

Opening Phases

(September 2020)

	No restrictions	National restrictions & intervention			
Tier	New normal	1	2	3	4
Secondary school & Sixth Form/College opening	The College is fully open Students/staff are advised to wear face coverings in corridors	The College is fully open Students/staff are advised to wear face coverings in corridors	The College is partially open with a rota system in place Students learn on site or online Face coverings <i>should</i> be worn in corridors	The College is mostly closed Most students learn online Face coverings <i>should</i> be worn in corridors	The College is fully closed Face coverings <i>should</i> be worn in corridors
Primary schools & Childcare settings	Fully open	Fully open	Fully open	Fully open	Critical workers & vulnerable students only will attend full time
Students on site	All, apart from those self-isolating (due to symptoms or confirmed case of COVID-19) or shielding (with evidence from relevant doctor)	All, apart from those self-isolating (due to symptoms or confirmed case of COVID-19) or shielding (with evidence from relevant doctor)	All students will work online or onsite based on a rota to be advised by the DfE Critical workers & vulnerable students attend full time	Most students will learn online at home Critical workers & vulnerable students attend full time Some year groups may learn onsite guided by DfE advice	Most students will learn online at home Critical workers & vulnerable students only will attend full time
School day	School day runs as normal All students follow their timetable in school	School day runs as normal All students follow their timetable in school	All students follow their timetable Some days on timetable will be spent on site and others	All year groups follow their timetable Year group(s) onsite follow their timetable in school	Students follow their timetable at home and access online lessons

	Any students self-isolating or shielding will follow online lessons	Any students self-isolating or shielding will follow online lessons	spent at home using online lessons	Year group(s) at home use online lessons Critical workers & vulnerable students will be supervised in school to follow timetable of online lessons	Critical workers & vulnerable students will be supervised in school to follow timetable of online lessons
Equipment	<p>Students will bring their own equipment for lessons</p> <p>Exercise books are kept with students at all times</p> <p>Feedback books remain in classrooms and are used in lessons and left untouched for 72 hours before marking</p> <p>Textbooks may be used in lessons if quarantined for 72 hours between groups. Where possible, relevant pages will either be copied and provided on paper or photographed & displayed on the board</p> <p>Where there are shared resources, risk assessments will be carried out to maintain health & safety</p>	<p>Students will bring their own equipment for lessons</p> <p>Exercise books are kept with students at all times</p> <p>Feedback books remain in classrooms and are used in lessons and left untouched for 72 hours before marking</p> <p>Textbooks may be used in lessons if quarantined for 72 hours between groups. Where possible, relevant pages will either be copied and provided on paper or photographed & displayed on the board</p> <p>Where there are shared resources, risk assessments will be carried out to maintain health & safety</p>	<p>Students will bring their own equipment for lessons</p> <p>Exercise books are kept with students at all times</p> <p>Feedback books remain in classrooms and are used in lessons and left untouched for 72 hours before marking OR Feedback work completed at home and submitted according to online instructions</p> <p>Textbooks will not be used in lessons – relevant pages will either be copied and provided on paper or photographed & displayed on the board</p> <p>Where there are shared resources, risk assessments will be carried out to maintain health & safety</p>	<p>Students will bring their own equipment for lessons</p> <p>Exercise books are kept with students at all times</p> <p>Feedback books remain in classrooms and are used in lessons and left untouched for 72 hours before marking OR Feedback work completed at home and submitted according to online instructions</p> <p>Textbooks will not be used in lessons – relevant pages will either be copied and provided on paper or photographed & displayed on the board</p> <p>Where there are shared resources, risk assessments will be carried out to maintain health & safety</p>	<p>Exercise books are kept with students at all times</p> <p>Feedback work completed at home and submitted according to online instructions</p>
Pastoral support	Daily tutor time, drop down days, 1:1 support from Heads of House/Year, Assistant Heads of House/Year and tutors	Daily tutor time, drop down days, 1:1 support from Heads of House/Year, Assistant Heads of House/Year and tutors	<p>In school: daily tutor time, drop down days, 1:1 support from Heads of House/Year, Assistant Heads of House/Year and tutors</p> <p>At home: weekly group tutor time, weekly 1:1 call home from tutor, online drop down</p>	<p>In school: daily tutor time, drop down days, 1:1 support from Heads of House/Year, Assistant Heads of House/Year and tutors</p> <p>At home: weekly group tutor time, weekly 1:1 call home from tutor, online drop down</p>	<p>Weekly group tutor time, weekly 1:1 call home from tutor, online drop down days, additional 1:1 support from pastoral team as needed. Online communications eg. InTouch/ Edulink</p>

			days, additional 1:1 support from pastoral team as needed. Online communications eg. InTouch/ Edulink	days, additional 1:1 support from pastoral team as needed. Online communications eg. InTouch/ Edulink	
Extra Curricular	Full range of clubs, fully risk assessed	Full range of clubs, fully risk assessed	Selection of clubs offered in school (fully risk assessed) and online	Selection of clubs offered in school (fully risk assessed) and online	Online offer of extra curricular clubs
Social distancing measures	Tables face front in lessons; one way system through buildings; dedicated social spaces for year groups; max occupancy signs in communal spaces	Tables face front in lessons; one way system through buildings; dedicated social spaces for year groups; max occupancy signs in communal spaces	Tables face front in lessons; one way system through buildings; dedicated social spaces for year groups; max occupancy signs in communal spaces Fewer students on site to allow for further social distancing measures in classrooms and around the school site dependent on advice	Tables face front in lessons; one way system through buildings; dedicated social spaces for year groups; max occupancy signs in communal spaces Fewer students on site to allow for further social distancing measures in classrooms and around the school site dependent on advice	All students social distancing by remaining at home Critical worker & vulnerable student numbers onsite very low so enhanced social distancing possible
Hygiene	Hand sanitiser & tissues in every classroom Covid safe messages promoted	Hand sanitiser & tissues in every classroom Covid safe messages promoted	Hand sanitiser & tissues in every classroom Covid safe messages promoted	Hand sanitiser & tissues in every classroom Covid safe messages promoted	Hand sanitiser & tissues in every classroom Covid safe messages promoted
Cleaning	Students clean own area at the end of each lesson Deep clean areas on rolling programme More cleaners on site during the day to maintain hygiene of high contact areas	Students clean own area at the end of each lesson Deep clean areas on rolling programme More cleaners on site during the day to maintain hygiene of high contact areas	Students clean own area at the end of each lesson Deep clean areas on rolling programme More cleaners on site during the day to maintain hygiene of high contact areas	Students clean own area at the end of each lesson Deep clean areas on rolling programme More cleaners on site during the day to maintain hygiene of high contact areas	Deep clean of all areas after lockdown instruction Daily cleaning of areas used by essential worker & vulnerable children Cleaners on site during the day to maintain hygiene of high contact areas
Parent / Community engagement events	Where possible, virtual versions of all events will be held This will be reviewed and face to face events offered if and when safe to do so	Where possible, virtual versions of all events will be held	Where possible, virtual versions of all events will be held	Where possible, virtual versions of all events will be held	Where possible, virtual versions of all events will be held

Visitors	Visitors will only be permitted on site in exceptional circumstances as deemed by the College and always with an appointment to ensure safe practices are put in place	Visitors will only be permitted on site in exceptional circumstances as deemed by the College and always with an appointment to ensure safe practices are put in place	No visitors will be permitted on site unless in exceptional circumstances as deemed by the school and always with an appointment to ensure safe practices are put in place	No visitors will be permitted on site unless in exceptional circumstances as deemed by the school and always with an appointment to ensure safe practices are put in place	No visitors will be permitted on site unless in exceptional circumstances deemed by the school and always with an appointment to ensure safe practices are put in place
Canteen	The canteen is closed – all students eat a packed lunch. This is provided for those eligible for free school meals	The canteen is closed – all students eat a packed lunch. This is provided for those eligible for free school meals	The canteen is closed – all students eat a packed lunch. This is provided for those eligible for free school meals	The canteen is closed – all students eat a packed lunch. This is provided for those eligible for free school meals	The canteen is closed – all students eat a packed lunch. This is provided for those eligible for free school meals

Extra information for staff:

	No restrictions	National restrictions & intervention			
Tier	New normal	1	2	3	4
Summary	The College is fully open Students/staff are advised to wear face coverings in corridors	The College is fully open Students/staff are advised to wear face coverings in corridors	The College is partially open with a rota system in place Students learn onsite or online Face coverings <i>should</i> be worn in corridors	The College is mostly closed Most students learn online Face coverings <i>should</i> be worn in corridors	The College is fully closed Face coverings <i>should</i> be worn in corridors
Work for students	All work is dual purpose & follows the Scheme of Learning Those self-isolating or shielding will have work emailed home by individual teachers	All work is dual purpose & follows the Scheme of Learning Those self-isolating or shielding will have work emailed home by individual teachers	Work onsite follows the Scheme of Learning Online work is set using a shared platform offering open access to students Some lessons may be removed from the Scheme of Learning to ensure key concepts covered and pace maintained Teaching order may change to allow effective distance learning	Work onsite follows the Scheme of Learning Online work is set using a shared platform offering open access to students Some lessons will be removed from Scheme of Learning to ensure key concepts covered and pace maintained Teaching order may change to allow effective distance learning	All work is set online using a shared platform offering open access to students Some lessons will be removed from Scheme of Learning to ensure key concepts covered and pace maintained Teaching order may change to allow effective distance learning
Safeguarding	Normal practise with regular reminders regarding online safety	Normal practise with regular reminders regarding online safety	Vulnerable students identified with allocated staff member responsible for regular contact with home & student if working from home Risk assessment for each CiN / CP / LAC agreed with social	Vulnerable students identified with allocated staff member responsible for regular contact with home & student if working from home Risk assessment for each CiN / CP / LAC agreed with social	Vulnerable students identified with allocated staff member responsible for regular contact with home & student if working from home Risk assessment for each CiN / CP / LAC agreed with social

			care and home to determine onsite or online working	care and home to determine onsite or online working	care and home to determine onsite or online working
Well being	Those self-isolating or shielding will receive daily contact with a member of College staff	Those self-isolating or shielding will receive daily contact with a member of College staff	Those working at home online will receive weekly contact (at least) with a member of College staff	Those working at home online will receive weekly contact (at least) with a member of College staff	Weekly contact (at least) with a member of College staff
SEND	Students taught on site with additional support and provision as normal	Students taught on site with additional support and provision as normal	Additional support for learning at home Risk assessment for all EHCP students agreed with ST and home to determine onsite or online working	Additional support for learning at home Risk assessment for all EHCP students agreed with ST and home to determine onsite or online working	Additional support for learning at home Risk assessment for all EHCP students agreed with ST and home to determine onsite or online working
Devices & internet access	All loan devices are returned & loaded to individuals as needed All students able to access a device and internet at home	All loan devices are returned & loaded to individuals as needed All students able to access a device and internet at home	Application to DfE for further devices as necessary Devices loaned out to students unable to work at home All students able to access a device and internet at home	Application to DfE for further devices as necessary Devices loaned out to students unable to work at home All students able to access a device and internet at home	Application to DfE for further devices as necessary Devices loaned out to students unable to work at home All students able to access a device and internet at home
Engagement	Monitored in lessons	Monitored in lessons	On site: monitored in lessons At home: monitored using completion and submission of online work set	On site: monitored in lessons At home: monitored using completion and submission of online work set	Monitored using completion and submission of online work set
Staff meetings	Staff meetings are held virtually where possible Any face to face meetings utilise large, well ventilated spaces or outdoor spaces	Staff meetings are held virtually where possible Any face to face meetings utilise large, well ventilated spaces or outdoor spaces	Staff meetings are held virtually where possible Any face to face meetings utilise large, well ventilated spaces or outdoor spaces	Staff meetings are held virtually where possible Any face to face meetings utilise large, well ventilated spaces or outdoor spaces	Staff meetings are held virtually