

FERNDOWN UPPER SCHOOL COVID-19 A-Z GUIDE

Armbands

To ensure that year groups do not mix around school each year group bubble will have their own coloured armband;

- Year 9 will wear pink.
- Year 10 will wear blue.
- Year 11 will wear orange
- 6th form can be identified from their lanyards.

Bike Storage

- Y11 students - in the Creative quad bike sheds.
- Y10 students - along the chain link fence by the B block bike sheds.
- Y9 students - in the B block bike sheds.
- 6th form students - in the 6th form bike sheds.

Books

- Books will still be taken in and assessed so that feedback may be given but will be left for 48 hours to ensure that they are COVID free. Books may be assessed straight away as long as good hand hygiene has been followed.
- Students may hand books out for a teacher as long as they sanitise their hands first.

Breaks

- Y10 may let out slightly earlier for break time.

All year groups may access the canteen once a day.

- Y11 will at break time.
- Y9 may to let out slightly earlier for lunch and will have access during the first half of lunch time.
- Y10 will then have access for the remaining half of lunch.
- 6th form will be able to access the canteen on a flexible basis outside of the times listed above.

Bubbles

Students will be taught in year group bubbles. The idea behind this is to reduce the number of people with whom they come into contact with i.e. other students.

Each year will have their own entrance and exit from the school.

- 6th form will use the 6th form entrance and exit.
- Y9 will use the Hall entrance and exit and use the upper quad.
- Y10 will use the A block entrance and exit and go via the C block to the lower quad.
- Y11 will use the E block entrance and exit and go to the Tennis Courts.

Students may leave their PE, art and DT lessons from the outside doors at the end of the day but must remember to keep to the one way flow if they need to access the bike sheds.

Building

- Social distancing lines will be provided on floors.
- All students will anti-bac their hands and desk upon entry to rooms. If students in computer rooms touch their face during the lesson, they must immediately anti-bac their hands again.

Buses

Students should sit in year group areas and the bus companies have strongly recommended that students are to wear mask.

Double decker bus:

- Y9 downstairs,
- Y11 at the front upstairs,
- Y10 in the middle upstairs and
- 6th form at the back upstairs.

Single decker bus:

- Y9 at the front, Y
- 10 in the and quarter up to the middle,
- Y11 in the third quarter after the middle and
- 6th form at the back.

Close Contact

Close contact is defined as being:

- face to face contact from under 1m,
- over 15 minutes contact within 1 to 2m or
- whilst traveling e.g. car. This would therefore mean anyone the student has sat beside at a school desk, which is why seating plans are crucial for Track and Trace.

Equipment

- Students must ensure that they have all of their own equipment.
- Any equipment that is loaned will have to be done so on a long term basis or cleaned.
- Equipment can be shared amongst the bubbles e.g. year group but must be cleaned before another bubble (year group) uses it. So a set of Y10 books may be used by different Y10 classes but must be cleaned before Y9 or 11 use them. If rotas are organised to ensure safe sharing of equipment, there is to be a 48 hour gap between uses (72 for plastics), this will ensure that cleaning is not required.

Face Masks

- There is not a requirement to take students' temperatures. Parents must not send their children to school if they are unwell.
- Students and staff may choose to wear a face mask if that is their preference, this includes in the classroom.
- When removed, masks should only be touched by the ear straps and should be placed inside a sealable plastic bag.
- Masks must be plain in appearance, have no inappropriate or intimidating designs and must be worn appropriately and sensibly.

Food

- All food will be 'Grab & Go' and there will be no sit down meals available.
- There are set times when year groups may access the canteen, please see 'Breaks'.

Lessons

- All desks will face forward.
- In practical creative subjects, students will need to work facing each other (this will be arranged so that the students are more than a metre apart) e.g. Food work stations, DT work benches and clusters in Art & Design subjects. These students will therefore take breaks every 15 minutes.
- Teachers will ensure that students who are shielding or isolating do not fall behind.
- Students must sanitise their hands upon entry to a classroom and then again if they sneeze or touch their face during the lesson.
- Staff will disinfect tables at appropriate times.
- Students will not push their chairs in at the end of a lesson to avoid possible contamination.
- Students will need to use the sanitiser provided in the science classrooms NOT the sanitisers in the corridors on the way INTO a science lesson.

One Way System

- The school will enforce a strict one way system.
- There will be no overtaking.
- **There is a strict anti clockwise one way system in the quad, no going against the flow.**
- Faculty areas will police and control their own corridors.
- SLT will police the open areas of the school.

First week changes:

- The hall will become an 'in' door and will be how students access the A block. It will also be entrance for the art lessons via the top stage.
- All of the classrooms that open onto the E block quad will use their classroom door as an in / out for their class only.
- The E block doors will therefore become exit doors.
- Since the exiting A block students now need to walk around the back of the school (after coming out of the exit by Cindy's office) and come in through the B block garden entrance, the B block doors to the quad will become 'out' doors to allow those students to access the quad. They may still be used as an in for students who are using the toilets but they must wait for the entrance to be clear.
- Students coming out of the C block exit must walk around the outside of the Y10 quad area not right through it.

PE

- Where possible, PE should be outdoors, non-contact and equipment will be cleaned regularly but may be used within bubbles.

Reception

May we request that parental queries are communicated via email or telephone rather than face to face in our school reception. Any face to face meetings should be arranged via a telephone call first.

Sanctions

Poor social distancing will result in SD codes being logged. Any student caught deliberately acting maliciously in relation to social distancing measures put in place by the school (coughing, spitting, breaking restrictions on teaching bubbles) could be sent home immediately from school and a parental meeting arranged. A fixed term exclusion may be used for students whose actions deliberately risk the health and safety of others in the school.

Staff Safety

- Teachers and TAs will predominantly stay within their 2m exclusion zone.
- It is permitted for staff (teachers and TAs) to decide to circulate the classroom, ensuring social distancing, to give brief side-by-side verbal feedback.
- Staff movement around the site is also to be minimised to increase staff safety. We have taken the decision to keep teachers in their rooms and to move the students to them, rather than the other way around, because the benefits gained for the students will be outweighed by the increased risk to staff and the reduced educational outcomes from this model.
- Staff meetings will continue to be via Teams at 8.15am Monday & 3pm Monday, when there isn't a Faculty meeting.
- It is the staff member's decision as to whether they will use PPE.

Symptoms & Arranging a Test

- Anyone experiencing symptoms should begin self-isolating and inform the school.
- If staff or students become unwell during the school day they will be placed in medical.
- Anyone with symptoms must isolate and take a test. Confirmed cases must then have anyone who has been in close contact with them isolate for 14 days.
- Staff who have to isolate will still deliver their lessons from home via Teams and their students will engage with them in a computer room.

To arrange a test: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.

Track and Trace

In secondary, the emphasis is on social distancing, not bubbles. If a student or member of staff shows symptoms of the virus, the whole group need not self-isolate only those that have been in 'close contact'. NHS guidance states: *'If you develop symptoms, you may wish to alert the people with whom you have had close contact over the last 48 hours. You should tell them that you might have coronavirus but are waiting for a test result. They do not need to self-isolate unless they're contacted by the NHS Test and Trace service'*.

Tutor Groups

We will move to House based year group tutor groups. These groups will be confirmed on Go4Schools on the 7th September.

Whiteboards

Students will be issued with their own whiteboard and pen for use in lessons.

Year Group Areas

- The Y9 area of the school will be the Upper Quad, E block toilets and the Hall for wet break. Y9 will also be able to access the first two tennis courts to play football etc.
- The Y10 area of the school will be the Lower Quad, (including the covered walkway), B block toilets, B area and small café. Y10 will be able to access the 3rd and 4th two tennis courts to play football etc.
- Y11 will have the sole use of the large café at break time (but not lunch time), the bottom two tennis courts and the green area outside the 6th form block, accessed from the 'gate' to the 6th form area or the exit door by pastoral. Wet break will be in the pastoral area and classrooms C5, 6 and 7, using the corridor from the café and fire door in C6 for access. They will use the C block toilets.
- The 6th form will use the 6th form common rooms, (one for Y12 and one for Y13), 6th form toilets (plus the D block toilets for the girls) and the seating area to the side of the 6th form block, running along the outside the C block.