



September 2020

RETURN TO SCHOOL GUIDANCE FOR STUDENTS

As a result of your feedback through the Well Being Questionnaire, combined with the government guidance for schools we have drawn up the following list of things you need to know ready for when we welcome you back in September.

The week before the start of term we will also send you some images of what the school will look like when you return so you can see what this guidance will look like in practice.

Arrival at School

- School will begin at 08:25 and end at 15:15 as normal.
 - Students are expected to follow hygiene guidance at all times. On arrival to the school all students MUST use the sanitiser stations provided at the entry to all buildings. Students are also encouraged to use these stations throughout the day.
 - Students who have used PPE for their travel in to school must dispose of it in the bin provided (this is the blue bin located at the main entrance on the driveway, or the bin available at the pedestrian gate) or hygienically store it for reuse.
 - Where possible we ask students to observe social distancing e.g. in corridors and other circulatory spaces.
 - The government guidance from Public Health England does not (based on current evidence) recommend the use of face coverings in schools.
 - Currently we have no updated information regarding school travel services. We would recommend planning based on a worst case scenario of these not being operational, but we will update you on this as soon as we have more information.
 - We would recommend students walk or cycle to school, where this is not feasible we would recommend that parents/carers bring students to school by car. Where possible public transport should be avoided.
 - Once in school each year group will be treated as a 'bubble'. This bubble will be kept separate from other year groups as far as practically possible.
 - On arrival to school students will need to go straight to their tutor base (please see enclosed tutor group list).
 - Lockers will not be available for students to use, so students will need to bring with them their daily resources for lessons (anything left in lockers at the end of this term will be in named bags in tutor bases on the first day in September). We would suggest for KS4 &5 students that they use a day folder, transferring their notes into larger subject folders kept at home.
 - Students 7-11 will be expected to wear full school uniform, and Sixth Form students are expected to adhere to the 'Sixth Form Dress Code'.
 - Coats can be carried between lessons.
 - On days where students have practical PE they must come to school in their Parkstone PE kit, as changing rooms are unable to be used. All PE clothing must be Parkstone PE kit, this includes black jogging bottoms, if students do not have Parkstone PE jumpers they may wear their school jumper instead. They will wear their PE kit for the duration of that school day.
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Lesson Provision

- All students will receive teaching in a full curriculum of subjects.
- In line with government guidance in order to accommodate the return of all students to full time education schools are not required to follow social distancing within classrooms. However, classrooms have been arranged so that all students are facing forward. Staff will also be in a 2m socially distanced teaching zone at the front of the room. They are permitted to leave this zone briefly to give out resources.
- Non-specialist lessons will be in tutor bases for Years 7 and 8.
- Years 9 to 11 will have tutor bases. Core and option subjects will be taught across these bases.
- Years 12 to 13 will have tutor rooms for the morning (these cannot be accessed at lunchtime), subject rooms for their lessons and designated study areas (separate for each year group).
- Specialist subject lessons will be taught in subject rooms for all year groups. Specialist subjects are: PE, Art, Drama/Theatre Studies, Technology, Music, Science, Media and Computing.
- All of the above means that movement will be minimised in lesson changeover to retain the integrity of the ‘bubbles’.
- As in the guidance, teaching staff will be able to move across the ‘bubbles’ to enable specialist teaching to be maintained.
- Some self-cleaning (using an antibacterial wipe over the used desk space) will be needed in Years 12 and 13 tutor rooms, as well as by all year groups in specialist rooms and Years 9-13 in subject rooms.
- Year 12 students’ non-contact study periods will be in either the Main Hall (where there is now access to computer stations) or the Library study area (accessible only by the rear entrance doors near opposite the Music Block). Students will be able to choose which one of these areas to use, but will not be able to access or work in any other area of the school.
- Year 13 students’ non-contact study periods will be in either the Lecture Theatre or the front part of the Sixth Form Resource Centre. Students will be able to choose which one of these areas to use, but will not be able to access or work in any other area of the school.
- All Sixth Form lessons taught jointly or solely at either Poole Grammar or Parkstone will go ahead as timetabled. Sixth Formers must return to their home school immediately after their lessons have ended. They will not be permitted to use Year 12 or 13 study areas at their host school.
- There will be no school clubs running. This will be reviewed at October Half Term.
- There will be electronic access to book out Library resources, and a procedure in place for the collection and return of books.
- Music lessons will be running with appropriate risk reduction measures in place e.g. regular cleaning and use of screens.
- Students will need to return any remaining subject textbooks they have to their class teacher, in their first timetabled lesson for that subject.
- Students must access the toilet nearest to the classroom, tutor room or study area they are using at the time and obey hygiene measures (toilets will be cleaned regularly during the day).
- Should there be a local or national return to lockdown we have a system in place to switch immediately to online teaching.
- For full changes to the behaviour system please refer to ‘Behaviour Addendum 2’. There will be no detentions running before the October Half Term holiday, however disciplinary points will still be issued as will Reports Cards (electronically). Mobile phone confiscation will still be in operation, with students handling their own phones and placing them in labelled envelopes.



Learning Space Provision

- Students in Years 10 and 11 will be able to access a year group bubble work space in OB2. This will only be able to be accessed if they have a timetabled period in there, and will be for school work only.
- Where students have additional support, these appointments will still be scheduled and students will have access to a specific room in OB2 at a specific time.
- There will be no open access to the Learning Space. If a student is too ill to attend their lessons they will need to go home.

More information regarding the Learning Space will be sent to individual parents/carers and students who access this provision.

Break & Lunchtimes

- Students MUST stay in their allocated areas (this is tutor rooms for Year 7-11, and study areas for Sixth Form; in addition to the allocated outside areas below). In order to maintain year group bubbles, students will not be permitted to wander around site.
 - Year 7 – Outdoor area – tarmac area behind Sixth Form Hub.
 - Year 8 – Outdoor area – netball courts on the left.
 - Year 9 – Outdoor area – area between Science & Languages.
 - Year 10 – Outdoor area – area between Sports Hall & Music Block.
 - Year 11 – Outdoor area – netball courts on the right.
 - Year 12 – Outdoor area – between Main Hall & Music Block.
 - Year 13 – Outdoor area – outside Lecture Theatre.
- Students will not be able to load money onto their accounts via the cash load machine - all money must be added electronically via ParentPay.
- Food and drink will only be available at lunchtime (this includes at the Sixth Form Café). Students requiring refreshments outside of these times will need to bring their own.
- No water fountains will be accessible to students. Water bottles can be filled from school taps if needed.
- The pastoral room that students usually use as a prayer room will unfortunately not be able to be used for that purpose in September. We would like to provide a space for each year group bubble where needed. If students will need access to a prayer room please can you contact the office so we can make arrangements for this provision.
- Lunchtime:
 - There will be split serving times for Years 7 to 11 in the main canteen, with access through 3 different entrance points. All food will need to be eaten in tutor rooms or allocated outside areas.
 - Year 7 – Canteen Entrance 2 at 13:15
 - Year 8 – Canteen Entrance 3 at 13:15
 - Year 9 – Canteen Entrance 1 at 13:15
 - Year 10 – Canteen Entrance 3 at 13:35
 - Year 11 – Canteen Entrance 1 at 13:35
 - For Years 12 and 13 all food will be served in the Sixth Form Resource Centre, accessed by the outside door, at split times. All food will need to be eaten in study areas or allocated outside areas.
 - Year 12 – 13:15
 - Year 13 – 13:35
- For Year 13s who have a study period for Period 5, they can opt to sign out from 13:15 to study at home. This is a privilege which can be removed in cases of academic concern. When signing out at Reception please ensure social distancing is adhered to.



Visiting the School

- We ask that parents do not visit the school or enter Reception without prior appointment. Where possible all appointments with parents will happen remotely over the phone.
- If you are visiting the school with an appointment, please use the sanitation station on arrival at Reception and sign in at Reception.

Medical Information

- As a school we must engage with the NHS Test and Trace Process.
- During this time, we will have reduced capacity to administer first aid. If your child is unwell please do not send them to school.
- If your child is unwell with COVID-19 symptoms, then please arrange for them to be tested and inform us of the outcome.
- If students feel unwell they must tell their teacher and then report to Reception. After our procedures have been followed students will be sent home immediately - we will not be able to provide medical supervision for a student to recover.
- At every first aid incident a body temperature will be taken. If the temperature exceeds 37 degrees it will be assumed that the individual has the potential to have COVID-19. If this situation arises the student will be set home and they will need to be tested as stated above.
- Individuals with cuts or minor injuries will be issued with a pre-prepared tray of wipes and dressings for self-administration. First aid areas for minor injuries will be cleaned (using a detergent wipe) after each use by the student receiving treatment.

Our Risk Assessment is available on the school website.

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