



Information for students returning to school in September 2020

Please ensure that you and your child have read this document carefully before they come into school. There is a lot of information which is difficult to reduce further. There will be full copies of the school risk assessment and guidelines for the return on the school website but this document should contain all the information you need. All of our preparations are based on the latest government guidance issued to support schools bringing all students back to school in September. Please do contact the school if you have any further questions.

Further information

The Department for Education issued guidance on 2nd July 2020 and this can be found here: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>.

The guidance gives some clear instructions on attendance at school and arrangements schools should consider putting in place but it also acknowledges that every school is different and leaves some organisational decisions to school leaders. The information and changes to school routines detailed in this in this document are all in line with this guidance.

Should my child attend school?

It is clear that from September, as long as there are no further announcements to the contrary, all students are expected to return to school.

It is expected that shielding advice for adults and children will pause on 1st August and that far fewer people will be advised to shield in future. This means that even the small number of students who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding.

If rates of disease rise in local areas, children and young people (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.

Children who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

If your child is unable to attend school because they are complying with clinical or public health advice, please contact their House Office with details.

Illness and coronavirus symptoms

Students should **not attend school** if they have coronavirus symptoms (see next page) or have tested positive in the last 10 days.

If any student becomes unwell during the day with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, parents will be contacted and they must immediately be collected from school. They will be advised that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

After a test – if the test is negative

A negative test result means a low risk of having coronavirus.

Other members of the household can stop self-isolating. If the student feels well and no longer has symptoms similar to coronavirus, they can stop self-isolating and return to school. If the student still feels unwell they could have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people and they should remain at home until they are better.

Please inform your child's House Office if your child has had a negative test.

After a test – if the test is positive

A positive test result means that when they took the test, the student had coronavirus. They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 10-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days).

Please inform your child's House Office if your child has had a positive test. You will need to provide details of anyone they have been in close contact with if asked by NHS Test and Trace. Your child's name will be kept confidential but the school must notify the local health protection team.

Face coverings

Face masks are not compulsory in school however students are encouraged to wear a face mask when indoors. They are not required in outside spaces. These should be worn correctly over the nose and mouth and should be removed to enter a classroom and appropriately stored. Students will not be allowed to wear masks with writing or images on them. If travelling by public transport, students will need to bring appropriate face coverings for use when travelling and a plastic bag to store/dispose of coverings.

Minimising contact between individuals

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). We will keep year groups separate (in 'bubbles') as much as possible and **students should maintain distance between each other where possible.**

Year Group 'Bubbles'

Maintaining whole year group 'bubbles' will enable us to continue to provide a full curriculum to all students with their specialist teachers. Each year group will have its own classrooms which are not shared with any other year groups. These classrooms are mostly situated together and this means that most movement between lessons will only take place in a smaller part of the school than normal, avoiding contact with large numbers of students from other year groups. We will not be holding large assemblies.

We will be using staggered break times and lunch times for different year groups which will reduce mixing and help with cleaning surfaces.

When to self-isolate

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Public Transport

Some students have no option but to use public transport but where possible this should be avoided. There will not be a bus coming onto the school site at the end of the school day. Students will need to ensure that they wear face coverings and follow any instructions given by drivers regarding numbers of students allowed on a bus.

Bins will be provided for temporary face coverings near each gate. Students using reusable coverings will need to have a suitable plastic bag to store their face covering in whilst in school. Students should not to touch the front of their face covering during use, when removing coverings or until they have washed or sanitised their hands.

Staggered Start Times and Entrances

In order to keep students distanced at the start and end of the school day a system of staggered start and finish times will be in place. Students will need to enter the appropriate gate for their year group. **Students should not arrive early but aim to arrive to school at their allocated time. They should not wait for friends in other year groups at the start or end of the day.** Similarly, parents should not wait at the gates. Please arrange to drop off or pick up your child on Birmingham Road if they enter through the either Tynings Lane, Hepburn Close or Gaydon Road gate and Walsall Road if they enter through the Quicksand Lane gate. Students should not enter buildings more than five minutes before their lessons start. Students must use the hand sanitiser provided when entering the buildings.

Year	Start of day	End of day	Gate
7	8.45am	3.00pm	Tynings Lane
8	9.15am	3.30pm	Quicksand Lane, Hepburn Close or Gaydon Road
9	9.00am	3.15pm	Tynings Lane
10	9.15am	3.30pm	Tynings Lane
11	9.00am	3.15pm	Quicksand Lane, Hepburn Close or Gaydon Road
12/13	8.45am	3.00pm	Quicksand Lane, Hepburn Close or Gaydon Road

Local shops have been in contact with the school and asked that students do not visit at the current time.

Corridors

Passing others in a corridor is considered low risk and passing students from other year groups cannot be completely avoided. Some doorways will be identified as only for particular year groups and similarly toilets. However, avoiding some mixing in toilets is not possible. Door handles, hand rails and toilets will be disinfected regularly throughout the day. Students must not wait or gather in corridors including during breaks and lunchtimes.

Toilets

Toilets will be allocated to specific year groups but some groups will share them. Toilets will be cleaned regularly throughout the day. Students should wash their hands thoroughly for 20 seconds whenever they use the toilet. Posters are displayed to reinforce this. Students must not wait or gather around toilets including during breaks and lunchtimes.

Classrooms

Although there will be some movement between classrooms, classrooms will not be shared with students from other year groups. Desks will be arranged so that students sit side by side facing towards the front rather than in groups facing each other. Students will be expected to use hand sanitiser at the start of every lesson. They

should have a tissue in their pocket in case they need to cough or sneeze. Tissues will be available in rooms for students who do not have one.

Break and lunchtime

Break and lunchtimes will be staggered so that year groups do not mix at these times. Year groups will have different outside areas to use and different dining halls. There will be no food served at break time.

At lunchtime, food and drink will be available in the dining halls. Students will use hand sanitiser as they enter a dining hall. We will still use the biometric scanners to pay for food and drink, these will be wiped with antiseptic wipes after each student. **The cash machines will not be in use to top up ParentPay accounts – this must be done online or in a shop.**

What should students bring to school?

Everyone should have a tissue or toilet paper in their pocket in case they need to sneeze or cough. A box of tissues is provided in every classroom. Used tissues should be put in the bin in the room which has a plastic liner and will be emptied regularly.

Students should wear school uniform as usual for attending school. Students should bring their own pens and stationery including calculator, ruler, pen, pencil, rubber, green pen and their exercise books. They will not be able to share these items with other students. Sixth form students may bring their own laptop or tablet but must ensure that it is fully charged as there may not be sockets available for charging during the day. If travelling by public transport, students will need to bring appropriate face coverings for use when travelling and a plastic bag to store/dispose of face coverings.

What happens if my child becomes ill or needs First Aid in school?

Anyone with Coronavirus symptoms should self-isolate and follow the Government guidelines for their family. Nobody should enter the school site with symptoms of Coronavirus.

Any student who becomes ill with Coronavirus symptoms during the day will be sent to meeting room 2 immediately and a message sent to reception. Parents will be contacted and expected to collect their child as soon as possible. They should then self-isolate for 10 days and follow government guidance for their household. They should arrange to have a test and not return before 10 days have passed or a clear test result has been obtained.

Staff dealing with students with infections will wear gloves and a face covering and minimise contact with them, remaining outside of the room. Should a student need the toilet they will be taken and the cubicle closed until it has been cleaned. The room will be disinfected after every use and at the end of every day.

First Aid will only be administered if necessary. Parents will be contacted to collect their child if this is a reasonable alternative. The First Aider will wear a face covering and gloves and maintain social distancing where possible. Students may be asked to treat themselves, eg. to apply a plaster.

Behaviour in school

Students will be expected to follow the usual school rules as well as the expectations set out in this document.

Visitors

Visiting the school is discouraged and visitors will not be allowed to enter the school except in exceptional circumstances. Email, telephone calls and video meetings will be used wherever possible. On rare occasions where a visit is unavoidable it is important that an appointment is made as any room used must be disinfected before and after use. Only one person is allowed in reception at a time and the chairs have been removed. Anyone allowed into school will be expected to use the hand sanitiser provided.