



Range High School: June/July 2020



Phased Re-Opening of School: Y10/Y12

Following DFE instruction and guidance, we aim to offer some on-site time for our students in Years 10 and 12 from the week beginning 15th June 2020. Please bear in mind that this will only happen with very small groups for the near future and will not require large numbers of adults or children to be on site at any one time. This plan will outline how the school day will operate and should be read in conjunction with the detailed risk-assessment documents that have been produced following consultation with a wide array of stakeholders including Union Representatives, Governors and staff.

While the government does not expect Year 10 and Year 12 pupils to return to school or college on a full-time basis at this stage, they are asking secondary schools to offer some face-to-face support to these pupils from 15th June. Following guidance from Sefton LA, this will now start on the 22nd June in our case. We will be guided by further advice from the DFE should their instruction change including later dates or indeed not offering this aspect of provision at all, if the local health situation changes. Our online offer will continue for all other year groups and the main provision for Y10/12 will continue to be set remotely. This is an area we need to develop as this way of working continues. Mr Dolly is leading some CPD and is facilitating some sharing of good practice to allow us to enhance our online delivery. This is particularly important as we may well still be working in this capacity in some format even in September.

Other local primary and secondary schools have been in discussion around these plans and are keen to ensure that a similar provision is in place and on offer in their schools as well. The following plans are subject to change based on changing guidance as stated. They have been drawn up in line with guidelines issued by ASCL, guidance from the NASUWT and a joint planning guide issued by Unite/Unison/NEU/GMB.

The Health and Safety of everyone on the school site is of paramount importance. It is therefore imperative that everyone attending school on certain days follow all of the instruction, advice and guidance given to them. Deliberate failure to do so on the part of a student will result in them being sent home. The school behavior policy has been updated with this advice and this has been shared with parents and students in appropriate year groups. However, it is hoped that for the relatively small number of people who will be in school on any given day that recourse to such eventualities would not be required. If everyone plays their part, we should be able to continue to offer provision for our Key Worker and vulnerable students as well as giving some meaningful support and help to our students who will be facing public examinations next year.

Parental Survey

We asked our families in Yr10 and Yr12 if they would be keen to access some on-site provision. The results were as follows:

Year 10: over 76% of people who replied (146), said that they were likely or extremely likely to send their child to school

Year 12: 88% of respondents (50), said that they were likely or extremely likely to send their child to school

It seems clear that our families are keen to access this provision and for the majority, their willingness to engage will mean that some work in school will be well received and that therefore the students will benefit and will take the exercise seriously. Educationally this will help our Y10/Y12 students as they begin preparation for public examinations next academic year.

Broad Outline

The general plan is to bring in no more than 25% of our Yr10 students and a smaller proportion of our Yr12 students on any given day and at any one time. In the first week, (w/b 15th June) we will offer individual appointments to Yr12 students which will be dedicated to pastoral, well-being and safety support and briefings. These appointments will be led by Y12 Form Tutors and will be led by Dr. Ainsworth. In the same week, we will bring in small House groups of Yr10 students to offer pastoral and wellbeing support on separate days. This work will be delivered by senior pastoral staff and will be led by Mr. Cregeen. Y12 appointments will be offered in the mornings and Y10 sessions will be run in the afternoons. UPDATE: following advice from Sefton, all of this work is taking place remotely.

For the remaining weeks, a skeleton timetable will operate to ensure that all students have the opportunity to spend some time with a specialist teacher in their core subjects as well as some time with their option teachers. So essentially, for Yr10, the same programme will be delivered up to 4 times to three different groups over the remaining half term. The same teachers will not be required to deliver the sessions every week. Staff in their areas can agree who would be best placed to deliver the on-site sessions on a given week depending on the groups coming in. Yr12 will also have access to a subject teacher. It is envisaged that their programme will be over two weeks and then the programme will be delivered again in the second two-week block for the second half of the subject groups. So, to summarise:

- Y10 should have a week where they are in school in three groups of 15. When complete on Friday lunchtime, those children will not likely be back into school until September.
- After two weeks, the Yr12 timetable will begin again for the second half of the subject group, so they will all have the opportunity to be with a subject specialist in the time available throughout the half term.

All of this is subject to change depending on guidance updates and monitoring of the local and national situation pertaining to Covid-19.

Net capacity and organisation of teaching spaces

Year 10

Year 10 students attending will be split into three or four groups depending on numbers. They will be given a specific set of instructions on their arrival time and route to take but essentially they will arrive and go to the quad area where spaces will be marked to wait until they are invited into the rooms where they will be for most of the day. The day will start at 9am and will finish at 2.15pm for the four teaching weeks for Y10 pupils. The details of the timetable and rooms have been published separately, please see Mrs. Phillips for full details.

Y10 Rooms – 23, 28 and 31 (other rooms may be used for Option subjects): please see the timetable.

At the end of each day, these rooms will be cleaned and the students will sit in exactly the same desk when they come back in for the next and subsequent days. On Friday, school will finish at lunchtime and the cleaning team will then have an opportunity to deep clean these areas ready for the next group of Y10 students to come to school the following week. Each teacher present to deliver lessons on any given day will travel to each of the rooms at their allotted time for Y10 and for Y12. This will reduce the amount of movement around the site throughout the day.

Year 12

The students will be brought in, in two sessions, 9.30 – 11.30 and 12 – 2pm. All Year 12 lessons will take place in the Sixth Form Block (where possible) as outlined below and mirroring the Y10 subject plan (where possible). Please see Dr Ainsworth for the full detail which has been published to students and to staff.

Again, all classrooms will be cleaned thoroughly at the end of each day. Yr12 students will wait outside the block in the morning again on designated spaces. They will not enter the block until instructed to do so.

Arrival to and departure from school

- To reduce crowding on entering:
 - Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should drop off their child after 9.05am.
 - Upon entering school, pupils will be asked to use a hand sanitiser and/or wash their hands.
 - At the end of the school day, pupils will be asked to use the hand sanitiser before leaving their final lesson.
 - Before going to break/lunch and upon returning to the room, students will be asked to use hand sanitiser. Students in Y10 will be managed/supervised by members of the Senior Team as well as members of Senior Pastoral staff who are present. CA/CD/Senior Staff will supervise Y12 students at break/lunchtime.
- To reduce crowding on leaving:
 - Year 10 Group 1 will be dismissed at 2pm, managed by a member of SLT.
 - Year 10 Group 2 will be dismissed at 2.10pm, managed a member of SLT.
 - Year 10 Group 3 will be dismissed at 2.20pm, managed by a member of SLT
 - On Fridays, pupils will be dismissed at 10 minute intervals starting at 12.15pm, this will also be managed by a member of SLT

Movement around school

- All non-essential movement around school should be avoided.
- All areas of the school will become one-way as far as is possible.
- The students should be encouraged to stay on the right of corridors and to maintain social distancing protocols at all times.
- If groups of pupils are moving during or between lessons (e.g. for PE, lunch), staff should supervise and ensure that they use the shortest route possible.

Teaching Assistants (TAs)

- TAs supporting in the classroom must maintain social distancing from the pupils they support.
- If social distancing is not possible in the general classroom, they should:
 - Support their designated pupil(s) by withdrawing them to an agreed room.
 - If a pupil requires close medical or intimate care, PPE should be worn- see risk assessment documentation.

Break time plan

- Pupils will have a designated area to be in at break times.
- Pupils will go outside for breaks and maintain social distancing.
- In case of a wet break, pupils will stay in their designated room.
- Pupils are only permitted to use the Dining Hall if purchasing food.
- Pupils will queue in compliance with social distancing guidance. During their break time:
 - Other than the Dining Hall, pupils are not permitted to be in the building during break time.
 - All benches will be wiped down with disinfectant regularly at break and lunch times.

Lunch time plan

- The Catering Manager will take orders for food in the morning.
- Pupils will queue in compliance with social distancing guidance and markings as laid out.
- Pupils will be asked to wash hands with soap before and after having lunch.
- The menu for each day will be reduced to offer quick grab items.
- Pupils are only permitted to use the Dining Hall if purchasing food. Otherwise, they will go outside.
- Other than the Dining Hall, pupils are not permitted to be in the building during lunch time.
- During break and lunchtimes, all staff on the rota will be expected to contribute to the supervision duty rota. All staff on any given day will have a different allocated lunch period where they have been asked to contribute to a duty during the student's lunchtime.
- All benches will be wiped down with disinfectant regularly.

Catering staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear the normal catering garments. A separate bin should be used to discard these items. The catering company will work closely to brief the staff on their company guidelines. Mr Pritchard will liaise with the catering team on school procedures for this period. In particular:
 - Catering staff will continue to wash hands with soap regularly, particularly before serving food.
 - The menu for each day will be reduced to offer quick grab items and limit options.
 - When serving food, catering staff will need to maintain social distancing as much as possible.
 - All food items should be served on disposable plates. Disposable cutlery should also be used.

- All benches will be wiped down with disinfectant before and after the break and lunch period as outlined above.

Cleaning

- There will be cleaners in school at all times.
- Cleaners will disinfect and wipe down all surfaces.
- Toilets will be checked throughout the day and every hour in high-use areas.

Particular attention will be paid to:

- Stair railings, entrances to the buildings, lifts and staff room offices.
- Entrance to classrooms (both door handles etc...) at break, lunchtime and at the end of the day.
- Classroom desks between lessons (at break, lunchtime and at the end of the school day). This includes keyboards and mice. Wipes will be available in all classrooms to allow staff to wipe keyboards and mice if required.
- Cleaners should wear recommended PPE as per their company guidelines at all times.
- On Friday afternoons, there will be a deep clean of all spaces and surfaces in school. High use areas will have a deep clean at the end of each school day.

Toilets

- During lessons, students must use the nearest toilet.
- When giving permission during lesson time, teachers should indicate which toilet should be used.

Staff Rooms and Offices

- Cleansing Wipes will be made available in Anne's Room and the Library
- Staff should only use Anne's Room, offices, the Library or the staffroom if they are able to socially distance themselves from each other. Anne's Room and the Library will be set up to ensure social distancing can be maintained. All offices and staffrooms should be used to only 50% of their capacity at most. Please follow the guidance posted in these spaces.
- In staff rooms and offices, hot-desking on PCs should be avoided where possible. Staff should only use the PC if it is designated to them. Alternatively, if sharing of PCs is unavoidable, staff should wipe down the keyboard and mouse before using. Wipes should be available in all areas being used in the period of partial re-opening. If they are not available, please see Mr Pritchard.
- Staff should use a hand sanitiser when entering and leaving the staff room and/or office. These should be readily available in all classrooms/areas being used in the partial re-opening period.

School buses

- Due to very low numbers, the school bus service will not be operational at this time.

Expectations in the classroom

- Pupils and staff will use hand sanitiser on entering each lesson within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson when changing staff.
- In IT rooms, pupils should stay at the same IT station at all times.
- All classrooms will have socially distant fixed seating and pupils must sit in the same place at all times. Desks and chairs must not be moved from their location.
- To maximise social distancing, teachers should avoid movement during lessons and stay near the screen/board.
- Windows should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared.

Pupil expectations

Pupils must only attend school if they or a member of their household does not have COVID-19 related symptoms. When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community. Our school behaviour policy has been updated and published accordingly.

- Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day. Do not congregate anywhere on the way home. Ensure that you follow government guidance and advice on social distancing until you are home.
- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands etc...
- In the classroom, sit in the same place at all times. Do not move the table or chair.
- Maintain a safe distance from others between and during lessons.
- At break and lunchtimes, go outside (if weather is good) or designated classroom (if weather is poor). You must not use the social spaces in school to gather in groups. Maintain a safe distance from others at break and lunchtimes.
- Do not share belongings (stationery, food etc...) with others. Bring your own equipment with you at all times.
- Use the toilet designated for your group. Only enter the toilets if there is a free cubicle. Ensure you wash your hands thoroughly when you have used the toilet
- In IT rooms, sit in the designated IT station for the time you are in school.

Please note that all students and staff are asked to consider and to adhere to the government's 'hierarchy of control' in helping to reduce risk of infection. Our risk assessment documentation should be read in conjunction with this guidance as to how we can attempt to do that. The overview of the hierarchy is as follows:

- *minimising contact with individuals who are unwell by ensuring that pupils or staff who have coronavirus symptoms, or who have someone in their household who does, do not attend school*
- *cleaning hands more often than usual - pupils and staff should be encouraged to regularly wash their 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*
- *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often, using standard products such as detergents and bleach*

- *minimising contact and mixing, as far as possible, by keeping pupils in small groups for face-to-face support and keeping those groups as consistent as possible whilst in school (e.g. for arrival, lunchtime, breaks and departure) and altering the school environment (e.g. changing classroom layouts so desks are further apart or dividing groups into different classrooms)*

Everyone in school at any time has a responsibility to adhere to all of this guidance to try and ensure the health and safety of everyone at this time. Anyone who has areas of concern should contact the Headteacher or a member of the SLT in the first instance.

M. McGarry
Headteacher
30th May 2020

Updated: 15th June 2020