

Full Opening Plan  
September 2020  
Witchford Village College

# Full opening Plan – September 2020

The full opening plan detailed in this document is based on two key principles:

1. The safety of students, staff and the wider community.
2. Achieving as much normality as possible, to support students in their return to school.

# Covid Secure

## Summary of measures to reduce contact

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*“The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate and through maintaining distance between individuals. These are not alternative options and both measures will help (even if implemented partially)....the balance between them will change depending on: children’s ability to distance, the lay out of the school and the feasibility of keeping distinct groups separate while offering a broad curriculum.”* **Department For Education, Guidance for full opening – schools, 2<sup>nd</sup> July 2020**

Maintaining Distance	Separating Groups
One-way system around the inside of the school site	Designated areas at lunch and break including provision for inclement weather
Classroom layouts: front facing with 2m distance marked out for teacher	Packed lunches for all students (school will provide lunch for students eligible for a free school meal).
Staff at gates and bus bays during 'buffer time' of peak arrival and departure to control numbers and flow of students.	Tutor groups will be designated into years and not vertically for at least the first half term.
Teaching and learning approaches avoid group work	
All shared spaces to have a maximum occupancy	
In extra-curricular clubs for mixed year groups, students are distanced by year group and risk assessments are completed	

Covid Secure

# Protective measures for students and staff

Full details

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## Protective Measures for Students & Staff

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### Responding to coronavirus symptoms/confirmed cases

<b>Students/staff with symptoms</b>	<ul style="list-style-type: none"> <li>Students/staff with coronavirus symptoms or those who have tested positive in the last 7 days <b>MUST</b> not come into school.             <ul style="list-style-type: none"> <li>They must follow the ‘stay at home: guidance for households with possible or confirmed coronavirus infection’ which sets out that they must self-isolate for at least 7 days and should arrange a test.</li> <li>Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> </ul> </li> <li>Students/staff who develop coronavirus symptoms at school must be sent home and follow the guidance above.             <ul style="list-style-type: none"> <li>A student waiting for collection, will be moved, where practicable, to a room where they can be isolated behind a closed door or to an area which is at least 2metres away from other people.</li> <li>A separate bathroom must be used and the bathroom cleaned and disinfected before being used by anyone else.</li> <li>If 2metres distance cannot be maintained then PPE must be worn by the first aider.</li> <li>The area around the person with symptoms must be cleaned and disinfected after they have left.</li> <li>No other staff or students who have had close contact with the person going home needs to leave unless they develop symptoms.</li> </ul> </li> </ul>
<b>Track &amp; Trace process</b>	<ul style="list-style-type: none"> <li>Students/staff with coronavirus symptoms must             <ul style="list-style-type: none"> <li>book a test (and remain at home)</li> <li>Provide details of anyone they have been in close contact with if they were to test positive for coronavirus.</li> <li>Inform school immediately of the result                 <ul style="list-style-type: none"> <li>If negative and they no longer have symptoms linked to coronavirus they can return to school</li> <li>If positive follow ‘stay at home: guidance’</li> </ul> </li> </ul> </li> </ul>
<b>Managing confirmed cases</b>	<ul style="list-style-type: none"> <li>In the case of a confirmed case in someone who has attended school, school must contact the local health protection team who will carry out a rapid risk assessment.             <ul style="list-style-type: none"> <li>Based on the advice from the local health protection team school will send home those who have been in close contact with the person who has tested positive advising them to isolate for 14 days since they were last in close contact with the that person. Close contact means:                 <ul style="list-style-type: none"> <li>Face to face contact (within 1m) for any length of time.</li> <li>Within 1 to 2 metres for more than 15 minutes</li> <li>Travelling in a small vehicle, e.g. car</li> </ul> </li> <li>Household members of those sent home do not need to self isolate unless the sent home person has symptoms.</li> <li>The person sent home should remain at home for 14 days regardless of whether they have a test for symptoms and the result is negative.</li> </ul> </li> </ul>
<b>Containing an outbreak</b>	<ul style="list-style-type: none"> <li>Two or more confirmed cases in 14 days or an overall rise in absence where coronavirus is suspected could signal an outbreak. School must work with the local health protection team who will advise on action required.             <ul style="list-style-type: none"> <li>It may be recommended a larger number of people self isolate at home as a precautionary measure.</li> </ul> </li> </ul>

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### Outside the classroom`

<b>Arrival and Departure</b>	<ul style="list-style-type: none"> <li>• All students arrive at the usual time of 8.25am and depart at 2.45pm or later if attending extra curricular activities.</li> <li>• At peak times staff will be at both gates and bus bays to control the follow of students and ensure students maintain distance from each other.</li> <li>• If face masks worn to and from school, they must be removed and stored safely in a plastic bag on arrival.</li> </ul>
<b>Break Time</b>	<ul style="list-style-type: none"> <li>• Break time remains at the usual time of 10.50am.</li> <li>• Students have designated areas around the school site according to their year group in order to keep year groups separate from each other.</li> <li>• The school kitchen will be closed to avoid large gatherings.</li> </ul>
<b>Lunchtime</b>	<ul style="list-style-type: none"> <li>• Lunch times remain as usual 1:10- 1:45pm</li> <li>• Students have designated areas around the school site according to their year group in order to keep year groups separate from each other.</li> <li>• The school kitchen will be closed to avoid large gatherings. Students/staff are asked to bring a packed lunch, students eligible for a free school meal will be contacted to order personalised lunches.</li> </ul>
<b>Movement around the site</b>	<ul style="list-style-type: none"> <li>• Students and staff follow a one way system around the inside of the school site to minimise contact.</li> <li>• Signage will support staff and students in protecting themselves and each other.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Students will have access to all the usual toilet facilities (as per DFE guidance).</li> <li>• All users will be reminded in key messages and signage to wash their hands before and after using toilet facilities.</li> </ul>
<b>Extra Curricular Clubs</b>	<ul style="list-style-type: none"> <li>• Extra curricular clubs will be offered and advertised to students through daily notices and on the website.</li> <li>• Where possible and appropriate clubs will be year group specific. Where not appropriate mixed clubs will ensure students are distanced according to year groups.</li> </ul>
<b>Trips</b>	<ul style="list-style-type: none"> <li>• The DFE continues to advise against UK overnight and overseas educational visits.</li> <li>• From September schools can resume non-overnight domestic educational visits which should be done in line with protective measures, such measures will be detailed in any trip letters to families.</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Students and parents should be mindful of the need to maintain distance from others on the way to and from schools.</li> <li>• Families using public transport should refer to the safer travel guidance for passengers.</li> <li>• Students using private buses should follow specific guidelines which may include using face masks and hand sanitiser on entry and exit</li> </ul>

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### Inside the classroom

<b>Tutor Time</b>	<ul style="list-style-type: none"> <li>Tutor time remains at the usual time of 8.30am – 8.50am.</li> <li>Until the time where government advice changes, students will be in year groups during tutor time.</li> </ul>
<b>Lesson logistics</b>	<ul style="list-style-type: none"> <li>Students will attend lessons in classrooms as per their timetables.</li> <li>Students will sanitise hands as they enter a classroom.</li> <li>As part of end of lesson routines, teachers will apply cleaning spray to tables and chairs and students will wipe down with disposal cloths in preparation for the next students.</li> <li>Classroom furniture will be arranged with students facing forwards.</li> <li>Classroom windows will be open for ventilation.</li> <li>Classroom doors will be propped open (where safe to do so) to avoid common touch points.</li> </ul>
<b>Lesson content</b>	<ul style="list-style-type: none"> <li>Teaching techniques will avoid students having face to face conversations.</li> <li>Shouting will be avoided in classrooms.</li> <li>The same broad and balanced curriculum will be on offer as in previous years.</li> </ul>
<b>Teachers in the classroom</b>	<ul style="list-style-type: none"> <li><i>“All teachers can operate across different classes and year groups....it is strong public health advice....they should keep their distance from pupils and other staff as much as they can, ideally 2metres from other adults.” DFE Guidance</i></li> <li>A teacher area will be marked in each classroom to help teachers maintain 2 metres distance.</li> </ul>
<b>General lesson equipment</b>	<ul style="list-style-type: none"> <li>Student work to be marked will be placed in a box and time/date stamped, teachers leave the work untouched for 48 hours before marking.</li> <li>Equipment shared across year groups will be fully cleaned between use. Where cleaning is not practicable items will be time/date stamped and left untouched for 48hours (72 hours for plastics).</li> </ul>
<b>PE</b>	<ul style="list-style-type: none"> <li>The changing rooms will not be in use, on days when students have PE they will come to school in their PE kit and remain in it for the day.</li> <li>No contact sports.</li> <li>Activities focus on students working in their own personal area.</li> </ul>
<b>Music/Drama</b>	<ul style="list-style-type: none"> <li>Singing, chanting, shouting, playing wind or brass instruments will only take place inside with groups of less than 15 to allow for sufficient distancing. Where this is not practicable the listed activities will take place outside or not at all.</li> <li>Large group school choirs or ensembles will not take place.</li> </ul>



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Students	
Wellbeing	<ul style="list-style-type: none"> <li>Students will be well supported in their return to school via a menu of support including:               <ul style="list-style-type: none"> <li>Staff training to identify and respond to trauma in young people</li> <li>Tutor, House Manager and Head of House support.</li> <li>A range of optional wellbeing sessions e.g. drop ins, nurture groups, mindfulness sessions</li> <li>Tutor programme</li> <li>How to help your child’s wellbeing events / information for parents/ carers</li> </ul> </li> </ul>
Uniform	<ul style="list-style-type: none"> <li>We will adhere to our usual uniform policy in September 2020.</li> <li>DFE guidance is that uniforms do not need to be cleaned any more often than usual nor using different methods.</li> <li>Students will be permitted to wear the school PE kit in place of the main uniform on days when they have PE.</li> </ul>
Behaviour	<ul style="list-style-type: none"> <li>The behaviour policy will be updated to reflect any changes in expectations and these will be clearly communicated at the beginning of the academic year.</li> <li>The safety of students and staff relies on the positive behaviour of everyone on the school site and we will continue to have the highest standards for behaviour in this regard.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li><i>“School attendance is mandatory from the beginning of the autumn term.” DFE, Opening Guide, July 2020</i></li> <li>Students self isolating or shielding will be asked to present written evidence from a medical (or government in the event of Track and Trace) professional. In these circumstances students will have access to remote learning.</li> </ul>
Exams	<ul style="list-style-type: none"> <li>The DFE is <i>“planning on the basis that GCSEs will take place in summer 2021 but with adaptations.”</i> We will respond to these adaptations as soon as they are shared with schools and will update year 11 students and parents.</li> <li>Years 7-11 will follow the new assessment structure in line with the new Trust with more details to follow in the new academic year.</li> </ul>
Remote Learning	<ul style="list-style-type: none"> <li>Students who find themselves at home due to self isolation, shielding etc. will have access to the full curriculum, at the same level and frequency as their peers in school.</li> </ul>

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Staff	
Distancing	<ul style="list-style-type: none"> <li>• Staff should distance themselves from students and staff as far as possible and ideally 2m from other adults.</li> <li>• Signage and markings around the school site will support staff to distance in this way.</li> </ul>
Staff areas	<ul style="list-style-type: none"> <li>• A maximum capacity will be stated for each staff space.</li> <li>• Priority access to staff workrooms will be given to staff without a classroom.</li> <li>• Staff areas will have windows and doors open wherever practicable.</li> </ul>
Staff meetings	<ul style="list-style-type: none"> <li>• Large staff gatherings e.g. briefing, CPD will not take place.</li> <li>• Smaller group meetings will take place with staff distanced 2metres apart in well ventilated rooms or outside where possible.</li> </ul>
Support	<ul style="list-style-type: none"> <li>• Staff wellbeing is paramount.</li> <li>• The full opening plan will be communicated clearly to staff with opportunity for questions and answers and 1:1 conversations as needed.</li> <li>• Line managers will maintain open channels of communication to support staff throughout re-opening.</li> </ul>
Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> <li>• Staff who fall into a vulnerable category and who are concerned about their return to work are asked to contact Rolf Purvis or Bessie Owen to arrange for a risk assessment to be completed.</li> <li>• The outcome of the risk assessment will govern the next steps.</li> </ul>
Trust/Peripatetic etc.	<ul style="list-style-type: none"> <li>• Teachers and other professionals such as peripatetic teachers can move between schools.</li> <li>• As with all staff visiting staff should maintain as much distance as possible from students and adults.</li> </ul>

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#### Hygiene

Cleaning hands	<ul style="list-style-type: none"><li>Students will be asked to clean their hands more regularly in the following ways:<ul style="list-style-type: none"><li>Arrive at school early to wash hands before going to tutor time.</li><li>Sanitise hands on arrival at each individual classroom every day.</li><li>Before and after eating.</li><li>Students encouraged to bring own sanitiser to support school, sanitiser dispensers in classrooms also.</li></ul></li></ul>
Good respiratory hygiene	<ul style="list-style-type: none"><li>‘Catch it, bin it, kill it’ will be promoted throughout school.</li><li>Students encouraged to bring their own tissues to support school, tissues available in classrooms also.</li><li>Increased number of bins for used tissues.</li></ul>
Face coverings	<ul style="list-style-type: none"><li>Public Health England does not recommend the use of face coverings in schools.</li><li>Students and staff who wear a mask to and from school should remove and store the mask according to guidelines when at school.</li></ul>
Cleaning	<ul style="list-style-type: none"><li>A cleaning schedule will be in place which ensures a more enhanced provision.</li><li>More frequent cleaning of rooms/shared space and of frequently touched places.</li><li>Toilets are cleaned regularly and students are asked to wash their hands before and after using the toilet.</li></ul>
PPE	<ul style="list-style-type: none"><li>Majority of staff will not require PPE beyond what they would normally need for their work.</li><li>PPE should be worn by staff when caring for a student with coronavirus symptoms and a distance of 2m can not be achieved.</li></ul>

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### Parents/Visitors

<b>Parents/Visitors</b>	<ul style="list-style-type: none"> <li>Parents and visitors are asked not to come on to the school site unless in extenuating circumstances and always by prior arrangement. <ul style="list-style-type: none"> <li>Parents and visitors will be offered a meeting via video conferencing as an alternative.</li> <li>Where a visitor is permitted on site full details will be taken in the event they are need as part of the track and trace system.</li> </ul> </li> </ul>
<b>Contractors</b>	<ul style="list-style-type: none"> <li>Contractors in term time/school hours will be kept to an absolute minimum.</li> <li>Full details of any contractors on site will be collected for track and trace purposes.</li> <li>Contractors will be expected to provide own Covid Secure Risk assessment and confirm they will adhere to their own and the school risk assessment.</li> </ul>
<b>Parent events e.g. parents evening/ How to help your child at home...</b>	<ul style="list-style-type: none"> <li>There will be no large gatherings on the school site.</li> <li>Virtual parent events will be offered in place of face to face events and will mirror/enhance the offer from the previous academic year.</li> </ul>
<b>Large scale events</b>	<ul style="list-style-type: none"> <li>There will be no large scale school events e.g. music, drama, open evening etc, Where practicable online events will be offered in their place or postponed to later in the year.</li> </ul>

### Contingency planning

<b>National/local lockdown scenario</b>	<ul style="list-style-type: none"> <li>In the event that a local or national lockdown finds everyone working from home remote learning will begin immediately with students following their usual timetable for continuity and to allow for a simple transition back into school at the appropriate time.</li> </ul>
<b>Rota system</b>	<ul style="list-style-type: none"> <li>In the event that social distancing measures increase and students find themselves working at home/in school on a rota basis students will continue to follow their timetable whether at home or at school and will access the remote learning equivalent of any lessons being studied at home. Where practicable assessed work will be carried out in school in order to support students with that process.</li> </ul>
<b>Remote provision</b>	<ul style="list-style-type: none"> <li>Lessons created for next academic year have blended learning built into them from the outset. This means that students will have access to the same high quality lessons whether working in school with the teacher or working independently at home.</li> </ul>