

Clyst Vale Community College

# ***“The Handbook”***

**(for returning to College in September)**

## **Parents/ Carers**

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**“Health Warning”. After 930 students have road-tested these routines and guidance for a day or two, we reserve the right to make changes to tighten things up if necessary, or to improve other things !**

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The latest Government Guidance for the Full Opening of Schools can be found on this link:

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

# KEY PRINCIPLES

**To observe government guidance for education and school settings**

**To offer as full a curriculum as possible and mitigate risk wherever possible**

**To provide as normal a school experience as possible in the circumstances**

**To recognise that adults are at greater risk from covid than students, although risks are currently low for both groups; “adults” include College staff, visitors, and the family members of students.**

**ALL individuals have a responsibility to understand these guidelines, to act on them, and to remind others with respect.**

We are really looking forward to getting back to College on Monday, 7<sup>th</sup> September. There will be all the buzz and excitement of the new term and year, but there will also be a lot more nervousness than usual. We have put in as many of the measures recommended by government as we can, and some extras as well. This Handbook covers these changes to the College’s routines and as many “what about” questions as we could think of ! There are very likely to be further tweaks, as some things need to be even tighter, and other things introduced in the light of experience. Please bear with us, and thank you for your support and understanding which has been magnificent throughout lockdown.

We are not medical or public health experts, so will follow the government and health guidance as closely as we possibly can. We will sometimes go beyond the guidance if we believe that it does not fully meet the needs of our College or community. For example, we did not partially open for Year 10 and 12 students on the target date in June, but a week later. In this Handbook we are “recommending” the use of face coverings, which goes beyond the current government guidance of “allowing” them.

We will run as full a normal timetable as possible, which allows the best quality education provision in specialist teaching rooms. It is also the single biggest thing we can do to address the psychological impact of six months away from school, which is return to the normal structure of the school day.

In schools, young people are at almost no risk of serious illness; however, they are likely to carry and transmit the virus, although scientific evidence is still evolving. It seems that older children may transmit to adults more than younger ones, but this is not yet proven. Even so, the greater health risks are to clinically vulnerable people the students may meet, including family members, and in a school setting to the staff and visitors. For most young people the physical and mental impact of continuing lockdown would be a much greater risk. Losing out on education is also a higher risk in terms of long-term employability and risk of economic hardship. Therefore, we believe that it is the right thing for students to return to school, and we will be delighted to see them !

We will mitigate risk wherever we can. The key priorities are to minimise contact and mixing of Year Groups. We will regard each Year Group as a “bubble”, and aim to prevent these bubbles coming into contact with each other. Further, we will seek to mitigate health risks through forward planning, strict controls, constant reinforcement and monitoring. This Handbook sets out in detail how this is to be achieved.

We can have all sorts of rules and guidelines. These ones are new, may appear stricter or different to what’s happening in wider society (and rules there can seem contradictory in themselves), and will take time to learn. But these will be “our” rules, “CVCC” rules. We ALL have an individual responsibility to ensure our own safety and to remind others. We ALL have to learn a new mindset of safety and reducing risks.

K. Bawn, Principal, 28<sup>th</sup> August 2020

# SECTION 1: HEALTH, HYGIENE AND WELL-BEING

## Symptoms.

- **If anyone in your household has COVID-19 symptoms, your child MUST NOT attend school.**  
Please phone the Absence number or e-mail as soon as possible.
- **Any student or staff member who develops symptoms in the school day will be sent home immediately.** There is a designated room solely for anyone with symptoms to wait, very close to Reception, and subject to special cleaning routines. Parents will be contacted immediately by school to make arrangements for their child's collection.
- If anyone in your household, or your child, tests positive for COVID-19 you MUST inform us so that we can contact the Health Protection Agencies.

## Symptoms of Covid-19: NHS Standard Description

### Main symptoms

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

### What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

- Get a test to check if you have coronavirus as soon as possible.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

- Clearly, there is quite a responsibility on parents/carers to decide whether their child is indeed displaying covid-19 symptoms; for example, some children (and adults) have night coughs and a dry throat in the morning. As a school, we are not medically trained and can only advise parents to contact 111 or their GP.
- This could become more of an issue when the 'flu season starts, as covid-19 and 'flu symptoms can be very similar. From the College's point of view, we must recommend an approach of "better safe than sorry". If parents have any doubts, please seek medical advice.

## Social Distancing

- **Our starting point is social distancing of**
  - **2m between students and adults**
  - **2m between adults and adults**
  - **1m between students and students**
- This starting basis has determined the maximum number of persons permitted per room

- This is further than that recommended in the guidance, which is 1m+ and 0m respectively. This is deliberate, as it gives some room for slippage.
- It will also not be possible to maintain the bigger distances at all times.
- Social distancing cannot be enforced when people pass each other briefly, which is seen as low risk
- When members of staff work routinely at a distance of 1m or less, or for more than a few minutes, they will wear PPE.
- Please remind students about social distancing when walking to College or waiting for a bus. They must stay 2m away from all adults, meaning members of the public, which includes not getting in their way !
- Also counter-intuitive to many teenagers, but they should avoid unnecessary physical contact: hugging, rough play, arms around the shoulder. Remember, if they can, they should be 1m away from other students. (This is an example of where College and wider society behaviour could differ).

## Hand Hygiene

- **As a minimum, students should use hand sanitiser as soon as possible after arrival at College, and just before departure. Hand sanitiser should be used on entry and departure from every room.**
- Students are also encouraged to wash their hands at convenient times of the day; each toilet area has hot water and soap.
- Students are expected to wash their hands thoroughly using soap and water every time that they use the toilet.
- Hand sanitiser is provided in every classroom, room, and at other points around the College. However, parents may also wish to provide their child with an individual “pocket-size” bottle as well, generally 100 or 200ml size. This may provide further reassurance, especially if using public or school transport. The alcohol content should be a minimum of 60%.
- Regrettably, because of where they sit and their role, we will not be having Year 8 Student Receptionists for the foreseeable future.

## Hygiene: Additional

- If you, your child, or relatives are in a higher risk group, including BAME, and you have any concerns, please contact the relevant AtHoS in the first instance.
- We are promoting the long-established public health advice “Catch It, Bin It, Kill It”.
- Experience of ECP and wider re-opening during lockdown is that students will require frequent reminding of social distancing, especially from adults, and hand hygiene.
- During practical lessons, students must also observe any specific health and safety rules, including to reduce contact and mixing.
- Ventilation: wherever possible, doors and windows should be opened to allow through-flow of air. Opening certain doors and windows present different risks, for example physical risk of contact or risks to confidentiality/security, and these must be considered.
- Because of the risk of aerosol transmission, air-con units will not be used. However, the heat exchange units in the Humanities block are perfectly safe to use.

## Student Grouping (“Bubbles”)

- Year Groups will be in “bubbles”, although this term is misleading and unlikely to be used much.

- This means that in class, and in all other organised activities and free time, students will only mix within their Year Group. This is to help lower the risk of transmitting the virus.
- Students will inevitably pass students from other Year Groups at times; however, the risks in passing for a second or two are minimal, and we will take measures to minimise it even further.
- At break and lunchtimes Year Groups will have separate designated places and times to buy food, and designated zones to use whether it is a wet or dry day.
- We recognise that some students prefer to buy food in College; others to eat outside; others to play football; we are therefore trying to balance “normality” with the health requirements.
- Students will not be allowed to mix with different Year Groups in College, even if they are taking lunch at the same time.
- Students may think it’s daft that schools are making all these plans to keep Year Groups separate when they’re all mixed up on buses. Please remind them that there are rules on buses to reduce risk, too. And there’s less risk from mixing on two 30-minute journeys than from mixing on two 30-minute journeys AND mixing during six hours a day in school.

## Cleaning and Enhanced Cleaning

- Teachers and support staff members of staff will have responsibility for keeping their classrooms and working areas surfaces clean through the day.
- Students will be asked to assist with this where reasonable to do so.
- An additional 5 minutes has been added to each lesson to allow for thorough tidying and cleaning of hard surfaces between lessons.
- Cleaning hours have been increased so that
  - Classrooms and offices will be cleaned at the end of each day, including doors and door handles
  - Toilets and communal areas will be cleaned at regular intervals throughout the day; toilets five times during the day
- There is a period of time built in between early and late break and lunchtimes so that eating areas can be thoroughly cleaned between “sittings”

## Bins and Litter

- Each classroom will have one bin with a lid. This bin must be used for disposable masks, used tissues. It can be used for general litter as well, but there will be other bins for this purpose.
- Bins will be emptied after 3.20 every day
- More than ever, students MUST take responsibility for their litter and dispose of it properly. As well as looking bad, and other health risks, litter is now a potential source of transmitting the virus.

## Risk Assessments

- The overall risk assessment for the College is on the College website and will be updated regularly
- There are internal subject risk assessments in line with statutory and (as far as possible) non-statutory guidance in Science, PE and Design Technology, including Food.
- All subject areas will conduct an assessment of risk to mitigate the risk of transmission
- Similarly, students who have been shielding or are clinically vulnerable or have complex SEND will be able to have an individual risk assessment. Please contact the relevant AtHoS in the first instance.
- If you, your child, or relatives are in a higher risk group, including BAME, and you have any concerns, please contact the relevant AtHoS.
- Caterlink, our caterers, have food industry standard risk assessments in place.

## Equipment

- **It is more important than ever that students come to College properly equipped so that they do not have to borrow or share equipment.** Parents and carers can really help here. Please check that your sons/daughters are properly equipped with at least the basics of pens, pencils, ruler and calculator at the beginning of each day. Teachers will lend pens and pencils, but would rather not as it adds to risk and to cleaning time.
- For larger, shared equipment in some subjects, staff will ensure it is properly wiped down before being used by a different Year Group/bubble, and if practical to be left for 72 hours.

## Face Coverings and Masks

- **We are recommending and strongly encouraging the wearing of face coverings** or masks between lessons, at break and lunchtime, and in communal areas. This applies to both students and members of staff.
- Members of staff who routinely work within 1 metre of students for extended periods, and First Aiders, are expected to wear appropriate PPE.
- Students are not to wear face coverings in lessons unless they have particular needs and this has been previously agreed. Other mitigations are in place, including seating and ventilation. Please contact the relevant AtHoS if this might apply to your child.
- Teachers are permitted to wear a clear face visor in lessons if they wish to.
- Students are expected to wear face coverings on public transport, and recommended to wear them on school transport.
- On balance, it is most practical and hygienic that students take responsibility for their own mask and store it safely in their own plastic bag.
- If students need to dispose of a mask, they should use a bin with a lid.
- It would be valuable if parents/carers would reinforce at home good practice in handling face coverings.

## Meetings

- Wherever possible, we will try to resolve parental issues by phone or video-meeting.
- All face-to-face meetings should aim to conform with the 2m/1m social distancing limits. This, and the numbers attending, will impact on the choice of room or venue. Social distancing is not necessary for parents and children who are from the same household.
- Meeting Room 1 has a capacity of 12; MR3 capacity of 6; staffroom 17 (not including cover supervisors); Hall 56 @ 1m+; Hall 30 @ 2m; offices and department community areas mostly 3 or less.
- Visitors from external agencies are allowed on site, and can take part or lead meetings as appropriate. This would include (for example) Educational Psychologist, Education Welfare Officer, Social Workers, SEND advisers, Careers Advisers, School Nurse, NHS personnel.
- Students are most likely to have meetings with members of staff. Their offices have been marked up for 2m, some have screens, sometimes students will be asked to stand in the doorway or even go outside. Members of staff will be very conscious of conforming to the standards required.

## Conversations

- Because of our site and locations, we have very few “school gate” conversations between parents and carers. Nonetheless, parents are respectfully reminded that they should not gather in groups in the car park or outside Reception.
- Should parents have conversations, they are respectfully reminded that they are role-models to children. Therefore, parents need to take responsibility and conform to expectations: social distancing of 2m for adult: adult, not speaking directly face to face, use of face coverings, and no raised voices, please !

## Well-being of Students

- We are all different. For all students, there will be different degrees of anxiety about returning to school. We ALL must recognise this, and be supportive.
- Many things will be familiar, but there are new routines and rules and expectations.
- Our key principle is to get back to normal for the majority of students, and support those who find returning to be more difficult.
- A minority of students will have suffered adverse experiences during lockdown, or a loss of routine
- All of our support systems are in place: tutors, Schools, Additional Support, Skills Room, Counsellor.
- In the curriculum, some subjects will explicitly cover the issues of lockdown and emerging from it.
- Students will be anxious about lost learning, so all subjects will be deciding on what is essential catching-up, especially in terms of skills, and in exam years content as well.
- We anticipate that many students will find the return to College more tiring than usual, and teachers will take this into account in their teaching.
- If parents/carers have concerns about their child, please contact the relevant AtHoS in the first instance.

# SECTION TWO: MOVEMENT AROUND THE SITE

## Arrival in the Morning

- **There are no staggered arrival times for different year groups.** This is because so many students arrive by school and public transport that it would be impossible to enforce staggered times.
- Students can arrive from 08.00 but this is on the understanding that there can be no guarantee of supervision at this time.
- Parents/carers are asked to be careful and considerate when dropping children and aim to avoid arriving at the last-minute; it is likely more parents will drive their children, and the nature of the site means that there is a significant risk of congestion and even gridlocked traffic.
- Students should enter the site by the gate closest to their tutor room (i.e. Coach Park for Maths, Main block, Humanities, some Science; Sports Hall for English, some Science; Dance Studio Post-16 only). If students wish to access the breakfast service, they should enter by the Coach Park gate.
- Buses will be disembarked one at a time. Students should anticipate the possibility of having to wait.
- Students are to go directly to their tutor room. They are not to gather together, or wait for friends to arrive: this is a significant change for students many of whom like to “wait for their mates”.
- Students are expected to wash or sanitise their hands on arrival at the designated point or in the first building they access in College.
- If students arrive late to school they must go to Reception to sign in as usual.



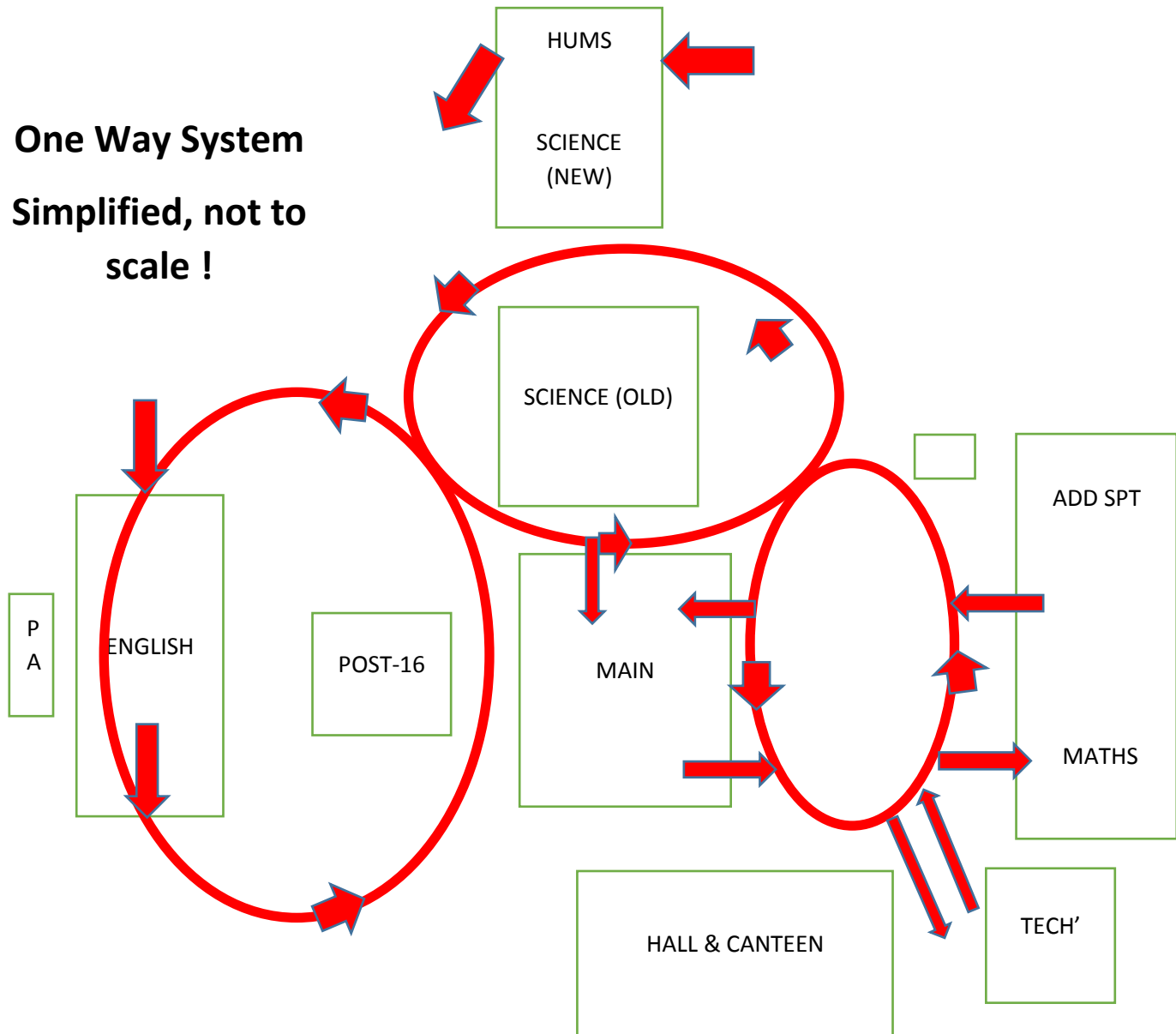
## Departure at the End of the College Day

- We cannot use our normal methods because there will be significant mixing of year groups.
- Years 10, 11, 12 and 13 will be dismissed from class at 3.15 pm. They are expected to go straight home, straight on to their CV school bus, or wait in the playground for Stagecoach buses 2 and 3. These year groups will be sitting at the back of the buses and therefore need to get on first.
- Stagecoach 1 is normally waiting by 3.15-3.20. So, students for Stagecoach 1 can board straightaway. Stagecoach 2 and 3 should wait in the playground. If they wait as before lockdown, there would be a big crowd of mixed year groups which other year groups have to walk through.
- Again, students must do their absolute best to help members of staff on duty by not gathering in groups or clusters, especially mixed year groups.

## The One-Way System: Whole Site

- There will be a circular route around the centre of the site (old Science Block) which will be one-way anti-clockwise.
- There are two further circles to and from English, and around the playground by Maths.
- These routes are clearly marked with floor arrows and instructions, and with other signage.
- Students are expected to follow this **at all times** except for FIVE specific places and times, all fairly minor, and involving very few students:
  - If going to a lesson upstairs in the Main Block (MF, some IT, some Art rooms) students can use the entrance by AR1/PA1 and turn left against the one-way system for 5 metres to then go upstairs.
  - Year 10 and 11 only, at lunchtime only, can leave the Giraffe House to go to the field through the “no exit” door by AR1/PA1, and go against the one way system for about 5 metres
  - Breakfast Service only: entrance from the patio opposite DT, exit into the playground. This is opposite to the normal arrangements at break and lunchtime.
  - Post-16 main entrance: from entering the site, Post-16 students only go against the flow for a few metres.
  - Humanities downstairs: students from HU1 and HU2 exit through the main doors, the “wrong way” for about 5 metres, and need to be aware of next HU1 and HU2 lesson arriving and SC9 exit.
- Members of staff are expected to follow the one-way system as much as possible to aid supervision. However, students must accept that members of staff have the right to use a different route, because often they will need to get to a room or duty ahead of the students, or have an urgent issue to deal with.

**One Way System  
Simplified, not to  
scale !**



**One-Way Systems: Individual Buildings**

There will also be one-way systems within each block, with fixed entrances and exits.

Block	Entrance	Exit
Main	Playground, nearest PA2/Skills Door by PA1/AR1	Playground, nearest Library/Hall Door by PA1/AR1 <i>breaks and lunchtime only</i>
English	Fire doors nearest field	Doors nearest amphitheatre
Maths	Door nearest MA7, MA 6	Door near Additional Support, VO1
Science (Old)	Mix of fire exit or corridor depending on room	Fire exit from room
Humanities	Upstairs: via fire escape stairs Downstairs: through PE corridor	Up: Doors nearest field Down: Doors opposite small office
Technology	By individual workshop	By individual workshop Sometimes DT2 exit through DT1

## Fire Alarms

- A fire alarm overrides the one-way system. Students should leave buildings by the quickest route, and go to the assembly point on the field also by the shortest route. (In practice, many of the shortest routes conform to the one-way system, anyway).
- To prevent mixing, students will be lining up in Year groups; Year 7 nearest the Community Farm, Year 11 nearest the Science block side of the field.

## Movement of Students

- Students should walk between lessons ensuring they stay with their class or Year Group, and avoid mixing with other Year Groups.
- Students in classes may have to wait at certain “pinch-points” around the College site, and be patient
- There will be high levels of staff supervision to make sure that this takes place
- Students must accept that occasionally they will have to walk a bit further than their pre-lockdown short cut!

## Lining-Up for Lessons

- In order to control entrance and exits, avoid year groups mixing, and reduce the risk of transmission, a more structured approach to getting classes in to lessons will be adopted.
- There will need to be some flexibility, depending on whether classes have left the classroom/block to allow others in. Similarly, there would need to be common sense applied on very wet days.

English	Students to line up in 4 classes on the plaza, 4 classes on the “Drama” plaza
Maths	Students to line up in classes on the playground
Science SC1, SC3, SC4	Students to line up in classes on the plaza
Science SC2	Line up on grass and use fire exit as entrance
Science SC5	Line up tight into Science building alongside SC5
Science SC6	Line up alongside AR1 on path towards staffroom
Science (SC7-9)	Students line up outside relevant lab
Humanities (upstairs)	Students enter up the fire escape stairs and straight into class
Humanities (downstairs)	Students enter through PE office corridor and straight into class
Languages	Students straight into class
AR1	Line up along corridor by staffroom
PA1	Line up along wall alongside PA1 if not straight in; exit PA1 using playground door
PA3 and PA4	Line up outside rooms on small plaza area tight into building, for PA3 snaked around fencing
Technology	Line up outside DT block if not invited straight into class

# SECTION THREE: DAILY ROUTINES AND TIMINGS

## Student Attendance.

- ‘School attendance will therefore be mandatory again from the beginning of the autumn term’ says the government guidance.
- This is, of course, a blanket ruling, which does not address the extreme exceptions and individual circumstances which may occur.

- We will always seek to be sympathetic and supportive, and we will not be recommending fines for non-attendance if there are compelling, genuine reasons. (Devon County Council have adopted a similar position). Each case will be treated on its merits in liaison with the Education Welfare Service.
- If parents are worried about their child returning to school, please contact us and we will do our utmost to support.
- Student absence should be confirmed by phone or email in the usual way.
- If a student or household member has covid symptoms and are going to get a test, you must let us know and the student and any siblings must not attend College.

## Daily Timings

- Our principle is to retain as much normality as possible. So, we have kept the five-lesson day. Lessons are a little longer than normal, to allow for cleaning and for some “travel time” around the site. To reduce Year group mixing, break and lunchtimes have been split.
- Afternoon Registration will take place during Lesson 5. Students should go straight to Lesson 5 NOT tutor rooms. It is ESSENTIAL that colleagues take a register for Lesson 5.

	<u>8.50-9.10am</u>	<u>9.10-10.15am</u>	<u>10.15-11.40am</u>		<u>11.40-12.45pm</u>	<u>12.45-14.15pm</u>		<u>14.15-15.20pm</u>
			<i>(10.15-10.35am)</i>	<i>(11.20-11.40am)</i>		<i>(12.45-13.15pm)</i>	<i>(13.45-14.15pm)</i>	
<u>Year 7</u>	Tutorial	Lesson 1	BREAK - canteen (Hall/D&T)	Lesson 2	Lesson 3	LUNCH - canteen (top field)	Lesson 4	Lesson 5
<u>Year 8</u>	Tutorial	Lesson 1	Lesson 2	BREAK - canteen (Hall/D&T)	Lesson 3	Lesson 4	LUNCH - canteen (top field)	Lesson 5
<u>Year 9</u>	Tutorial	Lesson 1	BREAK - post 16 cafe (Plaza)	Lesson 2	Lesson 3	LUNCH - post 16 café (middle field)	Lesson 4	Lesson 5
<u>Year 10</u>	Tutorial	Lesson 1	BREAK- giraffe house (Playground)	Lesson 2	Lesson 3	house (bottom field)	Lesson 4	Lesson 5
<u>Year 11</u>	Tutorial	Lesson 1	Lesson 2	BREAK - giraffe house (Playground)	Lesson 3	Lesson 4	LUNCH - giraffe house (bottom)	Lesson 5
<u>Post 16+</u>	Tutorial	Lesson 1	Lesson 2	BREAK (post 16 café)	Lesson 3	Lesson 4	LUNCH - post 16 café (middle field)	Lesson 5

Lesson 5 will be 14.15 – 15.15 for Years 10 and 11.

## Break and Lunchtime

Yr	Early	Late	Eat	“Zone”	Field (Lunch)	Toilets
<b>7</b>	Y7		<b>Canteen</b>	Hall; outside Canteen and DT	Top third	Main Hall
<b>8</b>		Y8	<b>Canteen</b>	Hall; outside Canteen and DT	Top third	Main Hall
<b>9</b>	Y9		<b>Post-16 Café</b>	Plaza (Y9); Post-16 (P-16)	Middle third	Humanities
<b>10</b>	Y10		<b>Giraffe House</b>	Playground (Skills Room end)	Third nearest plaza	Giraffe House
<b>11</b>		Y11	<b>Giraffe House</b>	Playground (Skills Room end)	Third nearest plaza	Giraffe House
<b>P-16</b>		P-16	<b>Post-16 Café</b>	Plaza (Y9); Post-16 (P-16)	Middle third	Post-16

- Lunchtime has been reduced in length to 30 minutes to reduce mixing, and because few extra-curricular activities could be run safely.
- The disadvantage of split or staggered lunchtimes (in any school) is that there may be noise disruption to lessons continuing. Students taking their break must be sensitive to this, as must be supervising staff.
- In the event of a wet lunchtime, Years 7/8 can use the Hall (and we will be putting rain protection over the Canteen outside area). For Years 9 and 10/11 we have installed marquees in the relevant third of the field which can also be used as shelter during lunchtime.
- The Library will be closed at most lunchtimes (partly because of potential Year group mixing but also because Library lessons will be taking place for Year groups who are not on lunch). There will be a Year 7 only “Library Club” on Thursdays because they are having fewer Library lessons than in normal times.

- Students can play football or catch or “it” on the field, but calmly, avoiding too much contact, and must hand wash or sanitise thoroughly at the end of lunchtime and *wipe the ball* (bring wipes, or use spray and blood-roll). Games of football should only be in small groups to comply with national guidelines: no more than 6-a-side.

## Uniform

- Students are expected to wear full College uniform and observe the dress code with regard to hairstyles and jewellery.
- Again, parents/carers have a really important role here. We will not be able to lend school uniform in the same way as before, so it is essential that students leave in the morning with everything they need !

## PE Kit

- On days when students have PE, we will allow them to wear PE kit all day. BUT please read this whole section.....
- The reason is to reduce risks of transmission in changing rooms, which would mean lots of students in a confined space, possibly breathing hard after the session.
- However, we are insisting on **high standards of appearance**. We need students to not stretch the rules which makes overall standards fall, or makes the public think badly of Clyst Vale.
- We hope that for most students, they will cleverly combine College uniform and PE kit so they don’t have to change but look smart.
- The basic PE kit worn must be CVCC kit or conform to the CVCC requirements for PE (ie shirts, shorts, skirts, socks).
- Students can’t wear white or coloured trainers all day. Students will need to bring black shoes for the day, and bring trainers/boots for the lesson only.
- On cold/wet days, students will need to wear extra layers over their PE kit: for example, College jumper, trousers or skirt over PE shorts, coats.
- This is different: plain black or navy blue leggings will be permitted (provided they are worn for warmth and comfort: for example, they mustn’t have logos, be sheer (really thin), or the fashionable ones with see through patches).
- To be crystal clear, hoodies of any sort, no matter how sporty or from a club or organisation, are not allowed. Similarly, sweatshirts and joggers are not permitted. Neither are tracksuits (tops, bottoms or both) although this *might* change after October half-term.
- If students are in Years 10 or 11 studying GCSE PE or BTec PE, they MUST NOT assume that they will have practical PE for every PE or BTec lesson: teachers will tell students.

## Smartphones

- There is no change to our pre-lockdown policy.
- Smartphones are not permitted at any time between arrival at College and departure at the end of the day.
- If seen, they will be confiscated for increasing lengths of time as per the policy.

## Food

- We will operate THREE food collection points, each providing the same “grab and go” hot and cold food products. The three areas will be the Canteen, the Giraffe House, and the Post-16 café.

- The range of food on offer will be more limited than usual until there is a better idea of numbers and demand.
- One Year Group will use one of the areas for the first break and lunchtime; the three other Year Groups in the later break and lunchtime.
- Each Year Group will have a designated zone or zones at lunchtime to ensure separation from other Year Groups.
- Students who bring a packed lunch should also use these zones, or seating in one of the food areas (although this is limited).
- **Breakfast Service.** We will continue the before-school breakfast service, but because of the risk of year groups mixing, it will be a “grab and go” service with 2m social distancing. Previously students were allowed to sit in.
- **Cashloader Machine.** This is a major hygiene risk for several reasons, so it will NOT be available. Please can parents/carers make all payments online. If this presents significant difficulties for families, please contact the relevant AtHoS; or students can see their AtHoS in College. We can make a limited number of emergency arrangements for students to hand over cash and be credited. Separate instructions will be sent as to how to set up an on-line account, and you can contact Finance on 01392-463935.
- **Free School Meals.** Students in receipt of free school meals will have their account credited in the normal way. The voucher scheme from lockdown and the summer holiday has now stopped.
- There are different queuing arrangements in the Giraffe House to improve social distancing, especially for Caterlink staff. These will be supervised, but students are asked to follow the new arrangements without fuss. The queues might be a little slower, so again students will need to be patient.
- Students in food queues are expecting to sanitise their hands before joining the queue, and afterwards. We will be using fingerprint scanning, hence the need for hand sanitisation. The scanner will be wiped after every five students.

## Drink

- To reduce risk of transmission through contact, students are advised to bring their own water bottle, preferably of a large size so that they do not need to use the water fountains to re-fill.
- We will continue to make water available, but the main water fountains in the Giraffe House are not easy to make covid secure. We will mitigate risk by: queuing not crowding; hand sanitiser; clear instructions on the safe use of the fountains (don’t touch the nozzle with hand or bottle); face coverings are strongly recommended. There are fountains in the Post-16 café (Y9 and Y12-13) and the Canteen (Y7 and Y8) which would only be used by those year groups at their allotted time.
- A reminder that cans are banned at CVCC at the best of times. Currently, the metal surface of cans provides an additional small health risk.

## School Transport

- There is a separate School Transport Protocol which has been sent to all parents whose children use school transport services. The main points are:
  - Students are to sit in year groups in ascending order from the front.
  - Students are recommended to wear a face covering.
  - Students must observe 2m distancing from the driver.
  - Students should hand-sanitise on entry and exit from the coach.
  - “No pass, no travel” will be rigidly enforced.
- Students may query why schools are working hard to prevent year groups mixing in school when year groups are all on the same bus twice a day for up to 30 minutes or more. The key point is that schools are reducing

the risks as much as possible. It might seem illogical, but one hour's mixing on a bus is better than one hour's mixing on a bus AND six more in school.

## Behaviour

- The main point is that the Behaviour Policy and sanctions remain unchanged. It is all based on Respect, Participate, Learn.
- Teachers are expected to adopt classroom management strategies and approaches which maintain firm boundaries yet avoid confrontations.
- The 3-stage referral process is unchanged.
- For Stage 3 incidents, Year 9-11 students should be sent to the Bridge as normal. Year 7-8 students should be kept outside the classroom or if too serious sent to the Schools' office.
- If students mess around with hygiene products or behave in such a way which goes against all the safety measures in place, this will be punished.
- Hopefully it will never happen, but if this behaviour is a serious breach of the hygiene measures, and it puts other people at risk, then punishments could include exclusion from College.

# SECTION FOUR: CURRICULUM, TEACHING AND LEARNING

## The Key Principle

- Our intention is to provide the broadest and most ambitious curriculum possible, in as normal a framework as possible.
- Teachers will respond to the needs of their classes, which vary according to Year group. For exam Year groups, it is important to catch up quickly and press on with the syllabus. In Years 7 to 9 there is time to consolidate skills and meet the government objective of returning to the normal programmes of study by summer 2021.

## The Classroom

- Students will need to adapt to changes in the daily classroom routine:
  - Lining up for most lessons, often outside the block
  - Hand sanitising on arrival in the room and when they leave
  - Seating in rows facing forwards, with desks separated as much as space allows
  - Seating plans: students should expect to always sit in the same seat
  - Observing 2m social distancing from teachers and other adults
  - Teacher possibly wearing a visor and/or having a screen on their desk
  - Some students may be wearing face coverings if they have special reason to do so
  - Door and windows open if safe to do so
  - Cleaning of hard surfaces at end of lesson
  - Shelves tidied and room de-cluttered to make cleaning easier
  - Students need to remember to bring equipment, and mustn't lend it.
  - Stricter rules on equipment in practical lessons

- Teachers will not be able to walk around the room as much as before

## Subjects Required to Adapt Provision

Although we are keeping the timetable and specialist teaching in specialist rooms, some subjects have extra health procedures to keep you (and teachers) safe. PE and Music are specifically mentioned in government guidance, while Science and Technology have non-statutory guidance from organisations such as CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Services).

- PE.
  - Students will be kept in consistent groupings
  - Thorough cleaning of equipment between use
  - Contact sports will be avoided
  - Outdoor sports will be prioritised, with a focus on summer sports initially
- Performing Arts
  - Activities requiring close contact will be dropped
  - Thorough cleaning of equipment; no sharing of instruments
  - Some lessons to take place outside
  - Use of two classrooms where timetable permits
- Science
  - Some equipment-heavy practical experiments will be dropped
  - Practical activities will be retained, but there will be fewer overall
  - Equipment thoroughly cleaned
- Technology
  - Similar to Science, certain activities and handling of materials are too much of a risk in terms of contact transmission and will be dropped
  - Equipment to be thoroughly cleaned between use

## Homework

- Apart from Years 11, 12 and 13, there will be NO homework set for the first two weeks of term.
- Teachers have been asked to be sensitive in the amount of homework set before half-term as we anticipate that many students will be more tired than normal; students will be getting homework, but all of it should be very important for their learning
- To reduce handling of paper, all homework will be set and marked through Microsoft Teams.

## Remote Learning

- Homework will be set remotely; if a student is long-term absent work will be set remotely or e-mailed; if we re-enter lockdown teaching will be done remotely. Therefore, access to the internet is essential for students to engage with their work. Please contact us if you do not have access to the internet.
- Increasingly, teachers will integrate remote learning with classroom teaching to make it easier for students who are absent to keep up.

## Marking

- Transferring books back and forth is clearly a risk especially to teachers, but it can be mitigated. That said, teachers will be adapting their practices so that there is more electronic marking and alternative means of



assessment. It will mean that exercise books stay in College more than before. It's difficult to give a blanket statement, as all subjects are a bit different.

## Library Lessons

- Library lessons will continue as normal for Years 8 and 9.
- In Year 7, Library lessons will be every FOUR weeks. This means that Year 7 students will have a 4-week return date stamp.
- There will be a Year 7 only Library Club on a Thursday lunchtime because of this
- As far as possible, only one class will visit the Library per lesson, and the Library will be cleaned between classes.

# SECTION FIVE: CONTINGENCY PLANS

## Contingency Plans

### What happens if there's an outbreak of coronavirus ?

The Government Guidance is that there are four stages of response, depending on the level of virus cases in the area. The decision to close would be made in consultation with the local health authorities; it would not be down to a school acting alone.

- **Tier 1:** All students attend school as normal.
- **Tier 2:** Secondary schools move to rotas, with students alternating a fortnight attending and a fortnight at home. Primary schools remain open to all.
  - In this case, we would teach students through Microsoft Teams in the fortnight at home.
  - There would be more "live lessons" for all year groups but Years 11 and 13 in particular.
  - There would be Emergency Childcare Provision, "ECP" for children of key workers and vulnerable children, but probably no school transport would run.
- **Tier 3:** Most secondary pupils learn from home as secondary schools and colleges are only open to vulnerable children, the children of key workers and selected year groups.
  - In this case, it will depend what "selected year groups" means and whether it's the Government or schools who decide.
  - There would be some teachers in College for the selected year groups, but most teaching would be through Teams. With teachers in College, more lessons would be set at the time of the lesson, rather than in advance for the whole day, as in lockdown.
- **Tier 4:** All schools switch to remote learning, except for vulnerable children and the children of key workers, and students at alternative provision and special schools.
  - In this case, almost all teachers will be at home as well, with their own children if they have any, so you would be taught through Microsoft Teams more similar to during lockdown. Learning would be set more at the start of the day than at the correct lesson time.

## Significant Levels of Staff Absence

- This would be a bit like a "snow day".
- If too many teachers or their children were ill or self-isolating, we may not be able to run the College safely for all students, even if we get in supply teachers or combine classes from within the same year group.

- Unlike snow days, it is likely that we would have at least a day's notice in which to inform you. Clearly, this isn't something we would do unless absolutely necessary, as we realise it is highly disruptive for families.
- We would aim to keep exam years and the youngest year group(s) in College as priorities, depending on the exact staffing available.