

# Staff Protocol for Re-opening of St. Wilfrid's RC College to all Year Groups

## Rationale

All schools have been asked to prepare to fully re-open for all year groups in September.

This protocol document should be read alongside the government guidance for opening schools.

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

## Note:

*These protocols have been agreed on the basis of the information available at this time. Should further information come to light, or any circumstances change, these protocols are subject to change. You will be notified of any changes as soon as is practicably possible.*

Other important documents:

Student protocol

Updated risk assessment

## SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does Social Distancing mean within our school context?

Although it will not be possible for students to maintain social distancing within their Bubbles, social distancing measures remain in place for staff.

Social Distancing means making changes in your everyday routines in order to minimise close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- avoid being next to someone for more than 15 minutes if less than 2 metres apart
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible
- remind students and staff as much as possible to do this
- adhere to any floor markings or directions to help achieve the above
- educating our students, about social distancing for teachers.

Remember to:

- wash your hands often for at least 20 seconds with soap and running water
- cough or sneeze into the bend of your arm or a tissue (which you then put in a bin)
- avoid touching surfaces people touch often
- avoid touching your face
- wear fresh clothes each day and wash clothing as soon as you can.

Note: passing briefly in the corridor or playground is low risk.

**Classroom & school orientation**

<b>Year Group</b>	<b>Bubble area</b>	<b>Entrance</b>	<b>Path Entrance/Start Time</b>	<b>Tutor groups or teaching groups for registration?</b>	<b>Normal Start / EndTime</b>	<b>Break time area</b>
7	Humanities (9 classrooms)	English doors from car park & straight upstairs	Temple Park Road 08:40	Tutor	08:40 -1505	English Main Car Park
8	English (7 classrooms) + downstairs meeting room + 2 IT classrooms (1.83&1.84)	Main entrance	Temple Park Road 08:55	Tutor (smallest group in downstairs meeting room)	08:55 -15-10	KS4 Yard
9	MFL (8 classrooms) + upstairs meeting room	PE entrance	Grey Hen 08:55	Teaching groups	08:55 -1510	MUGA
10	Old science/art/DT	Harton Lane	Harton Lane 08:55	Tutor	08:55- 15-05	KS3 Yard
11	New science/maths/DT	Grey Hen/STEM block	Grey Hen 08:40	Tutor	08:40-150 5	Field
12 & 13	Sixth form block, music & IT	Sixth form block	Temple Park Road 08:45	Tutor	08:45-151 0	Class rooms
CCNE	Music	Music Door Entrance	Grey Hen 09:00	Tutor	0900	Old Car Park

- All students will be taught within Year group Bubbles:

- KS3 students will remain in their classroom base throughout the day, with teachers moving to teach them.
- KS4 students will be able to move classrooms between lessons, to allow full curriculum to be delivered.
- Teachers are able to move between Bubbles, in order to allow full curriculum delivery to all year groups.
- KS3 - Students will always sit at the same desk. Students will be allocated a seat within their classroom - this will be marked on a seating plan and will remain the same for each subject. A record of the seating plan for each class must be kept by the teacher, and uploaded to the relevant folder in the T&L Google Drive.
- KS4 students should be arranged into a seating plan for each subject. A record of this seating plan must be kept by the teacher and uploaded to the relevant folder in the T&L Google Drive.
- Classrooms will be 'clutter free'.
- All classrooms will be well ventilated using natural ventilation (e.g. opening windows where possible) or ventilation units, air conditioning to be switched off.
- Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- All staff will wash / sanitise hands as part of entry and exit routines from the classroom.
- At least 2m space will be in force between the front desk and staff.
- Tissues and 'tie-handle' bags will be available in each classroom for students and staff to 'catch it, bin it, kill it'
- Students will not leave the classroom unless directed to by staff.
- Break time will year groups allocated to different outdoor spaces.
- Enhanced cleaning of toilets and shared areas will take place throughout each day.
- All classrooms, stairwells and shared areas will be cleaned daily.

#### **Phased return of students.**

Not all year groups will return to school on the same day.

Time with tutor will be significantly extended on the first day to allow time for new routines and protocols to be discussed.

Day	Detail
Monday	Staff INSET day
Tuesday	Years 7 & 12
Wednesday	Years 7, 11 & 13
Thursday	All Year groups
Friday	All Year groups

#### **Staff arrival at school**

- Timings of the school day for staff are as per usual.
- Staff must be onsite prior to 0830 to allow the car park to be closed.
- Part of the Main car park will be blocked off to use as a KS3 Yard. Staff should use the overflow car park behind the sixth form block.
- NO Vehicles will be allowed on site after 0830 to allow full pedestrian use of the site.
- Staff are asked to maintain a 2m distance from other staff, as much as possible.
- Upon entering the building staff are required to wash / sanitise their hands.
- On their duty days, staff are asked to be at their duty point by 8.35am.
- Duty points, responsibilities and rota will be shared in advance of our September start.

#### **Dress**

- Our usual dress code applies.
- Lanyards should be worn and visible as soon as staff are on the school site.

### **Student arrival at school:**

- Staff will be located in designated positions, detailed on the duty rota.
- Students will line up outside their Bubble entrance, as directed by staff.
- Any students wearing face-coverings will be asked to remove them and to bin them or to store them safely until the end of the school day.
- They will be instructed by staff when they can enter the building.
- Students will sanitise hands on entrance into buildings.
- Clear signs to remind students about hygiene and social distancing from staff.

### **Moving around school**

Teachers should direct the movement of students around school, following the signage.

When moving around the school students will be asked to:

- Follow staff instructions.
- Follow social distancing rules from staff.

### **Entry to lessons:**

- Students will line up outside of the classroom.
- The teacher will direct entry into the classroom, ensuring that students sit in their designated seats.
- At The start of EVERY lesson pupils should be stood behind their chair and a prayer should be said. This allows staff to exert control over the start of the lesson when pupils have been in the lesson before the staff member arrives..

### **Lesson changeovers**

- All teachers should be out of their classrooms / at their classroom door so that there is a high staff presence during lesson changeovers, to assist with the safe movement of students around their Bubble areas.
- For KS3 classes, the class will remain in the classroom with teachers moving between rooms. Any staff who are free should support in the supervision of corridors and students during lesson changeover
- Please be prompt for your lesson in order to relieve the teacher within the classroom so that they can get to their next lesson.
- Please be aware of the classrooms around yours, alerting SLT immediately if there are any groups of students without a class teacher.

### **Measures within the classroom**

- Wherever possible, staff will maintain 2m distance from each other and from students.
- In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.
- Students will be seated side by side and facing forwards.
- Students will be seated in a designated seat, according to the teacher's seating plan.
- Students should be reminded to maintain distance and not touch staff and their peers.
- Wherever possible, any unnecessary furniture will be removed from classrooms to make more space.
- Students will only move from their desk when asked by the teacher.
- Students will have morning registration with their tutor in their tutor groups as usual allowing a continuity of pastoral care.
- Initially students will have an extended registration each morning to support welfare and settling into new routines. This will be reviewed after a full cycle of the timetable.

KS3:

- Students in Years 7, 8 and 9 will be taught in the same classroom (wherever possible) throughout the day to reduce contact.
- Students in Year 7 will be taught in their tutor groups for the first half-term. Our intention is that after this time students will then be placed into ability sets.
- Students in Years 8 and 9 will be taught in their usual teaching groups which are set by ability.

KS4 and KS5:

- Students will continue to follow the full range of core and option subjects within their usual teaching groups.
- Students will be moving classrooms but this movement will be largely within their Bubble location.

- A number of practical subjects will contain designated classrooms outside of the Bubble zone for the Year group/ Key Stage.
- **Our school behaviour policy, with the Covid-19 addendum, should be followed at all times.**

#### **SEND Information**

- SEND pupil information sheets updated for staff and updated on a termly basis. Direct link to SIMs for staff.
- Pupil passports set up by SENCo to support pupil information sheets.
- Targets on pupil support plans reviewed with parents termly and the effectiveness of interventions reviewed then new targets are set if required.
- Information gathering sheets used to allow staff to be a part of the target setting process.
- SEND referral system to build a bank of evidence of QFT strategies used for SEND pupils.

Y7	Y8	Y9	Y10	Y11	Y12	Y13
4 EHCP's	3 EHCP's (1 at assessment stage)	1 EHCP's (1 at assessment stage)	3 EHCP (1 at assessment stage; 1 CCNE)	5 EHCP's	N/A	1 EHCP

#### **Equipment**

- Students should have their own stationery and this should not be shared. All form tutors will be provided with a box of resources, to ensure that their form classes are fully equipped each day.
- Students and teachers should hand wash/sanitise prior to and straight after using any equipment other than their own books/stationery. Examples:
  - PE equipment
  - IT of any sort - keyboard/mouse any switches
  - Practical equipment in such as DT/Food
  - Musical instruments - keyboards/stringed/percussion (brass & wind not allowed at the moment)
  - Continue to use mini sanitiser bottles in these classrooms
- Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously, and always between Bubbles.
- We will promote the 'catch it, bin it, kill it' approach, e.g. by providing tissues and small 'tie handle' bags in each classroom.

#### **Break and Lunch time**

- Students will be supervised by staff on the duty rota.
- Toilet Breaks at KS3 will be timetabled
- Students will have designated outdoor areas for break time and lunch time.
- During inclement weather, KS3 students will remain within their classroom for breaktime; Y10 students will move to the main hall (via stairwell 2 and along the ground floor); Y11 students will move to the refectory (via the open stairs immediately outside of the science laboratories).
- Student lunches will take place in designated areas with pupils then moved outside.

#### **Use of toilets**

Each Bubble will have designated toilets:

- Students will be directed to their toilets at the beginning of break time, and at the beginning and end of

lunch time in class groups.

- Students will wash hands after use of the toilet.
- Enhanced cleaning of the toilet facilities will happen throughout the day.

### **Handwashing**

- Each pupil will be directed to sanitise their hands at the following times:
  - o On arrival at school
  - o Before break and lunchtime
  - o After break and eating
  - o After using the toilet
  - o After sneezing or coughing
- Staff must also sanitise their hands upon arrival at work and before departure, before and after eating and whenever they change location or activity.
- Students and staff must wash their hands for at least 20 seconds with soap and water.
- Students and staff should try to avoid touching their faces. Students will have to be reminded of this.
- Hand sanitisers are available in rooms. These are not to be used as a substitute for hand washing, but are for use when hand washing is not possible.

### **First Aid**

- A First Aider is on site. NON Covid Triage will take place outside the building allowing social distancing.
- If students start to feel unwell during the day, they need to let their teacher know.
- If a student starts to develop COVID-19 symptoms during the day staff will follow the appropriate protocol to isolate the student in order to reduce risk to others.
- There will be designated isolation space within each bubble for use in the event a student or member of staff begins to develop COVID-19 symptoms during the day.
- Where a student falls ill during the school day with COVID-19 symptoms school will immediately contact parents and the **student will need to be collected as soon as possible**.
- Where a student is sent home with COVID-19 symptoms they must self-isolate for 7 days and should arrange to have a test to see if they have coronavirus. Other members of the household (**including any siblings**) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Where the symptomatic person tests negative other members of the household can stop self-isolating.

Protocol for isolating students:

Any members of staff who have helped someone with symptoms and any students 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 & Trace.

### **Exiting the classroom / End of school day**

- It is important that when staff or students leave classrooms that social distancing is maintained: staff should remain 2m apart from other staff and from students.
- Duty staff are to move to designated duty points to assist in ensuring students leave the building sensibly via their designated exits.
- Students will be expected to:
  - o Follow staff instructions and leave the room when told to do so.
  - o Sanitise hands on exit of the building.
  - o Leave the school site straight away, unless attending a directed intervention or extra curricular club / activity.
  - o Students should not congregate outside of school.
  - o Parents are requested to pick their children up from the collection area in car park 1.
  - o Parents must stay in their car.
- Staff are able to remain in school, but must be aware of social distancing protocol for staff.

### **After-school activities**

Extra-curricular activities and specific interventions are encouraged, but must take place within Bubbles.

### **Planning and Marking**

- Our usual agreed expectations regarding planning and marking apply.
- Teachers are able to mark student work, but should ensure that they adhere to strict hygiene protocols.
- Key Tasks / Exam papers can be taken home to mark but must be stored back in school for 72 hours before being given back to students.
- Frequency of self-assessment could increase, in order to reduce teacher marking of work wherever possible. For example, through model answers, rubrics or automated marking.
- Peer assessment should be avoided.
- Homework should be set via Google Classroom wherever possible. This will reduce the flow of books and paper into and out of school.

### **A Common Language**

Many of our students will return to school anxious about the disruption to their learning, particularly in Years 11 and 13. It is important that we are able to reassure them that we will be able to 'bounce-back' together. The use of positive language when talking to our students is important:

Phrases to avoid with students	Phrases to use with students
<ul style="list-style-type: none"><li>•Catch up</li><li>•Learning gaps</li><li>•Lost learning</li><li>•Damage to learning</li><li>•Time lost</li><li>•Recover</li><li>•Make up lost time</li><li>•Behind</li><li>•Cover ground</li><li>•Speed up</li><li>•Cram in</li><li>•Impossible to fit it all in</li></ul>	<ul style="list-style-type: none"><li>•Move forward</li><li>•Master/develop our learning</li><li>•Reinforce / strengthen prior learning</li><li>•Enhance our subject knowledge</li><li>•Deepen the knowledge</li><li>•Revisit to strengthen</li><li>•Next sequence</li><li>•Build upon</li><li>•Desirable difficulties (during retrieval)</li><li>•Challenge ourselves</li><li>•Misconceptions (this is a valid term for when there are mistakes in learning)</li></ul>

### **Contingency planning**

All schools are expected to plan to ensure any students educated at home for some of the time are given the support they need to master the curriculum and so make good progress.

To prepare for this:

- All Y7 students will receive school logins and passwords in their first few days in school. They will also be shown how to access and use Google Classroom.
- All students will have a Google Classroom troubleshooting session, to ensure that they are able to use Google Classroom to complete and hand in work.
- Students will be provided with paper copies of knowledge organisers and learning journeys to have at home
- All teachers will set up Google Classes for their teaching groups, in order to set and monitor Home Study Work in the event of a local lockdown, or of a child needing to self-isolate.