



*Achieving Excellence Together*

**PARENT & STUDENT**

**GUIDE TO THE WIDER OPENING OF THE SCHOOL**

## INTRODUCTION

We would like to update you on our plans for providing face-to-face support to Year 10 and 12 students. In our last letter, we outlined our proposals and as the guidance has now been released, we can confirm much of the advice was as we expected. However, the guidance included an announcement regarding the number of students allowed on school sites at any one time, restricting this to 25% of the Year 10 and 12 cohort. Currently we have had no need to revise our plans. If the number of students that are able to return to school increases, we may need to adjust our plans accordingly.

## PLAN FOR YEAR 12

The plan for Year 12 will be a minimum of one 1-hour online tutorial with each of their subject teachers, delivered through Microsoft Teams. The new government restrictions of no more than 25% of a cohort being allowed on site per day and the number of students able to attend school has unfortunately seriously curtailed our plans and greatly reduced what we can offer students in Year 12. Students will be receiving online pastoral and UCAS support from Mrs Johnson, Head of 6<sup>th</sup> Form throughout the remainder of the term.

## PLAN FOR YEAR 10

From Monday 15<sup>th</sup> June, we will now be inviting 25% of Year 10 in for two morning sessions a week, each week until the end of term (10 sessions in total). Students will be placed in a class group bubble of up to 10 students for the morning and will have the same teachers supervising them for the whole session. Your child will be invited into the school on the same days each week, for five weeks. They will participate in three core presentations each lasting 35 minutes, as well as an opportunity to access pastoral support on the day they are in school. The government guidance recommends staggering the arrival and finish times of different year groups.

## ACADEMIC REVIEW WEEKS

The plan is for an online Academic Review Week. Every student in Year 10 and 9 has the opportunity to attend an online ten-minute meeting with each of their subject teachers. Year 10 option subjects only. Year 9 core and option subjects

The booking schedule for Year 10 will launch on Wednesday 17<sup>th</sup> June at 10am and closes at 7pm on Monday 22<sup>nd</sup> June.

The booking schedule for Year 9 will launch on Wednesday 24<sup>th</sup> June at 10am and closes at 7pm on Monday 29<sup>th</sup> June.

The meetings are primarily for the benefit of the students; however, you are more than welcome to attend the meeting. The meetings will focus on how the students have found the work set during lockdown, as well as plans and expectations between now and the start of the next academic year. The Academic Review will last for 8 working days to ensure every student has the opportunity to talk to all of their subject teachers. Where a course is delivered by two teachers, the booking system will unfortunately only allow us to assign one teacher, so we have a lead teacher in place for each course. If your child would like feedback from a specific teacher, who is not on the system, then please email them directly. If your internet is unreliable at times then please let Mrs Lee know on [c.lee@barnwell.herts.sch.uk](mailto:c.lee@barnwell.herts.sch.uk) and we will conduct your meetings by telephone.

## KEY WORKER & VULNERABLE CHILDREN

We will continue with the on-site provision for key worker and vulnerable children. This will run, as it has each week. Any Year 10 students currently accessing this provision will have the choice of either remaining in the key worker/vulnerable student provision or switching to the 2-day core subject provision. Students will not be able to access both. Students using this provision will have access to the presentations from the core subject presentations each day.

**ABOUT THIS GUIDE** This guide includes all the relevant information for parents and students as we prepare for a wider reopening of the school and a greater number of students returning to school.

Please email [communication@barnwell.herts.sch.uk](mailto:communication@barnwell.herts.sch.uk) if you have any specific questions or concerns. Keeping students and staff safe, as always, is our primary aim and this guide is designed to cover everything you need to know, before returning to the school and moving around the site safely.

Our wider reopening plan follows the principles set out by the Department for Education (DfE) and Hertfordshire County Council (HCC). The school's risk assessment and planning documents have been approved by the BEST Chief Operating Officer (COO) and Trustees.

This guidance has been written based on the information presented by the Department for Education (DfE)

- <https://www.gov.uk/government/publications/closure-of-educational-settingsinformation-for-parents-and-carers/reopening-schools-and-other-educationalsettings-from-1-june>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-onvulnerable-children-and-young-people/coronavirus-covid-19-guidance-onvulnerable-children-and-young-people>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementingprotective-measures-in-education-and-childcare-settings/coronavirus-covid-19implementing-protective-measures-in-education-and-childcare-settings>
- <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers>
- <https://www.gov.uk/guidance/supporting-your-childrens-education-duringcoronavirus-covid-19>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-onlineeducation-resources>
- <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

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## 1. PREPARING FOR SCHOOL AND CHANGES TO THE SCHOOL

With plans being made to reopen schools for more students, as a parent or carer you may feel concerned about your child returning to school, especially if they find change difficult. Here are some things that you can do to help prepare your child and to gain a sense of control over the uncertainties.

- Think about your child's individual needs: each young person has their own personality, strengths and requirements so will need different preparation and support.
- Find out about your child's worries: are they worried about catching the virus or family members becoming sick? Once you know their concerns you can provide them with information and reassurance to help them feel safe at school.
- Share with their tutor and pastoral team your family's lockdown experience, as this will affect how your child will feel about returning to school. For some families, just getting through each day has been the priority, while others will have lost someone close to them. This information will help school staff to provide the support your child needs when on site.
- Think about what will still be the same when your child returns to school, such as the building, some of their teachers and the lesson format of online learning. Focusing on this first will be reassuring and help reduce their anxiety.
- Talk to your child about what will be different: the number of desks in classrooms, smaller class groups and other aspects shared in this document. Understanding what will be different will support them in accepting the vital changes we have needed to make.
- Consider how changes to school routines and activities will affect your child: for example, there are new rules about entering and moving around the school site and timings of the day. Help your child to understand those changes to their school day and why they are happening.

### SCHOOL UNIFORM AND PERSONAL HYGIENE

- Following government guidance all adults and children in the building should change their clothes daily.
- Your Year 10 child need to wear their school uniform (excluding blazer) whilst on site.
- Clothes must be washed, with a normal household wash, before they can be worn again in school.
- Shoes should be wiped down with antibacterial wipes when children return home from school or before they leave for school.
- NHS Guidance recommends bathing/shower immediately upon returning home from school and a change of clothes.
- A thorough personal hygiene routine must also be applied by students in the morning before they come to school.

### THE SCHOOL WILL NOT OPERATE, LOOK OR FEEL LIKE YOUR CHILD REMEMBERS.

- All classrooms and workspaces will comply with 2m social distancing requirements, as set out by the Department for Education (DfE).
- Classrooms can safely accommodate 10 students and 1/2 teachers or support staff.
- Students should expect to be in reduced sized classes and not necessarily with their friends.

- On entry to the site and between sessions they will be asked to sanitise their hands.
- Posters are present in all areas of the school to remind students to apply the 2m social distancing rules. These will apply to all students whether in their group bubbles or in the key worker / vulnerable provision.
- Staff will supervise movement around school and remind students to adhere to the 2m rule. This is intended to keep students safe. They may find it frustrating at first, but please help them realise we have their best interests at heart.
- Students will be assigned to 3 classrooms and will remain there for the time they are in school.
- Group work, paired work or movement across the room will not be permitted.

Furniture has been removed from rooms, as seen below, to support social distancing measures. It is important that furniture is not moved, and rooms remain in their current set up.

## **2. GETTING TO SCHOOL**

Where possible students should walk or cycle to school or be dropped off at the normal drop off point. They must wear face mask if cycling or using public transport.

Should students choose to walk with friends, they must observe social distancing at all times – please can you reinforce this message at home.

When dropping your child off at the school, please do not exit your car or enter our reception area unless you have an emergency, or you have a pre-arranged appointment.

As schools start to re-open more widely, we are working very closely with Hertfordshire County Council (HCC) and our transport providers to create methods for pupils to attend Barnwell School at this time. HCC will be supporting all pupils who usually use their in-catchment school transport services. This does not include out of catchment services, where pupils have to pay for their transport into school, as we have been informed that these buses will unfortunately not be running.

HCC will still be providing socially-distanced transport, with limited capacity, in the usual way for pupils who cannot make their own way to school. However, this will operate with a drastically reduced number of seats, due to social distancing rules.

If you need any further details about School Transport for this academic year, please contact Mr Pettit (Business Manager): [a.pettit@barnwell.herts.sch.uk](mailto:a.pettit@barnwell.herts.sch.uk)

## **3. ARRIVING AND LEAVING THE SCHOOL**

The school has one entrance on each site for students. Middle Campus is via the bike sheds and in through the middle G Block stairwell. Upper campus is via the leisure centre car park and in through the C/D Block link corridor. We ask that students arrive at their allocated times.

As students arrive, they will be greeted by a member of staff and asked to sanitise their hands at the cleaning stations set up at their entry point. Personal protective equipment on site will not be

mandatory, but your child can wear a plain coloured face covering or gloves if they wish - whilst walking around the school site.

No student should enter the school through the reception area.

On arrival, students will then enter the school site but remain outside of the buildings. Senior Team will escort students to their first classroom and again between classrooms for their three core subject sessions

As they enter their classrooms, they will be asked to sanitise their hands once more. Students may bring their own bottle of hand sanitiser with them if they so wish.

At the end of the school day all classes will exit buildings in a staggered fashion. They should go directly parent car or start to walk or cycle home. No student is permitted to remain on site for social purposes.

#### 4. THE SCHOOL DAY

Upper Campus

Time	Group A (10 max)	Group B (10 max)	Group C (10 max)
8.30 – 9.05	Mathematics (C1)		
9.10 – 9.45	English (C2)	Mathematics (C9)	
9.50 – 10.25	Science (C3)	English (C8)	Mathematics (C10)
10.30 – 11.05	Pastoral opportunity	Science (C7)	English (C11)
11.10 – 11.45		Pastoral opportunity	Science (C12)
11.50 – 12.15			Pastoral opportunity

Middle Campus

Time	Group D (10 max)	Group E (10 max)	Group F (10 max)
8.30 – 9.05	Mathematics (G5)		
9.10 – 9.45	English (G6)	Mathematics (G10)	
9.50 – 10.25	Science (G9)	English (G13)	Mathematics (G7)
10.30 – 11.05	Pastoral opportunity	Science (G14)	English (G8)
11.10 – 11.45		Pastoral opportunity	Science (G11)
11.50 – 12.15			Pastoral opportunity

#### CLASSROOMS AND GROUPINGS

Students will be assigned to a 'bubble' for the day, of no more than 10 students, and they will remain in the same group and set of classrooms for the duration of their time on site.

#### EQUIPMENT

Students must only bring their essential items for the day, that includes and is limited to:

- Their own water bottle
- Their own pencil case with appropriate equipment
- Hand sanitisers will be supplied in every classroom – but students can also bring their own

## CORRIDOR MOVEMENT

Government guidance indicates that brief transitory movement around corridors carries low risk. This is particularly the case given the small numbers of students we will have in school on any given day. Students will be expected to stay to the outside edges of corridors and remain 2 metres behind one another to maximise the safe distance.

Maintaining social distancing is a matter of personal responsibility and everyone must commit to it – this point must be re-enforced at home at every opportunity where needs be.

## DOORS

Classroom and corridor doors will, in the main, be kept open to avoid students and staff having to touch these. Fire alarm systems have been appropriately tested and maintained throughout the session of closure in line with statutory requirements. In the event of an emergency evacuation procedures are in place to ensure all doors are closed appropriately. Normal evacuation protocols will apply.

## BAGS AND EQUIPMENT

Access to lockers will not be possible at this time as the lockers are too close together. Students will need to bring all the resources required for the lesson themselves.

Students must bring equipment e.g. pencils, pens, rulers, calculators. Sharing of equipment cannot be permitted at this time and we would strongly advise that these are sanitised each evening ready for the next day.

Students should not bring valuables into school in line with normal working practice.

## RECEPTION

Reception will be staffed. However, we are not encouraging visitors / external agencies to school at this time, nor are we able to arrange meetings with parents. Please also note that there is no facility to relay messages to students or accommodate students arriving outside of the aforementioned opening and closing times – we appreciate the inconvenience of this but it will certainly be another way of narrowing any risk.

## SCHOOL POLICIES

All school policies apply during these days of re-opening including the School's Climate for Learning policy and our safeguarding policy which has been amended to incorporate the Corona virus guidance of social distancing and safeguarding. These are available on the school website and we would strongly advise you to read as we will need to take firm action if needed should students deliberately go out of their way in not adhering by our new procedures.

## STUDENTS NOT IN YEAR 10

The only other students on the school site will be the key worker/vulnerable students – they too will be in school uniform from the 15th June. Separate procedures are in place for these students and they will have separate teachers.



Underpinning everything is the caveat that things may change – it seems sometimes that things/advice/guidance would appear to change daily – please be assured that we will let you know as soon as we can if this is the case.

#### TOILET BREAKS AND REFILLING WATER BOTTLES

The supervising senior leader will allow students to take appropriate toilet breaks. Students will not be allowed to refill their water bottles throughout the day.

During lessons students will only use the G Block or C Block toilets

Students will leave classrooms on their own with a senior team escort and will not be permitted to leave with other students.

#### FIRST AID AND MEDICAL

The school will have qualified first aiders on site every day to support with any medical needs, such as the administration of medication or support if your child becomes unwell. Medical staff will be using personal protective equipment, including a face mask and gloves.

If your child's medical details have changed during the school closure, please contact Mrs Allingham (j.allingham@barnwell.herts.sch.uk) so our records can be updated.

If you have medication stored at school, we will be auditing these and contacting you if they have reached their expiry date.

#### SYMPTOMS AND SELF ISOLATION

The Government's advice regarding symptoms remains unchanged. If your child displays any of the following symptoms, they should isolate for 7 days and the household should isolate for 14 days.

- A high temperature – this means you feel hot to touch on your chest or back
- A new and continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.

Pupils and their families are eligible for COVID-19 testing. This can be accessed via the 111 website. For family members under the age of 5, please contact the 111 helpline.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-tocheck-if-you-have-coronavirus/> Please contact the school immediately if a member of your household tests positive.

#### LESSONS

Government guidance stipulates that a maximum of 25% of the Year 10 and 12 cohort may be in school at any one time.

#### YEAR 10

Students in Year 10 will be split into groups of 10 with six groups attending school for morning core lessons on Monday/Wednesday and six groups attending Tuesday/Thursday. Three groups will be based on the

upper campus and three on the middle campus. Students will rotate through the subjects for a 35-minute lesson and start times will be staggered. One teacher will teach each subject on each campus.

#### Upper Campus

Time	Group A (15)	Group B (15)	Group C (15)
8.30 – 9.05	Mathematics (C1)		
9.10 – 9.45	English (C2)	Mathematics (C9)	
9.50 – 10.25	Science (C3)	English (C8)	Mathematics (C10)
10.30 – 11.05	Pastoral	Science (C7)	English (C11)
11.10 – 11.45		Pastoral	Science (C12)
11.50 – 12.15			Pastoral

#### Middle Campus

Time	Group D (15)	Group E (15)	Group F (15)
8.30 – 9.05	Mathematics (G5)		
9.10 – 9.45	English (G6)	Mathematics (G10)	
9.50 – 10.25	Science (G9)	English (G13)	Mathematics (G7)
10.30 – 11.05	Pastoral	Science (G14)	English (G8)
11.10 – 11.45		Pastoral	Science (G11)
11.50 – 12.15			Pastoral

#### YEAR 12

Based on the number of students that indicated that they would be able to return to school after half term, Year 12 students will not have taught sessions on the school site, but we will be expanding our 'live' Microsoft Teams delivery method.

Student work would be set several days in advance on SMHW, as it has been already, and there will be tutorial sessions as a 'live' Microsoft Teams meeting at the times stated below.

Students in Year 12 will be expected to attend and engage in these online lessons. Additional support sessions may be arranged by the teacher, if required.

If students are unable to be available online, it is essential they inform Mrs Johnson and their teacher asap.

All Teams sessions will be recorded for safeguarding purposes.

Day	Block	Subjects	
Monday	D	Art/Business/Photography/Applied Science	1pm – 2pm
Tuesday	E	Biology/Psychology	1pm – 2pm
Wednesday	A	Product Design/Sport Triple/H&SC Double	1pm – 2pm
Thursday	B	Dance/H&SC/Mathematics/English/Sport Single/Music	1pm – 2pm
Friday	C	Drama/Media/Sport Double/IT	11am - 12pm

Mrs Johnson will be arranging individual 'live' Microsoft Teams mentoring sessions during the remainder of the term to support wellbeing and preparation for UCAS applications.

## OTHER YEAR GROUPS

All other year group student work will be as follows:

Year 11 – students will receive ‘Bridging the Gap’ resources in preparation for Post 16 courses

Year 7 – Core subjects, One Foundation subject on rotation, PRIDE lesson work and PE activity

Year 8 – Core subjects, One Foundation subject on rotation, PRIDE lesson work and PE activity

Year 9 – Core subjects, Option subject transition work for all option subjects and PE activity

Currently, Key Stage 3 students will not return to school before September.

## 5. BEHAVIOUR AND EXPECTATIONS

We expect all students to abide by our climate for learning policy, including the new COVID-19 amendments, and we will not accept any behaviour that threatens the safety of our students or staff. The climate for learning policy has recently been updated and is available on our website. We will be contacting home if a breach occurs and making alternative arrangements for your child.

### SCHOOL

Staff will...

- Provide an environment which has been risk assessed in response to the COVID-19 infection;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Provide a curriculum that meets the needs of your child’s well-being, mental health and academic needs;
- Contact parents/carers if your child displays symptoms of COVID-19;
- Inform you if staff or children in your child’s ‘bubble’ show symptoms of COVID-19 as this will mean you will all need to self-isolate for at least 14 days or until the test comes back negative;
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the climate for learning policy;
- Communicate between home and school through notices, newsletters, schoolcomms, email and the school website.

HOME As a Parent, I understand that ...

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate for 14 days as a family, I will get them tested and I will let the school know as soon as possible via telephone;
- If requested by the SLT, I will collect my child from school immediately if they display symptoms of Covid-19;
- When dropping off and picking up, I will strictly stick to the school timings for my child and exclusion zones;

- My child must not bring any items into school with them that are not listed in our reopening guide;
- I will not be allowed into the school unless by a pre- arranged appointment;
- I need to support all staff in their efforts to create an ‘as safe as possible’ environment during this crisis;
- Read all letters/messages/emails that are sent home;
- I need to inform the school immediately of any changes to parents/carer and emergency contacts details;
- The Head of School can exclude my child for repeated breaches of safety, following the climate for learning policy guidelines.

STUDENT I will do my best to...

- Adhere to the social distancing rules in class;
- Tell an adult if I feel unwell;
- Not bring items into school from home unless they are listed in the Barnwell reopening guide;
- Only use the equipment provided to me by school and no other student;
- Only enter and exit the school building from the designated entrances;
- Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser;
- Behave well at all times to maintain the safety of myself and others;
- Follow instructions of staff used to ensure the safety for all;
- Follow these expectations as outlined in the climate for learning policy and know that if I do not, the consequences will be very serious.

## **6. FREQUENTLY ASKED QUESTIONS (FAQS)**

### **DOES MY CHILD HAVE TO ATTEND THE SCHOOL PROVISION?**

You are not obliged to send your child into the school at this present time and there is no sanction if you choose to keep them off school and at home. As and when the government announces changes, we will inform you.

If you returned our survey stating you will be sending your child in to the school, then we will be expecting you to report any absence via our usual routes. If the school was expecting your child on site, then we will be contacting you if they have not arrived.

### **WHAT HAPPENS IF MY CHILD BECOMES UNWELL?**

We will operate our First Aid Facility as normal and students will be able to use the medical room if they have a routine complaint, medical need or injury. If a student becomes unwell and we suspect this is related to Covid, the following procedure will apply:

- A member of the medical team will be called, and they will attend to your child
- Please be aware, they will be wearing PPE: face shield, protective gown and gloves

- The Medical Team member will take your child to our designated isolation room in the reception area.
- We will then follow the procedures set out by the NHS for reporting and next stage assessment
- You will be required to collect your child immediately – please ensure your employer is aware that you will need to collect your child if requested. If you are unable, you must ensure we have an emergency contact identified, who is not in an extremely clinically vulnerable category.
- Your child will remain in the isolation room until collected

If at any time you or your child displays symptoms associated to Covid-19 in the family home, you must inform us immediately. Testing and guidance on next stages is available on the NHS website.

#### WHAT HAPPENS IF THE SCHOOL HAS A CONFIRMED CASE OF COVID-19?

The school will follow government guidance if we are advised of a confirmed COVID-19 case. All announcements about a school site closure will be made via our social media platforms and schoolcomms.

#### HOW ARE THE SCHOOL EVACUATION PROCEDURES BEING ADAPTED?

The school will evacuate the building as safely and quickly as possible. The class teacher will use the nearest emergency exit and escort students to our designated evacuation points. They will be asked to line up in their class bubbles, adhering to social distancing.

#### HOW HAS THE CLEANING CHANGED AT BARNWELL?

Since the school closure, all areas being used have been deep cleaned and every area, whether used or not, has been cleaned. Cleaners have remained employed throughout the school closure and have been in daily attendance, also this heightened level of cleaning will continue as long as needs be, to deep clean, as well as re-cleaning the most commonly used areas and surfaces e.g. door handles and reception spaces. Site staff will be on site throughout the days of the wider opening to maintain the cleaning of toilets and shared areas.

The classroom(s) students will be using will continue to be cleaned at the end of each school day and cleaners will re-clean doors and communal surfaces using normal detergents and bleach based products (in line with UK Government advice), enhanced cleaning protocols will be enacted once the school has closed for the day.

Additionally, appropriate wipes will be available in every classroom for students to wipe down their work areas to add further confidence and of course to avoid any spread of the virus.

Only teachers will be able to use the fixed computer and interactive whiteboards in the classroom.