

Introduction

We are delighted that we can fully open in September, we have missed seeing and teaching your children. We are really looking forward to gathering the #Crestwoodfamily back together, although in a slightly adapted way to ensure we are COVID-19 secure.

The Government has published 9 systems of control that we are expected to follow and meet. Most of these we were already doing during the Year 10 return and critical worker school, such as minimizing contact with individuals who are unwell by ensuring they are not in school, and ensuring that we follow good hygiene rules.

For September, the 2 metre social distancing rule ceases but students and staff are being asked to remain cautious and observe this wherever possible. As a school we have been asked to "properly consider" how to "minimise contact between individuals and maintain social distancing wherever possible" and must "put in place measures that suit their particular circumstances." We are taking into account our particular circumstances and have produced risk assessments to ensure we are as COVID secure as possible.

Throughout this guidance we want to reassure you that our mission is to keep your children and our staff as safe as possible.

School Site

Canteen: We would like to encourage students to bring a packed lunch to school and to take their rubbish home with them. There will be hot food available as well as sandwiches and boxed salads. All food will be served with disposable cutlery and boxes/ tubs wherever possible, the menu has been adapted to allow this to happen.

There will be free fruit available at the shorter break times, no food will be sold.

Parents are encouraged to top up their child's Scopay account online for lunches as we will not be using the cashless machines due to the risk of contamination.

Cleaning: We have taken on a new cleaning contractor NViro. We will have two janitors on each campus during the day, to enhance the robust cleaning already being conducted by the site team. There will be no after school clubs or meetings to ensure that the site is clear for thorough cleaning every evening.

Face Masks: The [guidance](#) states "The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances."

Therefore we have decided that at this time, these are optional for both staff and students. Where we have vulnerable staff they will be wearing masks in the classroom whilst teaching. Any student wishing to wear a mask may do so, but they must be plain and in line with uniform expectations. If Government guidance changes, such as local restrictions are imposed, we will update parents as appropriate.

It is the responsibility of students and staff to provide their own face masks. The school will have a small contingency of masks in case of emergency such as forgetting it or soiling. You must not touch the front of the mask when removing it.

We recommend that all students and staff carry a resealable plastic bag to place their face mask in.

Financial matters: Any payments to lunch accounts or for other services, such as trips, should be made online. If this cannot be done then any money should be placed in an envelope with the child's name, tutor group and reason for payment on the front. These should be placed on the deposit boxes. These items will only be opened on a Monday to ensure that 48 hours have passed before touching by others.

If you do not have a login for your child's account or have lost the details please contact karen.gibson@crestwood.hants.sch.uk

Hand Sanitiser: These will be situated in every classroom on entrances and exits, all offices and in corridors.

Bubbles: We have divided our students into year group bubbles for lessons. As we are a split site campus our year groups on each site are much smaller than most secondary schools. Each bubble will be no more than 150 children, smaller at Key Stage 4 at around 140.

Each year group is taught discreetly, this means that all of your child's lessons will be spent with their year group and in Years 7 within their tutor group.

At break times, lunchtimes and lesson changeovers there may be some passing contact with students in the other Key Stages and years but these are defined as lower risk. The [guidance](#) states:

“..... passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.”

On our sites, there will inevitably be areas where the bubbles do come into close proximity but we have tried to minimise these as much as possible. Our sites won't allow anything else we're afraid, for example, we don't have endless toilets and separate canteens, but areas will be subject to routine, enhanced and frequent cleaning.

Movement around the school site: Each campus will have designated routes.

- At Shakespeare Key Stage 3 will move around the inside of the Crescent area, whilst Key Stage 4 will move around the outside of the school.
- At the Cherbourg Campus there will be barriered corridors of movement in a one way direction. So as students leave each block they are not mixing with other students in transit.

Learning Support at social times: Learning Support will operate a very small supervised lunch support group for the most vulnerable students in bubbles. It will be an invite only and restricted to 10 students each lunch time. Lunch will be supervised by two members of staff. Cleaning will be completed after each lunch sitting.

Library and computer suites: Each library will be limited to 15 students per break and lunch. The library will be available to classes for lessons on booking. The computer suites will not be accessible to classes other than those timetabled within them. Portable ICT will be available.

Pastoral Support: Pastoral teams will be divided into Key Stage 3 and 4 on each campus. Students will be asked to email a request for support and appointment times will be given. The rooms will be closed at breaks and lunch.

Guidance to Parents and Students Regarding September Reopening 2020

PE Changing Rooms: to minimise use we are asking students who have PE period 1 to arrive in their kit, likewise if they have PE period 4 they will leave site in their kit. We have ensured that each changing room will be sanitised between groups, there should be no mixing of year groups.

Posters: Posters with consistent guidance will be displayed across the school.

Main school office: These will be out of bounds to students and staff. Any requests to office staff must be made via email or telephone. Parents will not be allowed on site to visit.

Social Time: We have introduced staggered break and lunchtimes.

Key Stage 3 has their break at 11.05am - 11.20am, lunch will be 1pm - 1.35pm.

Key Stage 4 has their lunch at 11.30am - 12.05pm, they have no scheduled break as they leave the site at 2.35pm

Each year has their own designated area for this time, although the canteen will have to be used by all year groups to purchase food, eating will be in their designated areas. All food will be served in disposable containers to allow eating outside. Indoor areas for lunch and break times have also been allocated in the event of wet weather.

School Day and Timings

Year 7, 8 & 9		Years 10 & 11	
Gates open	08.10	Gates open	08.10
Tutor 1	08.30-08.35	Tutor 1	08.30-08.35
Period 1	08.35-09.50	Period 1	08.35-09.50
Period 2	09.50-11.05	Period 2	09.50-11.05
Break	11.05-11.20	Tutor 2	11.05-11.30
Tutor 2	11.20-11.45	Break (Lunch)	11.30-12.05
Period 3	11.45-13.00	Period 3	12.05-13.20
Break (Lunch)	13.00-13.35	Period 4	13.20-14.35
Period 4	13.35-14.50	Home (in lieu of break)	14.35
		Enhancement	15.30-16.30

Key Stage 3 will operate the normal timings of the school day.

Key stage 4 will have no afternoon break and leave school at 2.35pm.

There are designated entrances and exits for each Key Stage to avoid gathering.

Before School: Gates will unlock at 8.10am. Students should arrive between 8.20am and 8.30am and not before to avoid any gatherings. Students should go directly to their tutor base. We understand that this is not always easy but we ask for your consideration in this matter. If any child comes on to the school site before this they must make their way straight to the Tutor base and wait outside the entrance until their teachers arrive.

Tutor time: This is reduced to 5 minutes in the morning, therefore punctuality is essential. The Personal Development programme will be delivered during the school day in a longer tutor time.

Entrances:

Cherbourg Year 7 Main gate
 Years 8/9 Cherbourg Road gate
 Years 10/11 Chestnut Road gate

Shakespeare Years 7/8/9 Bike Shed/Bridge gate
 Years 10/11 Church/Shops gate

In the classroom

Classroom layout: Classrooms are being adapted to move to front facing desks in the majority of rooms so students will be sat side by side. We have asked staff to remove all non-essential furniture and clutter where possible, to aid effective cleaning. We have also checked that there is an appropriate teacher desk in each room (2m from students where possible). There will be sensor or pedal bins in every room. On each entrance and exit there will be hand sanitiser stations and tissues.

Teaching: Teachers have been asked to maintain 2 metre social distancing from students and each other where possible. As a result it is likely that teaching style will be more traditional, with the teacher remaining at the front of the class for the lesson. However, all lessons will be taught by subject specialists, which is really important.

Teachers are staying in their classrooms to ensure that each classroom is “owned” and sanitised between groups. This means that staff will remain in their subject specialist groups for the day and minimise the risk of coming into contact with other staff members.

Learning Support: Support Assistants will be based within a department and will continue to support students whilst following social distancing guidelines. Support assistants are encouraged to work alongside a student at an appropriate distance and use their own equipment.

Learning Support students who require a laptop/computer will be allocated their own laptop each day which can be collected from Learning Support and should be returned at the end of the school day for cleaning. For Year 7 a support assistant will be based with each tutor group and will follow their timetable and remain in that bubble for a minimum of the first two weeks of the new term.

Students who are part of the SpLD or SEMH RP and are disapplied from a subject to attend additional lessons in Learning Support will still be able to do so.

The Curriculum

Our approach: Students will continue with their full curriculum: we have decided not to scrap some subjects for extra English and maths. Despite the disruption during lockdown we want students to maintain engagement across a full range of subjects and have the ability to flourish in other areas.

However, the way we teach our subjects will have to be adapted to ensure we “fill any gaps” that may have occurred over the time we were working remotely. For some students in Key Stage 4, they may wish, on the advice of SLT and with the consent of their parents, drop an option subject and move to study CoPE/AoPE. Parents of students already considered will already be aware of this change from the start of term, however it may well develop as the term begins

Potential future disruption: There is the risk of further disruption to our curriculum due to students or staff being offsite. This could be due to individuals self-isolating while waiting for test results, groups being directed to go home, or, in the worst-case scenario, the entire school being shut again. We have planned for how we manage this through remote live lessons and work being set on Class Charts. We had such success with online learning during lockdown, it will be easy to re-establish in the worse case scenario.

Trips: Based on the national guidance, sadly, residential trips are not yet able to go ahead, although day trips can. However, we will keep these to an absolute minimum and only where they are directly needed for curriculum delivery.

Breakfast Club: This will not run for the first half of the Autumn term but some breakfast snacks will be available in tutor bases for those in need.

Extra-Curricular Provision: Due to these often being cross year groups, and also in places where students may need to move into hubs that are not for their year group, these will not be able to take place in person in the first half of the autumn term. We will be delivering enhancement remotely via Google Classroom and these will commence after 3.30pm.

Work Experience: We continue to plan to run work experience for Year 10 in July 2021 but will take advice on how to minimise risks to students.

Start of the Academic Year

The start of the year will not be like previous years, as time will be needed to explain the new expectations and processes to pupils, but in a way that avoids them in whole year group assemblies.

All assemblies will be delivered virtually into each classroom.

Full uniform is required. All students will need to provide an apron for Science and Technology, in addition they will need one for Food if they are studying this.

Wednesday 2nd September 2020: Staff INSET Day

Thursday 3rd September 2020: All students return. Lessons will be in tutor groups all day and will be focussed around the new “normal”.

Friday 4th September 2020: Normal lessons resume but introductory and familiarisation activities.

Expectations of students

All normal behaviour expectations remain for students and the importance of them will be communicated to students in multiple ways throughout the first few weeks in school. The behaviour policy remains in place.

Distancing: Students will be reminded to maintain distance where possible (particularly across key stages and year groups) and not touch staff and other students.

Equipment:

Students will need to provide their own equipment as we are unable to loan pens and pencils. We also cannot allow students to use school aprons for classroom experiments and activities as they would need washing after every use, which is impractical. [Aprons](#) can be purchased from Skoolkit for £3.99 each

Each student should bring the following equipment:

- Pencil Case
- 2 Pens
- 2 pencils
- Pencil crayons
- Pencil Sharpener
- Eraser
- Ruler

All students **must** bring the following:

- Water Bottle, clearly marked with the child's name
- Apron for Science and Technology, clearly marked with the child's name
- Additional Apron for Food if studied, clearly marked with the child's name

At the start of term we will have full pencil cases available for every child, however, if you can provide your own it means that we have spares for children in need later in the year.

Face Masks: see previous section "School Site"

Hand sanitiser stations: These are located inside every classroom. They are to be used on entering and exiting the classroom. One squirt per time, thoroughly rubbed in. Damaging and misusing equipment i.e. hand sanitisers is a serious offence linked to health and safety (equivalent to playing with a fire alarm) and students must understand that they are not to be tampered with.

Lockers: Students will not be able to use their lockers. Please only bring in the essential items needed for lessons that day.

Guidance to Parents and Students Regarding September Reopening 2020

Routes around the school: students will be expected to follow the routes and systems at all times except on occasions where directed to do so by a member of staff.

Uniform: Pupils will be expected to be in full school uniform in September. They will be allowed to carry/wear coats around school as lockers will be out of use. They will be removed in lessons.

What to do if you or your child fall ill

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Any member of our school community must not come into the school if they have symptoms of coronavirus. We will call parents immediately to arrange for your child to be picked up if they develop them in school. Your child will be kept in strict isolation if they display symptoms. Parents must arrange immediate collection, we will not be allowed to keep your child on site in order to protect others.

If your child falls ill for any reason, including with symptoms of coronavirus, follow the normal procedures and call the school on 02380 641232.

If your child has coronavirus-like symptoms, you must tell us as soon as you can on 02380 641232.

Please be ready to:

- book a test. Your child must not come into the school if they have symptoms and we will call you immediately to be picked up if they develop them in school.
- provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or if asked by NHS Test & Trace
- self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus. We will inform you if that needs to happen due to a case at school.

We will ask you to inform us immediately, via the school number, of the results of a test:

- if your child tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of your household can stop self-isolating.
- if they test positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus infection](#)' and must continue to self-isolate for

Guidance to Parents and Students Regarding September Reopening 2020

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/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. Other members of the household should continue self-isolating for the full 14 days.

First Aid trained staff will wear a mask when dealing with sick children, whatever the symptoms, as social distancing cannot apply when dealing with sick children.

Students will not be sent to medical on their own. The teacher will send for a first aider to attend the classroom as it will prevent students from moving round the site too much and also crossing bubbles in the identified medical areas. Each First Aider will be on call with a radio and have a “first aid bag” which comprises of everything they might need (paracetamol etc)

Children that take medication or need private facilities will be given set times and/or passes to attend the medical room as they need to.

Map of Cherbourg Campus, routes of travel and bike sheds

Cherbourg Campus

[Cherbourg Campus Map for covid 19 return VERSION 3 \(1\).pdf](#)



Map of Shakespeare Campus, routes of travel and bike sheds

Shakespeare

[Shakespeare Campus Map for covid 19 return Sept 2020 Entrances to classrooms V1.pdf](#)



Video guidance for students:

[Shakespeare guidance](#)

[Cherbourg guidance](#)

Risk Assessment

Please click on the link below to view the health and safety risk assessments for the school as of 25th August.

[Risk Assessment File](#)