

Clyst Vale Community College

“The Handbook”

(for returning to College in September)

Student Version

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“Health Warning”. Changing the school site, timings, breaks and lunchtimes, having new health rules and trying to keep the College as normal as possible is quite difficult ! So, you need to be alert – these plans might change.

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KEY PRINCIPLES

We have to follow government guidance for education and school settings

We want to offer you as full a curriculum as we can, and reduce health risks as much as we can

To give you as normal a school experience as possible in the circumstances

You need to remember that adults are at greater risk from covid than most students; “adults” include College staff, visitors, and the family members of students.

ALL of us 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, 7th September, and we will be pleased to see you. Many things will be the same as you remember, but because of covid there are quite a lot of changes for you to get used to. This Handbook covers these changes. It's quite big, so if you have one of those “what's happening about...” questions, look at the index on page 2 !

We are not medical or public health experts, so we need to follow the government's health guidance as closely as we possibly can. Sometimes we will make the College safer than the guidance suggests, for example on face coverings. Sometimes, there are things we can't do which are in the guidance, for example so many of you arrive on public and school transport that we can't have staggered starts to the day (fixed times for different years).

We will run as full a normal timetable as possible, meaning you will be taught in specialist rooms (Science labs for Science, and so on). This is the single biggest positive thing we can do to help you, returning to the normal structure of five lessons a day.

In schools, you are at almost no risk of serious illness; but you can carry the virus, although this possibly isn't as much as adults do; the doctors don't know for sure. So, the biggest health risks are to clinically vulnerable people you may meet, including family members, and in College the staff and visitors.

For most of you, you're at worse risk from staying at home: the physical and mental impact of lockdown, losing out on your education, possible risk to your long-term future (further study and jobs). So, we believe that it is the right thing for you to return to school, and believe it or not we will be delighted to see you!

One of the big changes is we have to minimise contact and mixing between Year Groups. Each Year Group is a “bubble”, and the aim is to prevent these bubbles coming into contact with each other. There are loads of other new rules and routines in this Handbook. The first section on health and hygiene is absolutely essential to read and understand.,

We ALL have an individual responsibility to ensure our own safety and to remind others about theirs. This includes all of you, too. You have to ask yourselves, “hang on, am I getting mixed up with other years ? Should I stand aside ?” or “could I be more socially distanced right now ?”, or “have I sanitised my hands every time I have entered or left a room ?”. We ALL have to learn a new mindset of safety and reducing risks

K. Bawn, Principal, 3rd September 2020

SECTION 1: HEALTH, HYGIENE AND WELL-BEING

Symptoms.

- **If anyone in your household has COVID-19 symptoms, you MUST NOT attend school.**
Your parent or carer must phone the College absence number or e-mail as soon as possible.
- **Any student 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 your parent/carers MUST inform us.
- If there is a confirmed case, local health protection teams could send home all the other students in the Year Group for 14 days' self-isolation, or limit to those who were in direct contact or close proximity or who had travelled with a pupil with the virus.

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 is further than that recommended in the guidance, which is 1m+ and 0m respectively. This is deliberate, as it gives some room for slippage. You should always try for 2m distancing from adults whenever you can.
- It will also not be possible to maintain the 1m distance at all times; use them where possible, though
- Watch out for "maximum number of people in this room" signs.
- Social distancing cannot be enforced when people pass each other briefly, which is seen as low risk; if you can step aside, please do so
- If members of staff often work with individual students at a distance of 1m or less, they will wear a visor and perhaps a face covering.
- You need to remember social distancing when walking to College or waiting for a bus. You must also think about other people: you must stay 2m away from all adults, meaning members of the public, which includes not getting in their way !
- You must really try to avoid unnecessary physical contact: hugging, rough play, arms around the shoulder. Remember, if you can, you should be 1m away from other students whenever you can.

Hand Hygiene

- **As a minimum, you should use hand sanitiser as soon as possible after arrival at College, and just before departure, AND on entry and departure from every room.**
- If you want, you can bring your own pocket-size hand sanitiser with you (100 or 200 ml)
- You are also encouraged to wash your hands when you can; each toilet area has hot water and soap.
- You are expected to wash their hands thoroughly using soap and water every time that you use the toilet.

- You will not be allowed out of lessons to wash your hands (except in emergencies)

Hygiene: Additional

- Make sure you understand and follow the health advice “Catch It, Bin It, Kill It”. Tissues must go into the bin with a lid in classrooms.
- Please read all the signs and act on them. There are loads of signs everywhere.
- During practical lessons, you must also obey 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. But check with your teacher: some doors and windows stick out and are dangerous, and some rooms must have the doors shut for security reasons.
- Air-conditioning units. We’re really sorry about this, but the air-con units cannot be used.
- We’re also very sorry that we can’t have a Year 8 Receptionist; there are too many health risks in Reception (ill students, lots of adults, nowhere with easy 2m distancing, and a student carrying things all over the site)

Student Grouping (“Bubbles”)

- Year Groups will be in “bubbles”, although this term is a bit misleading.
- So, in class and in all other organised activities and free time, you will only mix within their Year Group. This is to help lower the risk of transmitting the virus.
- You’re bound to walk past students from other Year Groups at times; however, the risks in passing for a second or two are minimal, the one way systems should reduce it happening, and you need to take some responsibility, too.
- 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.
- Some of you like to buy food in College; others to eat outside; others to play football; we are therefore trying to balance “normality” with the health requirements.
- You are not allowed to mix with different Year Groups in College, even if they are taking lunch at the same time as you.
- I expect you’re thinking it’s stupid that schools are making all these plans to keep Year Groups separate when you’re all mixed up on school buses. Don’t forget that there are some health rules on buses, too. Also, there’s less risk from mixing on two 30-minute journeys than from mixing on two 30-minute journeys AND six hours a day in school.

Cleaning and Enhanced Cleaning

- You are expected to do everything you can to make life easier for the cleaners.
- You might be asked to assist with wiping of desks and chairs at the end of lessons. This won’t apply if you have medical reasons not to, for example skin conditions.
- An additional 5 minutes has been added to each lesson to allow for cleaning.
- Cleaning hours have been increased so that toilets, eating areas and communal areas will be cleaned at regular intervals throughout the day. Now and again you might need to be patient and wait.

Bins and Litter

- Each classroom will have one bin with a lid. Disposable masks and used tissues must go into this bin.
- More than ever, you MUST take responsibility for your litter and dispose of it properly. As well as looking bad, other health risks, litter is now a potential source of transmitting the virus and cleaning staff do not

have time to waste picking up litter. A litter-free site would be the single best thing you can do to help cleaning.

Risk Assessments

- There is an overall risk assessment for the College, and other ones for practical subjects. The Canteen has its own risk assessments, too.
- Students who have been shielding or are clinically vulnerable or have other needs will be able to have an individual risk assessment. Your parents/carers should contact the relevant AtHoS in the first instance.

Equipment

- **It is more important than ever that you come to College properly equipped so that you do not have to borrow or share equipment.** You need the basics of pens, pencils, ruler and calculator every day. Teachers will lend pens and pencils if they must, 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 common areas. This includes queuing for food, but obviously not eating it. Remember, it's not just about students; staff who are on duty also need to be protected by you wearing face coverings.
- Face coverings are NOT compulsory at all times, and you are not required to wear them in lessons. A few of you cannot wear face coverings for health reasons, while some of you will need to wear them in lessons. This is fine, parents/carers should let us know, and students MUST NOT make comments or judgements about this.
- Members of staff who routinely work within 1 metre of students for extended periods, and First Aiders, are expected to wear visors, face masks if they wish, and sometimes other protective clothing..
- Teachers are permitted to wear a clear face visor in lessons if they wish to.
- You will be expected to wear face coverings on public transport, and recommended to wear them on school transport.
- You will need to take responsibility for your own mask and store it safely in their own plastic bag.
- If you need to dispose of a mask, you should use a bin with a lid.
- You must follow the public advice on masks (coverings):
 - If you can, sanitise hands before putting your mask on
 - Check for holes or tears; use a different mask/covering if you have one
 - Avoid touching the mask itself if you can
 - Make sure it covers nose, mouth and chin
 - Make sure it is not loose
 - Remove it carefully from behind the ears or untie behind your head
 - Be careful when lowering the mask/covering to speak to someone when asked
 - Put your mask in a bag and keep it in your school bag
 - Never share a mask or face covering
 - Never mess around with your own or others' masks/coverings

Meetings

- We will try to do most meetings with parents through Teams. If you're in a face-to-face meeting, we'll use social distancing, but you can sit close to members of your own household.
- If you sometimes work with them, visitors from external agencies are allowed on site. This would include (for example) Educational Psychologist, Education Welfare Officer, Social Workers, SEND advisers, Careers Advisers, School Nurse, NHS personnel.
- You are most likely to have meetings with members of staff. Their offices have been marked up for 2m, some have screens, sometimes you'll be asked to stand in the doorway or you'll even go outside.
- It is going to be lots more difficult to pop into the Schools' offices without an appointment. There is a queuing arrangement set up. Try to make sure you don't need to pop in: remember your tie, be prepared for the day.
- Staff can still meet with groups of students, but it is more difficult. Depending on how many there are, it might need a bigger room. You need to be prepared for some things not being sorted out immediately.
- Meetings or activities of students from different year groups are particularly difficult. One or two things, like Duke of Edinburgh Award can continue but with one year group only. This is a particular problem for the student College Council and for Schools' councils/tutor rep meetings.

Conversations

- You'll need to take individual responsibility here, and be alert to the risks: social distancing of 2m for student:adult, not speaking directly face to face, use of face coverings, no raised voices (risk of aerosol transmission of droplets).
- Student conversations with each other, especially in groups, can quickly become quite loud, a bit silly, with good-natured minor physical contact. Think of the grabbing of ties which goes on at times. Watch out for conversations getting silly. You're allowed to have a laugh and a joke with your mates, but you're in school, we have health rules, and you need to think about them.

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.
- Some of you will have had difficult lockdowns for all sorts of possible reasons.
- All of you will have had new routines and need to adjust to school routines. Some of you will not have had good routines.
- All of our support systems are in place: tutors, Schools, Additional Support, Skills Room, Counsellor.
- In the curriculum, some subjects will cover the issues of lockdown and emerging from it.
- Some of you will be anxious about lost learning, so all your teachers will be deciding on what is essential catching-up, especially in terms of skills. and in exam years content as well.
- We expect that you will find the return to College quite tiring, and we're making allowances for that.
- If your parents/carers are particularly worried about you, they should 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 of you arrive by school and public transport – who can't stagger arrival times – that it just won't work.
- You can arrive from 08.00 but we've told parents there is no supervision that early. You would need to go to your tutor room, hand sanitise, and wait. You can't wait for friends, I'm afraid.
- Students should enter the site by the gate closest to your 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 you wish to access the breakfast service, you should enter by the Coach Park gate and then follow the one-way system. Breakfast service will be different: 2m social distancing for ALL students and staff; grab and go only, no sitting, and exit into the playground.
- Buses will be disembarked one at a time. Students should anticipate the possibility of having to wait.
- Students are directly to go 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 "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 you arrive late to College you must go to Reception to sign in as usual.

Departure at the End of the College Day

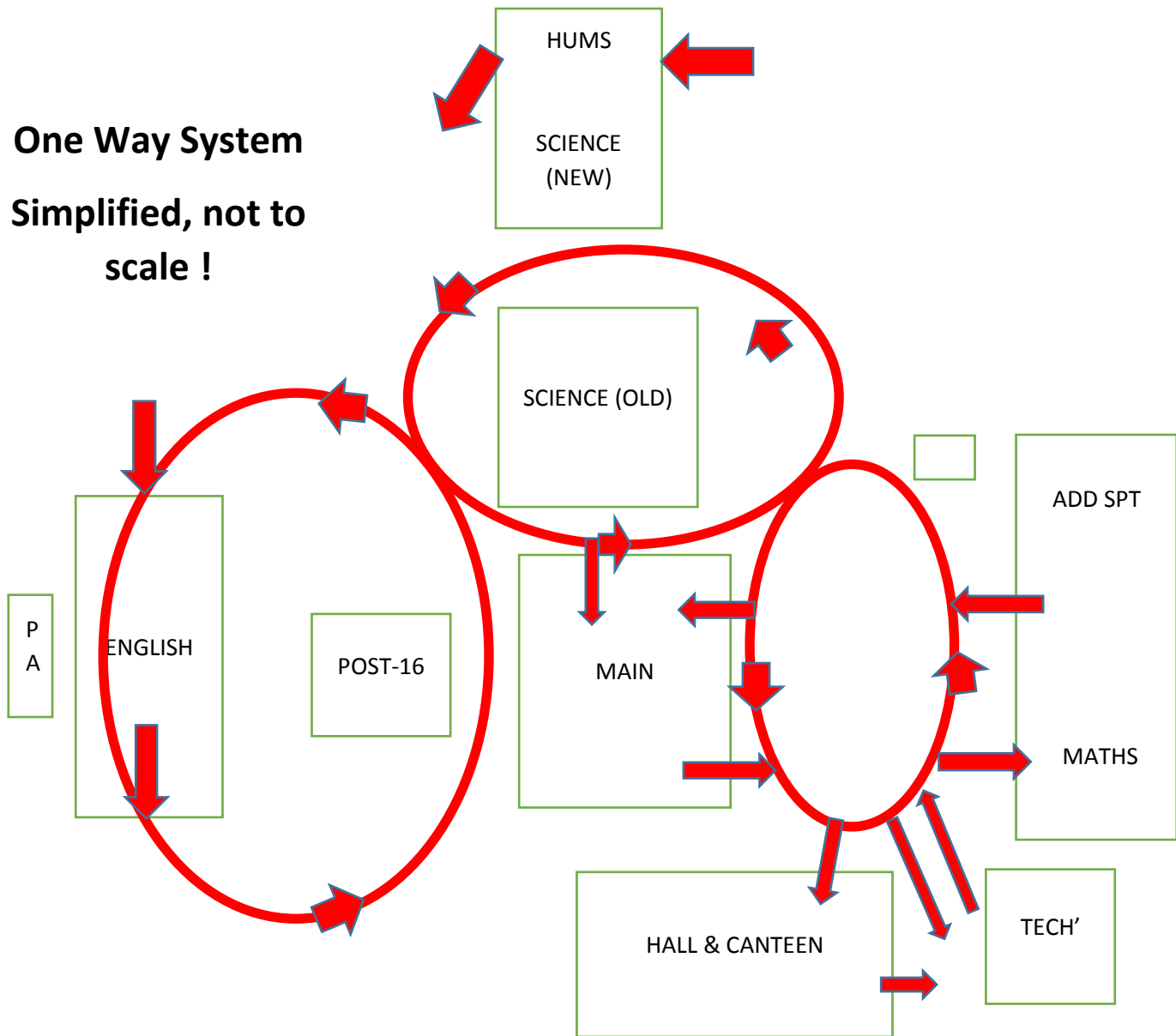
- We cannot use our normal methods because there will be significant mixing of year groups.
- Years 10, 11, 12 and 13 will be dismissed from class at 3.15 pm. They are expected to go straight home, straight on to their CV school bus, or wait in the playground for Stagecoach buses 2 and 3. Why these year groups? Because they 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. Why? Because if they wait like before lockdown, there is a big crowd of mixed year groups which other year groups have to walk through.
- Again, you must do your absolute best to not gather 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 old playground by Maths.
- These routes are clearly marked with floor arrows and instructions, and with other signage.
- You are expected to follow this at all times except for FIVE specific places and times:
 - If you're going to a lesson upstairs in the Main Block (MF, some IT, some Art rooms) you 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 go against the flow for a few metres.

- Humanities downstairs: if you're leaving HU1 or HU2 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 will follow the one-way system as much as they can. However, you must accept that members of staff are allowed to use different routes, perhaps to get to a room ahead of the class, to get to a duty quickly, or to deal with an emergency.

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
SC9 only	Normal entrance	Fire exit <i>and through Humanities downstairs</i>

Humanities	Upstairs: via fire escape stairs Downstairs: through PE corridor	Up: Doors top end nearest "mound" Down: Main doors
Technology	By individual workshop	By individual workshop Sometimes DT2 exit through DT1

Fire Alarms

- You don't have to follow the one-way system if there's a fire alarm. You should leave buildings by the quickest route, and go to the assembly point on the field also by the shortest route. (A lot of the shortest routes are the same as the one-way system, anyway).
- You will be lining up in YEARS not Schools (remember "bubbles" ?). Year 7 will be nearest the hedge, then Year 8, Year 9 in the middle, Year 10, and Year 11 nearest the Science block. Years 12 and 13 will stand behind, separately.
- There must be a gap of at least a metre between each line, two metres between Year 7/8, Year 8/9 and so on.

Movement of Students

- You should walk between lessons sticking with your class or Year Group, and avoid mixing with other Year Groups. Stand to one side and wait a minute if you have to.
- You may also have to wait at certain "pinch-points" around the College site, and be patient. The worst pinch-point is likely to be the path past SC6.
- There will be high levels of staff supervision to make sure that this takes place. Remember 2 metres from adults.
- We're really sorry, but sometimes you will have to walk a bit further than your usual short cuts!

Lining-Up for Lessons

- You will be lining-up for lessons more than before. This is to control entrance and exits, avoid year groups mixing, and reduce the risk of transmission.
- You will need to be patient, and wait for teacher instructions. Classes might not have left the classroom/block to allow others in.

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
English	Students to line up in classes on the plaza
Maths	Students to line up in classes on the playground

Science (SC1-6)	Students to line up in classes on the plaza
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
Technology	Line up outside DT block

SECTION THREE: DAILY ROUTINES AND TIMINGS

Student Attendance.

- You are expected to attend school from 7th September !
- There are a small number of students who will not be able to attend for serious health reasons, and parents/carers must speak to the College about this
- If you are going to be absent, this should be confirmed by phone or email by your parents/carers in the usual way.
- If you or a household member have covid symptoms and are going to get a test, your parents/carers must let us know and you must not attend College.

Daily Timings

- We are trying to keep things as normal 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, and will need to be on time.

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

Break and Lunchtime

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

- Lunchtime is only 30 minutes to reduce mixing, and because few extra-curricular activities could be run safely.
- While you’re on break, other year groups have lessons. You need to be aware of this, and respect those who are still learning by being quiet going past.
- Many of you are used to hanging out all over the site. This is a big change. You can only go to your specific zones.
- If there’s room, you can sit in your eating area. You can go to your part of the field: there must NOT be physical contact. You can play football or catch or “it”, but again calmly, avoiding too much contact, and you must hand wash or sanitise thoroughly at the end of lunchtime and *wipe the ball* (bring wipes, or use spray and bloo-roll). Games of football should only be in small groups to comply with national guidelines. 6-a-side is the absolute maximum; try to make it less.
- The tennis/ netball courts aren’t available at break or lunch to start with: we are figuring out how we can use them safely.
- If it’s a wet lunchtime, Years 7/8 can use the Hall (and we will put rain protection over the Canteen outside patio 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.

Uniform

- Students are expected to wear full College uniform and observe the dress code with regard to hairstyles and jewellery.
- You MUST remember your ties ! You won’t be able to go the Schools offices as before, and in any case staff should not be lending you any items of clothing which someone else could borrow the next day, because of the risk of contact transmission.

PE Kit

- On days when you have PE, we will allow you to wear PE kit all day. BUT read this whole section.....
- The reason is to reduce risks of transmission in changing rooms, which would mean lots of you in a confined space, possibly breathing hard after the session.
- However, we are insisting on **high standards of appearance**. We need you to not stretch the rules which makes overall standards fall, or makes the public think badly of Clyst Vale.
- We hope that for most of you, you will cleverly combine College uniform and PE kit so you 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).
- You can't wear white or coloured trainers all day. You'll need to bring black shoes for the day, and bring trainers/boots for the lesson only.
- On cold/wet days, you'll need to wear extra layers over your 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: 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 you're in Years 10 or 11 studying GCSE PE or BTec PE, you MUST NOT assume that you will have practical PE for every PE or BTec lesson: your teachers will tell you. Or some of you will be in PE kit all week.....

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. Look at the grid on page 11.
- 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 start the before-school breakfast service, but a lot of schools aren't. We will see how it works. Because of the risk of year groups mixing, it will be a "grab and go" service only with strict 2m social distancing. You won't be allowed to sit in. Entrance from the patio opposite DT, exit through the playground (this is different to break and lunchtime).
- **Cashloader Machine.** This will NOT be available because it is a major hygiene risk for several reasons.
- **Free School Meals.** If you have Free School Meals, you'll have your account credited in the normal way. The voucher scheme from lockdown and the summer holiday has now stopped.
- There are new queuing arrangements in the Giraffe House to improve social distancing, especially for Caterlink staff. Please follow the new arrangements without fuss. The queues might be a little slower, so please be patient.
- In all food queues you must sanitise your hands before joining the queue, and afterwards. We will be using fingerprint scanning, hence the need for hand sanitisation. Caterlink staff will wipe the finger scanner after every five students as well.

Drink

- The water fountains are a big problem. They are quite slow, and cause crowds of students. Some students put the nozzle into the neck of their bottles, which is another contact risk. So:
- Please bring as large a water bottle as you can manage, and fill it at home before leaving.
- Make your drink last.
- You must queue not crowd at the water fountains.
- At break and lunchtime, 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. Please use them to take pressure off the Giraffe House ones.
- Do not touch the nozzle with your hand or your bottle.
- Use the hand sanitiser before filling up.
- Remember, all cans are banned at CVCC at the best of times. Currently, cans provide an additional health risk.

School Transport

- If you use school transport (the “CV” buses or taxis), your parents/carers should have been contacted by Devon School Transport. The main points are:
 - Students are to sit in year groups in ascending order (Y7 at the front, then 8, 9, 10, 11, 12-13 at the back).
 - Students are recommended to wear a face covering. We (Clyst Vale) totally support this.
 - Students must observe 2m distancing from the driver.
 - Students should hand-sanitise on entry and exit from the coach if hand-san is available.
 - “No pass, no travel” will be rigidly enforced. You MUST remember your pass.
- You might think why are schools 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. It’s because schools are *reducing* the risks as much as possible. One hour’s mixing on a bus is better than one hour’s mixing on a bus AND six more hours mixing in school.

Behaviour

- The starting point is that the Behaviour Policy and sanctions remain unchanged. It remains firmly based on the RRS principles of Respect, Participate, Learn.
- The 3-stage referral structure is unchanged, but has to be tweaked a bit.
 - For Stage 2 incidents, you can still be moved within the room.
 - For Stage 3 incidents, Year 9-11 students could be sent to the Bridge as normal. Year 7-8 students could be kept outside the classroom with a table and work to do, or if too badly behaved will be removed by a member of SLT
- All behaviour incidents will be recorded in the usual way, and parents contacted
- There will be no breaktime detentions in the Bridge, but lunchtime (and after-school) detentions can continue.
- We have to take the health and hygiene measures very seriously.
- If students mess around with hygiene products, deface or remove signs, or behave in such a way which goes against any of the safety measures in place, this should be punished according to the 3 Stages.
- 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 students could be excluded from College.

SECTION FOUR: CURRICULUM, TEACHING AND LEARNING

The Key Principle

- Our intention is to provide you the best curriculum we can, in as normal a framework as possible.
- This will vary according to Year Groups. For Years 11 and 13, we need to catch up AND press on with the exam syllabus. For other Years, there is more time to catch up on skills; this also varies between subjects.

The Classroom

- There's a lot to learn about the new daily classroom routine:
 - Lining up for most lessons, often outside the block
 - Hand sanitising on arrival in the room and when you leave
 - Seating in rows facing forwards, with desks separated as much as space allows
 - Seating plans: you 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 permission
 - 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
 - You need to remember to bring equipment, and you mustn't lend it.
 - Don't empty your pencil-case all over your desk !
 - 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
 - You will be kept in consistent groups from lesson to lesson
 - Thorough cleaning of equipment between use
 - Contact sports aren't allowed
 - Outdoor sports will be prioritised, and there will be a focus on summer sports to start with
- 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 possible to spread out the class
- Science
 - Some practical experiments will be dropped if they use a huge amount of equipment
 - Equipment thoroughly cleaned, some equipment left for 72 hours
 - This means that there will be fewer practicals
- 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.
- Your teachers have been asked to be sensitive in the amount of homework set before half-term; you will be getting homework, but all of it should be very important for your learning
- To reduce handling of paper, homework will be set and marked through Microsoft Teams.

Library Lessons

- Library lessons will continue as normal for Years 8 and 9.
- In Year 7, Library lessons will be every FOUR weeks.
- 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

Marking

- Teachers will be trying to reduce the amount of handling of exercise books, and in particular they will be kept in College more than last year, so they are not travelling home and back again. This reduces the risk of transmission.
- You will have work marked in books, but perhaps not as regularly and there will be other ways of doing this (Teams; photos).

IT Passwords

- Try to remember your password ! If you forget it, it's a bit trickier than last year to re-set. You mustn't go to the IT office; your teacher will contact the IT technicians through a Live Chat facility. This is because IT technicians could be going from a Y8 class to a Y10, then a Y7, and this is too much mixing.

SECTION FIVE: 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.

- **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 you through Microsoft Teams when you're at home.
 - There would be more "live lessons" for all year groups but Years 11 and 13 in particular.
 - There would be "ECP" for children of key workers and vulnerable children, but probably no school transport.
- **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, but most teaching will be through Teams.
- **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

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.
- Unlike snow days, it is likely that we would have at least a day's notice in which to tell you and your parents /carers.
- We would aim to keep exam classes and the youngest year group(s) in College as priorities, dependent on the exact staffing available.