related servery point	Allocated year groups
Zone A	The 'triangles'	External at corner of temporary kitchen facility	Year 7 Year 10
Zone B	Front of new teaching block	Accessed through front entrance to temporary dining room	Year 8 Year 12
Zone C	Rear of new teaching block	Accessed through rear entrance to temporary dining room	Year 9 Year 11
Zone D	Sixth Form study room patio area	In Sixth Form Centre foyer	Year 13



### h) Wet break/lunchtime arrangements

Students will remain in their base rooms with additional staff deployed to provide supervision in the relevant areas.

### i) Assemblies

Government guidance does not preclude assemblies for year group bubbles. However, during the ongoing building work the school has only two suitable venues – the Lecture Theatre and the Sports Hall – and getting students in and out of these venues risks compromising the system of infection controls.

Routine assemblies will therefore be delivered virtually via Teams directly to form rooms and broadcast by form tutors on to the CleverTouch screens.

### j) Use of the Library

Initially, the Library will be used as a Sixth Form private study area and will not be accessible for other year groups. Whilst the function of the library remains a fundamental part of LGS, we are unable to allow students (other than those in Year 12 and 13) to use the physical space in the library before, during or after school.

With staggered lunch breaks, the library will be used for Sixth Form study continuously and cannot be accessed by students in other years. To maximise seating capacity, 'sneeze screens' will be used to ensure students facing one another across tables are protected from the risk of infection.

However, the Library is more than a physical space, and there will continue to be a library service provided. All students will be able to borrow books via an electronic service – this might be via email or a 'click and delivery' system where the Librarian will arrange delivery to form groups. Returned books will be quarantined for three days before being usable again.

### k) Toilets

Toilets for student use are available for specific year groups as shown below. At all times, including break and lunchtimes, students should use their designated toilet.

Group	Designated toilets	Group	Designated toilets
Year 7	2006 block	Year 10	New teaching block
Year 8	1996 block & Sports Centre	Year 11	
Year 9			Year 12 & 13

#### *In general...*

- Only one student per cubicle should enter the toilets.
- Students should sanitise their hands before using the toilets and wash them thoroughly afterwards.
- All toilet cubicles and urinals will be subject to an enhanced cleaning regime and will be disinfected regularly.

### l) Uniform, bags, equipment and lockers

Normal uniform rules will apply to all students. All students are expected to wear full school uniform, including blazers/jackets, unless they have a PE/games lesson.

Students may only bring **one** bag with them to school. Year 7-11 students should wear their PE kit *instead* of their school uniform if they have a PE/Games lesson that day. However, students should ensure that they wear tracksuit trousers and a suitable top – either school branded, or a plain colour – over their PE kit.

Lockers will be provided only to Year 7 students or to students with a specific physical/medical need. Students in other year groups, including the Sixth Form, will not have access to lockers and should ensure they only bring the necessary books and equipment for each school day.

Students must not share personal resources or equipment with others. Students will be given a list of equipment they should bring with them each day as follows:

- iPad (Year 8 upwards)
- planner (Year 7)
- relevant subject textbook(s)
- exercise book(s)
- calculator
- personal sanitiser
- tissues
- water bottle
- Personal stationery and equipment, eg
  - Pens and pencils
  - Highlighters, pencil sharpeners
  - Ruler, protractor, eraser
  - Glue stick

Students should not bring in any additional equipment that they do not require for their school day. They must not bring in equipment designed for sharing, such as games, cards or footballs.

## **m) PE and Games**

Students will continue to have timetabled lessons for PE and games. In line with Government guidance and advice from other appropriate organisations, the following arrangements will apply:

- Students will be asked to come to school in their PE kit on the days when they are timetabled for PE/games lessons.
- Changing rooms will not be used; students will go straight to their lessons and will leave their bags in specific areas as instructed by PE staff.
- Students may bring a spare T-shirt/top in case they need or wish to change after doing PE, but must not bring a second bag into school. PE kit must not be left on the school site overnight.
- PE and games lessons will maximise use of the outdoor areas and the Sports Hall.
- Sports equipment will be cleaned between each use by different year groups
- Contact sports will be avoided.
- PE staff will maximise distancing between students – this is particularly important in sport because of the way in which people breathe during exercise.

## **n) Educational visits and activities**

### ***Off-site visits***

There will be no off-site educational visits during the autumn term. This is primarily to maximise learning time for students in the classroom following such a long absence.

Offsite activities which are **essential** to the curriculum (eg to fulfil the examination specification) may be allowed to go ahead later in the year. Other education visits may be allowed at a later stage depending on how the coronavirus situation develops during the year.

### ***On-site activities***

In-school activities involving external organisations (eg theatre companies, visiting speakers) are allowed and may still take place. Visitors to the school will be fully briefed on the infection control measures and will be asked to maintain social distancing from students and staff.

## **o) Extracurricular activities**

Some extracurricular activities may go ahead in the Autumn term but these will be limited to students within particular year groups. Students in different year groups should be kept separate from each other and activities which involve mixing of year groups are therefore not possible under the current restrictions. Involvement in additional activities outside lessons is a key aspect of the school's ethos, supporting the development of 'well rounded' young adults, and we would hope to reintroduce extracurricular activities as soon as possible.

## **p) Visitors and Reception**

Unnecessary visitors to the school will be avoided. Any visitors, including parents, arriving at Reception will be:

- asked to maintain social distancing if waiting to be seen.
- asked to use the hand sanitiser and to provide contact details to support 'Test and Trace' procedures before entering any other part of the school.
- inducted on safety and hygiene measures if they are spending any time in school.

Parents should ideally contact the school first before coming on to the site. Any parents or other family members coming into school for face-to-face meetings will be asked to wear face coverings on site while meeting with school staff.

## q) Parents' evenings and meetings

Face to face Parent-Teacher Consultations (PTCs), where there is a large gathering of parents, will be avoided at least during the first term. Instead, these will be held virtually, with parents making appointments for online meetings.

Information events for parents, such as curriculum guidance evenings, will be delivered virtually via MS Teams or Zoom.

Face to face meetings with individual students and parents may take place on site, providing:

- Meetings are scheduled wherever possible after normal school hours.
- Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. They will be asked to confirm this on arrival at Reception.
- Parents and students sanitise their hands before and after the meeting. Parents will be asked to wear face coverings on site.

## r) Particular arrangements for the Sixth Form

### ***Staggered start times and registration arrangements***

- Form groups will remain composed of both year groups, but Year 12 and 13 students will register separately at different times to minimise contact.

<b>Morning registration times</b>					
<b>Year</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Yr 13	8.20 Form rooms	8.40 Period 1	8.20 Form rooms	8.40 Period 1	8.20 Form rooms
Yr 12	8.40 Period 1	8.20 Form rooms	8.40 Period 1	8.20 Form rooms	8.40 Period 1

- Students should not arrive on site until the time shown above. Year 13 students should go to their tutor bases as soon as they arrive on site. Year 12 students arriving early should remain in the Sixth Form study rooms until registration time or period 1.
- Tutor time with Year 13 is prioritised three times a week to support students through the UCAS process.

### ***Punctuality***

- Students must go straight to registration or their Period 1 lesson when they arrive in school. If they are late the form tutor or subject teacher must mark them in as late with a comment.
- Students leaving for, or returning from medical appointments must report to Mrs Murphy in the Sixth Form Centre.

### ***Sixth Form lunch time***

- Sixth Form students normally have the privilege of being allowed to go off site at lunchtime to use the local park or visit the local shops. Under the current restrictions this privilege is **withdrawn** and all Sixth Form students must remain on site throughout the lunchbreak; they may only leave the site if they have home study or a medical appointment.

### ***Communication***

- The Sixth Form team will send a regular bulletin/newsletter directly to students. Key events for each week will be reinforced via the display screens in the Sixth Form Centre.

### ***Lockers***

- Lockers in the Sixth Form Centre will **not** be allocated, in order to reduce movement and contact between students. Students must not leave any possessions in school overnight.

### ***Appointments to see members of the Sixth Form Team***

- A group calendar will be used so that members of the Sixth Form team, and other appropriate members of staff, can book appointments with students. Students asked to email staff with an issue or to ask for an appointment rather than wait outside offices.

## 5. Student expectations

### a) Attendance and punctuality

The Government's expectations in regard to attendance at school is clear. All children are expected to return to school on a full time basis.

From 1<sup>st</sup> September the Department for Education has reinstated the usual regulations on school attendance, meaning that:

- parents have a duty ensure that their child attends regularly at school;
- schools have a responsibility to record attendance and follow up absence
- sanctions, including fixed penalty notices, may be applied in line with local authorities' codes of conduct.

#### ***This is the school's position on attendance and punctuality:***

- Full attendance is the expectation and students should make every effort to arrive at school on time.
- The school recognises that students using public transport may find that capacity issues occasionally affect their ability to arrive on time.
- Absence will be **authorised** where this is due to:
  - a) Self-isolation in the event of suspected or confirmed COVID-19.
  - b) Requirement to self-isolate due to contact with a confirmed case of COVID-19 by the student or a family member.
  - c) Quarantine restrictions necessitated by essential family travel abroad.
  - d) Local lockdown in the student's home area, but where the school remains open.
  - e) Re-imposition of shielding requirements for clinically extremely vulnerable students.
- Where parents or students have serious concerns about returning to school, pastoral leaders will work with the student and their parents to encourage and persuade them to attend. Decisions about authorisation of such absence will be made on a case by case basis.
- Remote learning will be provided for students who are self-isolating.
- The school will **not** provide remote learning for students who have no valid, professionally supported reason for non-attendance.

### b) Health concerns

We recognise that some students may have specific health issues or concerns. While the school will be sympathetic to such concerns, the law is now that students should be in school unless a statutory reason applies (eg, has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

Shielding advice for all adults and children paused on 1 August 2020. This means that children who remain on the shielded patient list can now return to school, as can those who have family members who are shielding. Any students who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

In considering the needs of children with health concerns, schools are not expected to implement any particular preventative measures over and above those in the PHE system of controls, unless specifically recommended by healthcare professionals. Parents should contact the school to discuss any concerns they have, and how the school is reducing the risk of virus transmission.

Some students may be anxious about returning to school for reasons connected with their emotional health. This is understandable. Teachers and pastoral leaders will be alert to students' particular situations and can refer them to the school's Behaviour and Welfare Practitioner for support.

### c) Transport to and from school

We recognise that students attending LGS come from a wide geographical area and routinely use the following methods of transport:

- Walking
- Cycling or scooting
- Parent transport – own parent's car
- Car share – another parent's car
- Shared transport – privately arranged taxis, minibuses or small coaches.
- Public transport – train or local bus service.

#### ***Please note the following points regarding transport to and from school:***

- We would encourage all students who live locally to cycle, walk or scoot to school wherever possible.
- Parents who drive their children to school should not arrange car shares unless it is with another student from the **same year group bubble**.
- Shared private transport (eg shared minibuses with children from different schools pose an increased risk of virus transmission and we would strongly advise against using these forms of transport while the coronavirus restrictions are in force.
- Students using public transport **must** wear face coverings as required by law.
- Where travelling in shared transport is unavoidable, students should:
  - share the transport with the same people each time
  - open windows for ventilation
  - travel side by side or behind other people
  - turn heads to face away from each other
  - wear face coverings in the vehicle

The current Government guidance on travel can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#social-distancing>

### d) Behaviour and conduct

The school's normal expectations will continue to apply, in line with the Behaviour for Learning policy. Students are expected to act in accordance with the principles of courtesy and respect for others, and taking responsibility for their own actions.

Failure to meet our expectations will be dealt with in the normal way, with school sanctions being applied as appropriate. Any actions which breach the requirements of the infection control systems will be considered as very serious incidents. Such actions might include, but are not limited to:

- refusing to sanitise hands or move directly to their allocated desk
- deliberately making or attempting to make physical contact with other students or members of staff
- deliberately ignoring social distancing expectations between themselves and members of staff or students outside their own year group
- deliberately and unnecessarily performing actions associated with symptoms of Covid-19, for example coughing and/or sneezing
- not attempting to cover their nose/mouth with a tissue or arm when coughing and/or sneezing

Students who deliberately and persistently ignore the expected standards of behaviour to the point where the health and safety of others is compromised may face immediate fixed term exclusion from school.

Students are also expected to meet the school's expectations outside the school. For example, students should not congregate together in groups either before or after school sessions; they should be practising social distancing on their way to and from school, and ensuring they wear face coverings on public transport etc. **Students are expected to behave out of school in a way which would be viewed by members of the general public, particularly in the local community, as considerate and responsible.**

### e) Use of face coverings by students

Government guidance on the use of face coverings has changed frequently, and may do so in the future. In relation to schools, the current guidance (as at 24 August 2020) is that

*Public Health England does not (based on current evidence) recommend the use of face coverings in schools..... They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.*

We recognise that some students and staff will wish to wear face coverings around school. This is acceptable but students must remember that:

- Wearing of face coverings is about **reducing the risk of virus transmission to others**. The personal benefit of wearing a face covering is generally regarded as low.
- Face coverings may cause discomfort or breathing difficulties if worn for extended periods of time. Students are therefore strongly discouraged from wearing them in lessons.
- Face coverings must be removed and stored in way which minimises potential virus transmission.
- The use of face coverings does **not** reduce the need for regular handwashing or sanitisation.

Anyone choosing to wear a face covering around the school must do so in line with proper guidance. Face coverings should be reusable fabric ones; the use of disposable paper face masks on site is not permitted.

Students should:

- wash/sanitise their hands before touching the mask to remove it
- place face coverings in a plastic bag when not wearing them
- wash or sanitise their hands again after handling the mask



## 6. Response to cases of infection

The table below sets out the school's actions in response to cases of coronavirus infection within the school. This aligns with the three steps set out in the system of controls by Public Health England.

7	<b>Engage with the NHS Test and Trace process.</b>
8	<b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</b>
9	<b>Contain any outbreak by following local health protection team advice.</b>

- Any **member of staff** displaying COVID-19 symptoms will be sent home immediately and asked to book a coronavirus test. They will be asked to inform the school of the result. The member of staff will be reminded of the Government guidance on self-isolation.
- Any **student** displaying COVID-19 symptoms will be isolated in school until a parent is able to collect them. Parents will be asked to book a test and to inform the school of the result. Student Support staff will follow up with the parent if no response is received. Parents will be reminded of the Government guidance on self-isolation.
- The school will share information about, and promote engagement with, the national and/or local **test and trace** process with all staff, students and parents.
- The school will contact the **local health protection team** to inform them if anyone at school tests positive. This team should also contact schools directly if they become aware that someone who has tested positive for COVID-19 attended the school.
- The local health protection team will carry out a rapid risk assessment and confirm next steps.
- Following advice from the local health protection team, the school will send home those staff and students who have been in **close contact** (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate in line with the current Government guidance.
- The school will keep records of staff and students in each bubble, plus anyone who has had close contact.
- The school maintain a record of all staff and students who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.
- The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.

Further helpful information can be found as follows:

**COVID-19 symptoms**     <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

**NHS Test and Trace**     <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

**Coronavirus testing**     <https://www.gov.uk/get-coronavirus-test>

## 7. What is the 'Plan B'?

All the arrangements in this document are based on the full return to school by all students and staff. This aim may be compromised for a number of reasons, for example:

- The NHS Test and Trace process requires a significant number of staff or students to self-isolate due to contact with confirmed cases of COVID-19 outside the school.
- A local lockdown is implemented in Slough – the school is required to close.
- A local lockdown affects another area, and a significant proportion of students or staff are unable to travel to school.
- The school is required by Public Health England to close due to a coronavirus outbreak with two or more confirmed cases of COVID-19.

The back up plans for different situations are shown below:

### Staff ill with COVID-19 symptoms

- As for any other illness, students will be set cover work to complete in school.

### Small number of staff self-isolating but not displaying COVID-19 symptoms

- Teaching staff would be expected to follow their normal timetable and if possible provide interactive remote teaching for Years 8-13 from home via MS Teams.
- Students would be required to 'attend' the lesson as normal, accessing the lesson material and interacting with the teacher via their iPads.
- Supervision would be provided by a cover supervisor or teacher.

### Student ill with COVID-19 symptoms

- As with any other illness, students would be expected to catch up on missed work when well enough to return to school.

### Students self-isolating but not displaying COVID-19 symptoms

- Subject teachers to supply work to students for completion at home.

### Significant proportion of staff or students unable to attend school due to local lockdown elsewhere

- Teaching staff should follow their normal timetable and provide live remote teaching for all year groups Years 7-13 from home via MS Teams.
- Students would be required to attend the lesson as normal, whether at home or physically in school, accessing the lesson via their iPads.
- Support staff would be expected to carry out as much of their role as possible from home.

### The school is required by Public Health England to close for deep cleaning for a short time following a coronavirus outbreak in school.

- All teaching staff would follow their normal timetable and provide **interactive remote teaching** for all year groups Years 7-13 from home via MS Teams.
- Students required to attend the lesson at the scheduled times accessing the lesson via their iPads or another device at home which allows full interaction with the teacher.
- Subject leaders should ensure that curriculum planning allows for online teaching to be adopted on a 'next day' basis.

### The school is required to close due to a local lockdown affecting Slough.

- All teaching staff follow their normal timetable and provide **interactive remote teaching** for all year groups Years 7-13 from home via MS Teams.
- Students required to attend the lesson at the scheduled times accessing the lesson via their iPads or another device at home which allows full interaction with the teacher.

***Students in Year 7 will not have iPads. The school will survey the new Year 7 students to see what access to IT they have at home and can provide support for those who find online access difficult.***