

Levenshulme High School – Plan for Full Opening September 2020

Context and Introduction

This plan should be read in conjunction with the other relevant guidance published by the Trust and the accompanying risk assessments. This plan is as accurate as it can be at the time of sending to you. As with the global and national picture, things can change and we may need to respond to these changes accordingly. Therefore, we kindly ask that you are vigilant around checking email communication regularly during the summer holiday for any potential updates/revisions.

On 2 July 2020, the government announced that from the beginning of the autumn term, all pupils, in all years will return to school full-time.

A full copy of the guidance published by the Department for Education can be found at the link below:

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

We support the government's intention for all pupils to be attending full-time education in autumn term and, for us, this means looking to welcome our school community back to full-time working on-site in September 2020. We support this because:

- Prolonged absence from school is concerning academically, socially and for some children from a welfare and safety perspective.
- The long-term impact of a deep recession, particularly on the poorest families, will be very damaging.

As ever, the health and safety of our school community is always our number one priority.

Rationale for full opening in the autumn term

At the most basic of levels, this is to satisfy the request made by the Department for Education. Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental to children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

All actions will be assured by a rigorous risk assessment process – both at whole school level and at individual level, where appropriate.

An adjusted school experience

To comply with the protective measures and systems of control, we have devised a full-time school offer which will implement sensible and proportionate control measures. This will follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

For secondary school settings, maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-

isolate, and to keep that number as small as possible. It is acknowledged that at secondary schools, groups are likely to need to be the size of a year group to enable us to deliver the full range of curriculum subjects. This is how we will organise our school day. Endeavouring to keep these groups at least partially separate and to minimise the contacts between children will offer public health benefits as it reduces the network of possible direct transmission.

“All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.”

In our school, we will divide the buildings/corridors in to year group zones as shown in the table below – this includes entrances and exits, arrangements for intervention, pastoral spaces, social time, staggered arrival and departure times:

Year group	Gate & Arrival/Dep Time	Entrance and exit into and out of building	Bubble spaces	Break and dining space	Toilets	Intervention spaces	Pastoral Office
7	Errwood A: 8.25 D: 14.40	Plaza end of Errwood	E213, E214, E211, E208, E209, E204, E203, E202, E201	Main hall Lunch	Errwood basement toilets plaza end	Peer Mentoring Room	Existing Year 7 Office
8	Errwood A: 8.35 D: 14.50	Maths/Errwood Hall Quad	E108, E107, E104, E103, E102, E101, E035 E024, E029	Main hall Break	Errwood basement toilets – energy box end	E026	Existing KS3 Office
9	Errwood A: 8.45 D: 15.00	Energy box end of Errwood	PE classroom, MPR (as a classroom), Library, E216, E220, E123, E125, E126, E120, E127	Sports hall Break	Toilets in the Energy Box	Energy Box meeting room	KS4 Pastoral Office
10	Crossley A: 8.35 D: 14.50	Crossley – ADT doors	C018, C019, C023, C027, C032, C035, C123, C124, C127, C122, C121, C120	Dining room and canopy Lunch	ADT and MFL	DJE's Intervention Room	DJO's old Office
11	Crossley A: 8.25 D: 14.40	Crossley – Canopy doors	C114, Mezzanine, C205, C205b, C207, C208, C210, C213, C217, C218, C219, C220, C222	Dining room and canopy Break	Science	Learning room	Outside MMC's office

Symptoms and Actions

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a 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)
- **a 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

Most people with coronavirus have at least 1 of these symptoms.

(Accessed 6-7-20: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>)

If a young person demonstrates any of these symptoms during the school day, they must be sent immediately to the meeting room in reception. First Aid must be notified using the icon on the desk top. The first aider responder must let the group know they are responding to the room. The student will be isolated in this room, parents will be contacted to collect them straightaway. The supervising first aider should remain outside of the room but make sure they can see the student.

Actions

1. **Stay at home (self-isolate)** – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.
2. **Get a test** – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Test and Trace

All members of the school community (staff/students/parents/carers) must be ready to and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The following actions must also be taken:

1. minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
2. cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
3. ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach
5. minimising contact between individuals and maintain social distancing wherever possible
6. where necessary wear appropriate personal protective equipment (PPE)

(Accessed 6-7-20: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>)

Expectations when in school

We expect students to arrive on time and remain in school for the duration of the day. Students' attendance at school is mandatory from September 2020.

Students are expected to follow the usual school rewards and behaviour system. They must take in to account new expectations around social distancing.

All adults in school will be expected to remind students and each other of the need to observe social distancing rules, wherever possible.

The following code of conduct (a temporary appendix to the Behaviour for Learning Policy) is expected to be followed by all students and will be communicated with them (and their parents/carers) prior to return to school in the new academic year:

Appendix to the Trust behaviour policy in response to Covid 19 – June 2020

The school behaviour policy remains in place and serves as the basis for young people to take responsibility for their own behaviour in line with the values of the Trust and of each school. As always, the building of relationships and the expectation of working within a set of expectations, based on mutual respect, will be particularly key at this critical time. As such, it is imperative that the young people are given a clear set of guidelines to follow, that these are explained and modelled to them and are shared with their parents and carers. The following expectations now also exist:-

1. *Arrive to school and leave to go home at the correct time using the correct entrance and exit.*
2. *Do not wait for friends and do not congregate. Speak to a member of staff if your parent/carer usually comes to collect you, is late or does not arrive.*
3. *Speak to a member of staff if you are worried about any aspect of travelling to school or getting home at the end of your session.*
4. *Enter the building at your allocated gate and door, sanitise your hands and go straight to your form room*
5. *There must be no physical contact at any time. This includes hugging.*
6. *When you cough or sneeze, catch it in a tissue or in your elbow. Do not cough or sneeze in anybody else's direction. Throw your tissue in the bin. **Catch it, Bin it, Kill it.***
7. *Avoid touching your face – nose, mouth and eyes.*
8. *You must stick to the seating plan in the learning space.*
9. *You must only use your own equipment. If you need anything else, ask the member of staff, do not share equipment with anyone else.*
10. *There will be hand sanitiser and wipes in every room. The windows will be open, and the door – where appropriate.*
11. *Where possible, maintain 2 metres between yourself and other people at all time. There are marks around school that will help you with this.*
12. *Do not leave the learning space without permission. Each year group will be allocated a set of toilets, you must not use any other toilets. You should always wash your hands for 20 seconds using soap and water before you leave the toilets.*
13. *You will be told where to go to spend your break time.*
14. *You should always follow the instructions and advice of any member of staff.*

If you follow all of these expectations, you will have a positive start back to being at school. We want to help you adjust as quickly as possible so please keep talking to us.

If you are not following these expectations, we will remind you about them and if there is still a lack of co-operation, we will contact your parents / carers to explain that we want you to continue your learning at home, as you are putting yourself and other people at risk.

As noted above, students who are unable to follow expectations will be reminded of them and, if they continue to put themselves and/or others at risk, their parents/carers will be contacted and consequences engaged as per the Behaviour for Learning policy.

Uniform/Dress Expectations

Students will be expected to wear their normal school uniform. An additional requirement will be wearing a coloured lanyard which will indicate the year group they are in and support in ensuring students do not go into areas of the school which are designated to a different year group.

On the days when students have PE, they should come to school wearing their PE kit.

Staff dress is as per the handbook.

Personal Protective Equipment (see also First Aid) – the government states this is not necessary in a school setting, however, if staff members wish to wear a visor, they will not be prevented from doing so and these will be provided by school.

If a student or colleague has worn a face covering to travel to school, this should be removed on entry to school, disposable masks/coverings disposed of in a lidded bin,

reusable masks should be placed in a plastic bag and taken home at the end of the day. Hands should be washed/sanitized immediately. When removing the face mask, particular care should be taken to avoid touching the face.

Equipment

Staff and pupils should have their own pens and pencils.

Travelling to and from school

As per guidance issued by the government, use of public transport should be kept to an absolute minimum, where possible, walking and/or cycling to and from school – this applies to both staff and students. If walking to school with someone else who is not from your household, social distancing guidelines should be followed, wherever possible.

If being dropped off by motor vehicle, students should come straight through their designated gate at their staggered start time and go straight to their form room. **They must not go to other areas of the building.** When leaving the site, students should not wait around the school gate. If they are waiting to be collected, students should wait at the marked places along the school fence.

This guidance will be issued to families in Arabic, Urdu and English.

Further guidance can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

INSET

To comply with social distancing guidance, we will operate a carousel of activities to ensure that all colleagues receive the relevant information and welcome back to school in a safe way. There will be more time than usual dedicated to faculty/area/team focused work so that colleagues are able to feel confident about the ways of working when we welcome the students back to the new academic year and are able to re-familiarise themselves with the environment.

Colleagues must observe social distancing wherever possible.

The First Week Back

To support a smooth return to school in September, we will be welcoming year groups back at a slower pace than normal. This will help everyone adjust to the revised school setting and health and safety procedures at a reasonable pace. The timings of the school day will be the same as listed on page 8. Students will attend as follows:

Monday 7 September – Year 7 only

Tuesday 8 September – Years 7 and 11

Wednesday 9 September – Years 7, 11 and 10

Thursday 10 September – Years 7, 11, 10 and 9

Friday 11 September – Years 7, 11, 10, 9, and 8

Further guidance will be issued regarding the logistics of the 'first day back'. Each day of the first week back, Period 1 will be spent in tutor groups going through the new arrangements of the school day and other activities to support their personal development in a positive tutor group beginning.

From Monday 14 September, the timings of the school day will be as outlined in the table below and the timetable operating as per SIMs.

Arriving at school

Arrival procedures will be shared with staff, students and families before September and a copy available for reference on the website.

On arrival at school, students will enter through their allocated gate at their allotted staggered start time. On coming through the gates, there will be sanitizing stations and students will sanitize their hands before proceeding to their form room/designated area of the school site.

At the end of the day, students must leave site as per the staggered finish times. Students must not congregate. If they do have to wait, they should do so at one of the marked waiting spaces shown on the fence.

Staff must follow the usual signing-in protocols using *Inventry* and they should sanitize their hands using the gel/spray provided.

Form Time

In order to ensure that we keep year groups in bubbles, we will need to suspend our vertical tutoring system until further notice. We will operate a year based tutoring system in its place with students retained in house-based tutor groups with tutors from their house. The form time programme will run as normal with some more age-specific content being incorporated to recoup some of the learning we were not able to cover in Focus Days in the spring and summer terms with greater equity.

Organisation of teaching/work spaces

Classrooms will be set up so all students are facing the front in rows. Classrooms will have sanitizing wipes, hand gel, lidded bins and tissues to support managing good respiratory and hand hygiene. Teachers must remain at the front of the class, observing 2 metres distance from others in the room, where possible. Teaching Assistants should offer support from a distance, using white boards to support and offer guidance.

Office spaces will state room capacity which must be adhered to. Offices and work spaces will be equipped with sanitizing wipes, hand gel, tissues and lidded bins.

Moving around school

Operating in year group bubbles, each year group is allocated a 'zone' in the school for their learning and social times. Each year group will have their designated stairwell, entrance, exit and set of toilets. Their Heads of Progress, Pastoral Managers and Intervention provision will all be within their allocated zone.

When moving around their zone and when entering and leaving the school site so students and staff should observe social distancing wherever possible.

In accordance with Public Health England advice, staff should maintain a distance from their students, staying at the front of the class and staying away from their colleagues where possible. Ideally, this will be at a distance of 2 metres from colleagues and from children.

Between lessons – at the end of a lesson, teachers and students will leave classrooms at staggered times – this will help support social distancing and move to their next classroom base. Wherever possible, staff commuting to their next lesson, should do this via the outside

of the building. They should, as normal, line up in an orderly manner and wait for their teacher to welcome them to the lesson. To support an orderly and purposeful transition to and from lessons, all colleagues are required to have a presence to ensure there is calm on the corridors. Pastoral Teams will support corridor conduct and senior leaders will be assigned a corridor to support, where possible, at lesson changeover.

Timetable structure

We will follow our usual school timetable offering an ambitious, broad and balanced curriculum across all subjects. Teachers will move between classrooms and year zones. Children can move between classrooms/classes/sets in their zoned area. As mentioned above, everyone will have an important part to play in ensuring a calm and orderly transition between lessons, being vigilant and present on corridors.

The school day will run broadly in line with our typical structure. The start and the end of the day are adjusted slightly to accommodate the staggered start and finish times, as shown below:

Time	Activity
8.25 Year 7 and Year 11 Arrive 8.35 Year 8 and Year 10 Arrive 8.45 Year 9 Arrive	Staggered Arrivals and Form Time
9.10 – 10.00	Period 1
10.00 – 10.50	Period 2
10.50 – 11.20	Break Time
11.20 – 12.20	Period 3
12.20 – 13.10	Period 4
13.10 – 13.55 (45 mins)	Lunch Time
13.55 – 14.40/15.00 14.40 Year 7 and Year 11 Depart 14.50 Year 8 and Year 10 Depart 15.00 Year 9 Depart	Period 5 (inc. staggered departure times)

Pedagogy

The sequencing of the curriculum has been adjusted and, where appropriate, distilled to core knowledge, skills and understanding to support bridging the gaps in lost face-to-face learning. This includes further development and frequent modelling of remote learning practices in the event that we are placed back in a local or national lockdown.

Our values are the foundation for all that we do and will support the personal development work that will take place in the form time programme as well as across a range of areas of school life.

Due to the way in which the virus can be transmitted, it is advised that any speaking and listening work (class discussions, choral repetition, paired/group discussions etc.) should be managed in a way that pupils use quieter voices.

In music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, if singing, groups should be of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.

Wherever and whenever possible, PE lessons will take place outside. Activities requiring the use of equipment should be kept to a minimum and sanitized meticulously before and after use.

Textbooks can be shared within a year bubble; these should be cleaned regularly.

Marking, Assessment and Feedback

As noted above, in the first instance, there should be a school-wide emphasis on low-stakes testing through formative assessment practices such as tests, quizzes, question and answer sessions, mini-whiteboard work, use of self-marking online tests etc. This will reduce the risk of handling items and as such reduce the possible transmission of the virus. Where written assessments are completed, it is advised that they are completed on lined paper, left for 72 hours before being marked.

Library

The library, as a room will be out of use; however, we know the importance of reading to our students and so, within each year group's intervention space, there will be a collection of year specific books. These rooms will be staffed by our librarians on a given day for a given year group. (Monday Year 7, Tuesday Year 8 and so on chronologically). Books cannot be borrowed to take home but can be read in situ.

Signage

To make the year group bubble zones clear, consistent colours will be used. Doorways will be marked with tape denoting the colour of the year group permitted in the room. Large pull-up banners will show when you are entering each year group zone.

Within classrooms (and offices and other rooms in school), *Catch it, Bin it, Kill it* signs and Wipe your workspace before and after use sign must be displayed.

Signs displaying the symptoms of the virus will be placed around school and the screens will rotate with clear guidance to support controlling the spread of the virus along with other important messages about school life.

Tape showing 2 metres distance in 'real terms' is adhered to the floors to support everyone in maintaining social distancing wherever and whenever possible.

Gates, doors, stairwells and toilets will all be labelled clearly showing to which year group bubble they have been allocated.

Classrooms, offices and meeting rooms will show room capacity.

Visitor protocols are displayed in reception and floor markings support everyone in maintaining social distancing.

Break time and Lunch Time

This is a very important part of any school day. For our cohort of students, it is especially important and will provide a good opportunity to socialise, be out in the fresh air and support mental and physical well-being. For each cohort of students, we will designate a space in which they can socialise in a distanced manner. The duty rota will operate as usual with re-focused duty points to reflect the changes to the zoned space.

Year 7 and 8 will alternate using the main hall and the part of the field in front the Errwood Building (Errwood Field). Year 8 will eat break in the main hall whilst Year 7 are on the field or, in the event of bad weather, in their zone space. The arrangement will swap round at lunch time so Year 7 are in the main hall and Year 8 on the field or in their zone space.

Year 9 will eat at break time in the Sports Hall. They have the use of the MUGA and the section of the field in front of this (Energy Box field) or their zone space in which to socialise.

Year 10 and 11 will alternate using the Dining Room (Year 11 at break and Year 10 at lunch), accessing the field and court in front of the Crossley Building or their zone should in the event of inclement weather.

Students may bring a packed lunch if they wish.

As it is important for the students to have a break, so it is equally as important that staff can too. As rooms will have restricted capacity for adults which must be adhered to, so there will be additional classrooms identified for staff to access at break and lunchtime. Whilst in these 'pop-up' staffrooms, colleagues must observe social distancing protocols, wherever possible.

First Aid

In the event of somebody requiring first aid, this should be done in the usual manner by clicking on the icon on the desktop; this will trigger a first aid trained colleague on the rota that day to attend. Personal Protective Equipment is available for first aiders to wear and this can be found in the Crossley Conference Room and the Errwood Staff Kitchen.

Any first aid incidents should be logged in the usual manner.

Fire Evacuation

New fire muster points will be created in the same space as currently situated but spread out further along the school site so that there is space between the different year group bubbles. Form tutor muster points will be clearly labelled on the south perimeter fence adjacent to Crossley Road.

Lockdown Procedures

We currently have clear procedures in place in the event that school is placed on lockdown. The same systems will run if this is the case during this temporary arrangement.

Toilets and Cleanliness

Each year group bubble of students will have access to the same set of toilets. Hand soap and sanitizer will be replenished as often as required. Doors (excluding toilet doors) will be propped open to reduce the need for surface contact. Where appropriate, windows must be open to promote ventilation.

Cleaning staff will pay particular attention to toilets, doors, handles and banisters throughout and at the end of each day. The frequency of cleaning toilets and target areas will be increased. Hand dryers will be switched off and hands dried using paper towels.

Dining spaces will be cleaned between uses.

Tissues, sanitizing wipes and lidded pedal bins will be available in each classroom/office/work space.

Any shared surface should be sanitized with a wipe before and after use - there are posters up in classrooms and office/work spaces to remind colleagues and students of this process - this applies to desks and chairs as much as handles and goods.

Food and Drink

Food will be served in three different venues (as outlined above). Students will be encouraged to bring their own bottle of water with them. Staff will bring in their own cups/water bottles. Staff can purchase food from any of the serveries, if they wish to do so. Wipes will be placed near fridges so that handles can be sanitized before and after use.

If students have brought a packed lunch to eat, they can eat this in designated classrooms in their bubble zone, ensuring they leave the environment clean and tidy before they leave and observing the sanitizing protocols using the wipes available..

Safeguarding and welfare checks

We will continue to follow the school safeguarding policy and have due regard to the statutory safeguarding guidance, Keeping Children Safe in Education and should refer to the safeguarding arrangements in schools, colleges and providers:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Attendance

Students' attendance to school is mandatory from September. Where students are finding it difficult to return to school, we will work with families to support their re-integration into school.

Communication

All stakeholders need sufficient notice time to ensure that we can return safely. This will be factored into any timelines that are drawn up. We would seek to translate plans and guidance into home languages where possible to support access to the information. We will use video to support any transition back to school, showing our clear expectations about moving safely around the site and working in year bubbles.

Any staff who wish to complete a 'walkabout' of the site before September have been offered the opportunity to do so. This will familiarise them with the safety protocols that have been put in place and that they will be adhering to.

Communications will be sent to key partners to outline our visitor protocols.

Clear signage will be placed around the school and the website updated as necessary.

Risk Assessment and Review

This plan and accompanying Risk Assessments (to follow) are under constant review. Individual Risk Assessments will be carried out as desired and/or deemed necessary.