

# Budehaven Community School

## Plan for the return of all pupils: September 2020

In September we will offer the full curriculum on the timetable. This is because we want to keep things as normal as possible in terms of what is being taught in order to give students the broadest and richest curricular experience possible. The concern would be if we offered only part of the curriculum students may become disengaged and they will fall behind in those subject area and may not choose to study it at GCSE or A-level. All pupils will start, and have break, lunch and end times that are the same, but will arrive via their own year group bubble entrances. Year group bubbles will ensure year groups are kept separate and they will have different areas for break and lunch time and isolated entrances and exits for each year group.

**Please could all parents and carers share and discuss this plan with all students. Thank you in advance for your help with this.**

The students will be separated into 6 bubbles: Year 7, Year 8, Year 9, Year 10, Year 11 and Key Stage 5. Each bubble will have its own physical zone with at least 9 classrooms, including an ICT Room, and male and female student toilets. There will also be a study room staffed by pastoral team, and SEND support. Due to forthcoming examinations, Year 11 have access to Science labs, Art rooms, Food and DT workshops. Key Stage 5 students also have access to specialist facilities. Within year group bubbles students have been roomed within bands to minimise movement between lessons. Hand sanitiser will be available in all rooms. **Please note: If children are sensitive to this, they will need to bring their own hypoallergenic hand sanitiser to use.**

### The School Day

Year	08:40	08:50	09:10	10:10	10:30	11:10	11:30	12:30	13:10	13:30	14:10	15:10
7	Arrival	Registration	Period 1	BREAK	Period 2	Period 2	Period 3	LUNCH	Period 4	Period 4	Period 5	HOME
8	Arrival	Registration	Period 1	Period 2	Period 2	BREAK	Period 3	Period 4	Period 4	LUNCH	Period 5	HOME
9	Arrival	Registration	Period 1	Period 2	Period 2	BREAK	Period 3	Period 4	Period 4	LUNCH	Period 5	HOME
10	Arrival	Registration	Period 1	BREAK	Period 2	Period 2	Period 3	LUNCH	Period 4	Period 4	Period 5	HOME
11	Arrival	Registration	Period 1	Period 2	Period 2	BREAK	Period 3	Period 4	Period 4	LUNCH	Period 5	HOME
KS5	Arrival	Registration	Period 1	BREAK	Period 2	Period 2	Period 3	LUNCH	Period 4	Period 4	Period 5	HOME

### Staggered return to school in September

It is really important that the information we need to provide to all pupils in September is delivered in a clear, and considered manner. To facilitate this, we will have a staggered start to the new academic year. Normally, Year 7 and Year 12 start the term one day earlier. This year, because of the need to deliver more information than usual, the start to the new academic year will be as follows:

**Friday 4<sup>th</sup> September – Year 7 and Year 12 arrive at 10.10am**

**Monday 7<sup>th</sup> September – Years 10 and Year 11 arrive at 8.40am as well as Years 7 and 12**

**Tuesday 8<sup>th</sup> September – Years 8, 9 and 13 arrive at 8.40am, to join all other years**

During these days we will be “walking” our pupils through the new protocols, as well as Fire evacuation routes etc. In order to do this effectively, we need to stagger the start to the new term for different year groups.

**No parents are allowed onto the school site on the first days back as we need to follow our Covid-19 mitigation policies.**

Entrance onto the school site will be as follows:

Year group and area of school where the Year Group Bubble is based	Enter and leave via
7 – Maths corridor	In through the gate of the lower playground on Stratton Road (buses side of gate – the gate will be split into two), across the top part of the lower playground, into maths area.
8 – English corridor	Down the steps from the buses, along the back of the sports hall, through the gate, around the front of school, and into the Music stairwell, up to the English corridor.
9 – MFL corridor, main ramped corridor rooms, and Dance Studio	In through the green gate on Stratton Road close to the John Ward Hall (right hand side – the gate will be split into two), down the path alongside the lower playground, and into the school via the Stratton Road entrance, then down the main ramped corridor.
10 – Humanities corridor	In through the Stratton Road gate of the lower playground (school side of gate – gate is split into two entrances), across the lower playground, and into the building via the humanities stairwell emergency exit and up the stairs or to B6 and B9 if they are downstairs.
11 – Science area	In through the green gate from Stratton Road, close to the John Ward Hall, (left hand side of the gate), and straight ahead, past the chemical storeroom, into Science via the fire exit.
12 & 13 – various subject areas in school (arrive at Sixth Form common room on the first day back for clarification).	In the Valley Road side of school, via the Sixth Form entrance. If students arrive on buses, they will need to walk around the school, socially distanced from other year groups. B17 and B14 – The entrance to these rooms for students is through the emergency exits in the classrooms. Students are to leave the building through the door on the stairs between DT and food and use the path around the outside of the building.

Tutor group rooms will be confirmed between 20<sup>th</sup> August and 2<sup>nd</sup> September, so pupils know where to arrive on the first day.

### Break and lunchtime areas:

Year group	Lunch	Dry weather area	Route	Break time every day, and Cold/Wet weather area	Route
7	12.30	Upper playground	From maths exit, front of Sports Hall, up slope and steps to upper playground.	Sports Hall	Out of maths exit, straight into Sports Hall.
8	1.30	Garden at the rear of DT	Down music stairs, along corridor past B27, through exit on stairs.	Sports Hall	Exit via maths, down the maths corridor to Sports Hall.
9	1.30	Lower playground	Out of Stratton Road reception, across quad, up steps into lower playground. (Promptly)	Old Gym and Dance Studio	Directly to the old gym via the main corridor.

10	12.30	Lower playground	Out of Humanities fire exit, across the quad, up steps into the lower playground.	John Ward Hall	Directly to the JWH via the corridor after going down the humanities staircase.
11	1.30	Upper playground, Astro and covered seating area	Exit from science fire exit, around by the kitchen, directed around the front of Sports Hall, around the path, and up the steps.	John Ward Hall	Directly through corridor from science to JWH.
12 & 13	12.30	Common Room	N/A	Common Room	

**To maintain safety, students will either use the dry weather or the wet weather area as a year group, as movement between the two is not allowed.**

Staff will be on duty first thing in the morning. This will be to supervise the routes to the entrances, the entrances to the school and to supervise mask removal from public transport and hand washing when entering the building, as per Government guidelines. Students should go straight to their form room after washing their hands.

Registration and Period 1 are at normal times.

Period 2 will incorporate a staggered break as shown above.

Period 3 starts at the normal time, and is 1 hour long.

Period 4 incorporates a split lunch.

Period 5 starts at 14:10 and is 60 minutes long for all year groups.

Teaching staff will be on duty ensuring students leave the site by their designated routes and board the buses as per Covid-19 Guidelines.

## Lunchtime Food Services

As we will have year groups that are separate from each other, we are unable to provide the normal dining service in the John Ward Hall, as pupils are unable to dine together across year group bubbles. For children in receipt of free school meals, we will be able to provide lunch that will be delivered to the year group bubbles at the start of lunchtime for collection. For those pupils not in receipt of free school meals, we would like them to bring a packed lunch, at least for the first few days, whilst we iron out any teething issues with Aspens, our catering providers. Any amendments to arrangements will be communicated during the first two weeks of the term.

We are unable to offer snacks at break time, and therefore pupils will be expected to provide this for themselves.

## Classroom Accommodation

To house Key Stage 5 lessons, a number of new teaching spaces will be created. The Library will be divided into teaching spaces, plus the computer area of the library, for independent Sixth Form study. The Sixth Form students will be able to use the common room as they have done in the past.

Requests for library books will need to be made to the librarians in the week prior to the lesson to be taught, and will be facilitated by classroom teachers. This will also apply to Accelerated Reader suggested texts, which will be delivered to the year group bubbles in advance.

The Haven will also be used for some teaching.

## Behaviour Expectations

The Ready to Learn system will no longer be in use. Earlier in the 2019-2020 academic year we introduced Partner Classrooms for students who did not follow our high expectations of good behaviour. If a student fails to follow the classroom expectations, a senior member of staff will be called to, in conjunction with the class teacher, make a decision regarding whether the child remains in the class, whether they are taken to the year group study room to complete their learning in silence, not disturbing others, or whether parental involvement is immediately required. Due to essentially having to split the school up into six different workable school environments, we do not have spare classrooms or staff to hold pupils who refuse to comply with simple and reasonable requests. Staff have been instructed that if a child leaves a classroom or area of the school without permission, they are to call a senior member of staff urgently. Pupils cannot wander around school, as we need to keep year groups in bubbles. Pupils who do this, are putting everyone at risk, and will be excluded from school.

Our behavioural expectations from Friday 4<sup>th</sup> September is that Kindness and Understanding, and excellent attitudes to learning and to each other are expected at all times.

## Equipment and Marking

Pupils need to be properly equipped for school. The following equipment is mandatory for all:

- Several pens
- Pencil
- Ruler
- Eraser
- Pencil sharpener
- Scientific calculator
- Protractor
- It will also be useful to carry a glue stick

Pupils will use exercise books, but they are to keep them with them when they leave. Staff are not expected to mark the books whilst these protocols remain in place. To compensate for this, staff have been instructed to set all homework online and in a format they can mark/assess from a distance, or using a self-quizzing style homework. Our pupils still need feedback, but the way it is delivered must reflect our safety guidelines. Pupils will no longer have access to lockers, as they cannot move around the school, and some areas do not have lockers. Pupils will all be issued with a mini whiteboard, which they have responsibility for keeping safe and bringing to school every day. If they lose this, they will be expected to purchase a replacement.

When staff are using textbooks in class, they have been told to ensure there is a supply that is suitable to stay in a year group bubble, which the pupils can give out in their bubble during lessons. Textbooks cannot cross bubbles. This also applies to library books, which can be ordered (e.g. for Accelerated Reader) in advance, from the library staff, and delivered into year group bubbles, but the books, once read, will be deposited and quarantined for a period of time before redistribution.

## Transport To and From School

Transport is provided by Cornwall County Council, who are taking responsibility for the organisation of how pupils will board and be seated on school buses. We will support this by facilitating the boarding and alighting of buses. Pupils will need to wear face masks on the buses/public transport, and need to remove them before they enter the school as per guidelines. These guidelines may change before September and any updates will be shared. We are awaiting the final guidelines from County on the transport protocols.

## SEND Provision

The Learning Support Base will be operational for pupils who need to receive specific support in the base. They will also be able to use this at times where they may be distressed, but this is by prior arrangement only. It is up to Ms Hague, SENDCo, to triage the demand and to decide this, according to EHCPs and individual need. There will also be Learning Support Assistants deployed around the year group bubbles to support individuals.

**Pupils will not be issued with time-out cards.** Our high expectations for all mean our SEND pupils need to be in front of their teachers as much as possible. This doesn't however mean that pupils can't have time out; year group bubble mini bases will exist partially for this reason, but the teacher will monitor our pupils and decide if time out is required.

Staff assigned to work in mini bases will be:

- Supporting pupils who arrive overwhelmed and needing a short time to reset.
- Running and delivering interventions as required and where appropriate.
- Supporting any pupils who are attending as a result of an adjusted timetable.
- Hosting pupils who senior staff consider require quiet study time to continue working, and will be used to facilitate learning outside the classroom. Should any pupil decide or be unable to sit and work as required in these bases, on call will be alerted, and the person on call will decide the course of action. This could result in parents being called, and an exclusion from school.

## Lateness to School

Lateness, unless for a genuine reason, is not acceptable. After arrival at 8.50am, all external entrances for year group bubbles will be locked for safeguarding reasons. Any pupils arriving late to school will need to arrive at the Valley Road reception. As soon as Valley Road reception's doors are locked in the morning, pupils will need to use the door bell, and then immediately sanitise their hands before entering the building. The protocol for dealing with late pupils will be shared on their first day back.

## Fire Alarms

Students will be expected to leave the school building via the nearest exit from the area they are in. Staff teaching and supporting them will lead the class, and make sure they stay as a single unit, keeping separate from the other year groups. This will be challenging with the whole school exiting at the same time, but the safe exit from the building for all is our number one priority.

## Role of the Tutor and Uniform

At this time, the role of the tutor and the communication of information to them is more important than ever – please use your child's form tutor as the first port of call. All pupils will return in full uniform in September. On days when they have PE, they will come to school in PE kit, so they don't have to get changed in school. It is the responsibility of the student to check when they have PE, and to ensure PE kit is worn on the right day.

The rules on shoes have slightly changed; as long as the shoes are black, and can be polished (i.e. not canvas, or suede etc.), they will be allowed. Boots are **not** allowed, this includes DMs. This rule has been changed, so we can have a positive dialogue with students. Please note that hooped earrings and nose rings are not allowed for safety reasons.

## Mobile Phones

Pupils in Years 7-11 will not be allowed to use their phones in school, both inside and outside the building during school hours. They are able to bring a phone to school with them for safety when travelling to and from school, but it must be switched off in school. We do not accept responsibility for students' mobile phones in school, and we need parents and carers to support this. They are an unnecessary distraction, and reducing screen time, and increasing social interaction at social times is very important in this digital age.

If a pupil gets their phone out during social times, they will be asked to put it away immediately. Failure to do so will result in them being expected to hand their phone over at the school office, place it into a plastic bag, which will be kept at Stratton Road Reception and available for collection at the end of the school day.

It is parents' and carers' responsibility to deal with any social media issues that occur outside of school time. We will assist as much as we can, but the sole responsibility lies at home.

## What we will do if anyone in school displays the symptoms of COVID-19

Government guidelines state:

*If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#), which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

*If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.*

*If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.*

*Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in*

*which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.*

*Everyone must 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 must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.*

Staff have been briefed about these protocols and will be re-briefed in September.

## PPE

The government guidance states *The majority of staff in education settings will **not** require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:*

- *where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained*
- *where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used*

## Support for Pupils and Parents

If you require any further information, we will provide this closer to September; we will communicate any amendments to this guidance between 20<sup>th</sup> August and 2<sup>nd</sup> September.