



# Highlands School

## September reopening guidance for parents/carers and staff



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## **Section 1. Summary of reopening principles and plans**

### **1.1. Principles for reopening**

- A. We will be compliant with government guidance around the prevention of infection and in response to suspected and confirmed cases of COVID-19.
- B. The curriculum will not be narrowed; students will take the same number of subjects and options as before the COVID-19 outbreak.
- C. The school will use a blended learning approach so that students can work at home to supplement face to face teaching and in lieu of it should schools be shut again.
- D. The school will use zoning for students in years 7 and 8.
- E. The school will stagger the start and end of the day.
- F. The school will ensure that year groups have lunch at a time and in a space that means they are separate from other year groups.
- G. The school will reduce movement and overall interactions by combining student break and lunch
- H. into one session and by ceasing to hold form time in the morning.

### **1.2. The school day**

#### **The school day September 2020**

<b>Session</b>	<b>Starts</b>	<b>Ends</b>	<b>Y7</b>	<b>Y8</b>	<b>Y9</b>	<b>Y10</b>	<b>Y11</b>	<b>SF</b>
Session 1*	8:40	9:45				P1	P1	P1
Session 2	9:45	10:50	P2	P2	P2	P2	P2	P2
Session 3	10:50	11:55	P3	P3	P3	P3	P3	P3
Session 4**	11:55	13:25	P4 middle lunch	P4 late lunch	P4 late lunch	P4 early lunch	P4 early lunch	P4 early lunch
Session 5	13:25	14:30	P5	P5	P5	P5	P5	P5
Session 6*	14:30	15:35	P1	P1	P1			

### **1.3. Staggered start and end of the day - session 1 and session 6**

The day will be divided into six sessions. Session 1 and session 6 are when period 1 is taught. Years 10, 11 and the sixth form will have period 1 during session one, in the morning. Years 7, 8 and 9 will have period 1 during session 6, in the afternoon.

This means that half of the school arrives for the start of session 1 and the other half 65 minutes later. At the end of the day the reverse occurs and years 10, 11 and the sixth form finish school at 14:30 and the younger students stay to the end of session 6, at 15:35.

### **1.4. Lunch**

Session 4 is an hour and a half long and will contain period 4 and lunch. Years 10, 11 and the sixth form will have lunch during the first half hour of session 4 and then will go to their classroom for period 4. Year 7 students will start period 4, leave the lesson for thirty minutes for lunch, and then return for the last part of the lesson (like year 7 and 8

do on a Wednesday morning for their assembly), years 8 and 9 will be taught their period 4 lesson and then will go for lunch for the final part of session 4.

Session 4	Y7	Y8	Y9	Y10	Y11	SF
11:55-12:25	P4 lesson	P4 lesson	P4 lesson	Lunch	Lunch	Lunch
12:25-12:55	Lunch	P4 lesson				
12:55-13:25	P4 lesson	Lunch	Lunch	P4 lesson	P4 lesson	P4 lesson

### 1.5 Assemblies, AM registration, extended tutor time

We will continue to hold assemblies. They will only be for one year group at a time. We will publish details of how we will manage this soon. We will not hold AM registration each day; students will line up outside (or inside in the event of bad weather) and then will go straight to their first lesson. Weekly extended tutor time will continue .

### 1.6 Impact on teaching staff

Although period 1 is now split in terms of when it is taught, our teaching week is still a 24 period timetable. We still have a five period day on four days of the week and a four period day on a Wednesday. In the diagram above, the section that is green will contain a staff member's teaching periods, their non contact time and their lunch. For example, a main scale teacher with no responsibilities teaches an 83% timetable at Highlands, so the 17% non contact time would occur during the green periods highlighted above.

The changes mean that a member of staff's teaching timetable will either start at 08:40 or 09:44 or will end at 14:30 or 15:35 each day. This will change from day to day across the week. The session that each member of staff is not timetabled each day(the blue boxes in the table above) is included in directed time, but will include a fifteen minute break.

### 1.7. Zoning

- 1.7.1. Year 7 and year 8 will be zoned and will have all of their lessons except those requiring specialist rooms/equipment in those areas.
- 1.7.2. Year 7 will be taught in mixed ability groups
- 1.7.3. Year 8 will be taught in sets only where subjects had already been setted in year 7.
- 1.7.4. Teachers will come to the year 7 and 8 zones to teach them and will then leave.
- 1.7.5. In between lessons, as teachers move, students cannot be supervised in classrooms . For this reason, at the end of each lesson, year 7 and 8 students will leave the corridor by the nearest exit and line up outside, waiting for their next teacher.
- 1.7.6. Corridors will be selected for zoning that are near areas that could allow line-up, such as maths, MFL and science lower.

### 1.8. Specialist curriculum issues

- 1.8.1. A review of guidance regarding computer suites, science, technology, the arts and PE is being carried out and decisions made around students working in those areas. A risk assessment for each practical subject will be in place in September.

## 1.9. The learning branches (remote learning)

- 1.9.1. Throughout school closure students have had access to our four learning branches: remote learning, face to face learning, supervised learning and our remote newsletter.
- 1.9.2. Our remote learning provision has provided students with continued access to a broad and balanced curriculum through our VLE 'Google classroom'. To ensure students are able to continue accessing their curriculum in the event of school closure and/or isolation the following elements of our remote learning will remain in place in September.
- 1.9.3. Each subject will continue to upload lesson resources onto Google classroom for each year group.
- 1.9.4. Subjects will continue to set 'exit tickets' as homework on google classroom for each year group. Each exit ticket will provide feedback.
- 1.9.5. Students will be expected to log onto Google classroom regularly to complete their 'exit ticket'.
- 1.9.6. In the event of larger group closure (currently we understand this to be anything larger than a year group) the following elements will come into effect for the affected year groups.
- 1.9.7. Subjects will ensure audios accompany the relevant remote resources on Google classroom.
- 1.9.8. Subjects will ensure there is a regular subject clinic where students can directly engage in dialogue with a subject teacher.

## 1.10. How will we minimise risks?

We are committed to following the guidance provided to secondary schools by the Department for Education to minimise risk. The following points are taken from the guidance provided by the Department for Education and show how our principles for reopening correlate to the guidance.

All schools must cover every aspect of the 'system of controls', but the way different schools implement some of the requirements will differ based on their individual circumstances. The following has been classed as essential and schools 'must' carry out:

<b>From Department for Education guidance</b>	<b>Application at Highlands School</b>
Minimise 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 school.	We had added to our attendance guidance that parents/carers keep their child at home and inform the school immediately if their child has COVID-19 symptoms, or any member of their household. We have clear guidance for what will happen if the student displays symptoms when at school.
Clean hands thoroughly more often than usual and ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	All students will be required to line up in the morning in a designated location in one of the school's outside spaces. Upon entry to the school students will be required to sanitise their hands.  All classrooms will have had sanitising gel pumps on the walls placed on entry into the classroom. All staff and students will be expected to sanitise their hands on entry to and on exit from every classroom. Students will also be expected to take sanitising wipes on their way into the classroom and wipe their desk and chair.  We encourage all students to also bring in their own hand sanitising gel.  All bins will be replaced with bins with lids and a pedal. The bins will be labelled with 'catch it, bin it, kill it'.

	Our toilets will be open throughout the school day and students can access the toilets during lesson change over and at the start and end of lunch time.
Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	Pinnacle, our facilities management provider, will be ensuring adequate provision for cleaning staff on a rota from 6am to 8pm every day, and enhancing cleaning will be taking place as per their risk assessment.
Engage with the NHS Test and Trace process	In accordance with the Government's test and trace programme, we will ensure to follow the instructions given if the school is contacted through test and trace to inform us that a person who has tested positive for COVID-19 is a member of staff, a student or a visitor.
Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Contain any outbreak by following local health protection team advice	We have guidance on how staff and parents/carers should inform the school if they have symptoms on COVID-19 and what action to take. This is outlined in the health and safety section of this guidance.
It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.	We have published a new risk assessment that should be read alongside this document. This risk assessment is modeled on the Enfield LA risk assessment.
Schools have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way.	This guidance sets out measures we have taken to ensure the school is safe for all staff and students. These measures include; <ul style="list-style-type: none"> <li>● Zoning year 7 and 8 students in specific parts of the building.</li> <li>● Staggered start and end times for students.</li> <li>● Configuring classrooms to support social distancing between staff and students, where possible.</li> <li>● Optional mask wearing for staff who would like to take this extra precaution.</li> <li>● PPE provided for LSAs and other staff who cannot adhere to social distancing due to the support they are required to give to students.</li> <li>● We have an HR support programme where all staff have been sent a self assessment tool to assess the risk posed to them in returning to work. All staff who have indicated that they are unable to return to work or are concerned about doing so, have had support from a member of SLT.</li> </ul>

<p>When recruiting, schools must continue to adhere to the legal requirements regarding pre-appointment checks.</p>	<p>During school closure all recruitment has been conducted remotely with enhanced safeguarding and pre-appointment checks introduced. We will continue with these high standards.</p> <ul style="list-style-type: none"> <li>● ID is checked before interviewing the candidate</li> <li>● Pre-screening conversations</li> <li>● A new checklist of scrutinising application forms</li> </ul> <p>When school reopens in September we will conduct our recruitment process through a blended approach of remote interviews (see above) and face to face activities where necessary.</p> <p>Should the school shut we will readopt our remote recruitment process which means that all aspects of the recruitment process will be conducted remotely</p>
<p>The government expects that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply.</p>	<p>Our school canteen will be in full operation from September. We are making adjustments so that</p> <ul style="list-style-type: none"> <li>● There will be no buffet food counters. Counter foods will be individually wrapped.</li> <li>● We will temporarily suspend using biometric finger touch for the payment of lunches, Instead, students will give their name to the member of staff on the till.</li> <li>● Students will sanitise their hands before entering the dining hall.</li> <li>● There will be wipes and hand sanitisers on all lunch tables.</li> <li>● Staff will be on hand to clean tables throughout the lunch sittings.</li> </ul>
<p>Employers have a legal duty to consult their employees on health and safety in good time.</p>	<p>This guidance and the risk assessment for September reopening will be made available to all staff on the last day of term. Staff can raise any concerns with the deputy headteacher (Ms Phillips) during summer. These questions will be collated into an FAQ and released to all staff in September. There will also be an opportunity in the first week of September for a Q&amp;A live meeting on school reopening. Details of this will be sent to staff.</p>
<p>It is a legal requirement that employers must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff.</p>	<p>We are using the Enfield Local Authority risk assessment, which has been adapted to our school setting. The NASUWT representative has also been consulted, as has the school's local NASUWT representative.</p>

## **Section 2. Process and systems**

### **2.1. Arrival to school**

- 2.1.1. Years 10,11,12 and 13 will arrive at school at 8.30 am for line up procedures. Session 1 will begin at 8.40am.
- 2.1.2. Year 12 & 13 - are not required to line up. They will enter the building via the terrace and the canteen entrance doors. Here they will be met by their heads of year and sixth form staff. Students can purchase breakfast (or bring their own) while they wait for the 8.40am session 1 bell. At the 8.40am bell students will make their way to their first lesson where their teacher will take the AM register.

- 2.1.3. Year 11 - will line up on the concourse at the front of the school and will enter through reception. In adverse weather they will line up in the main hall. Lesson 1 teachers will meet their year 11 class on the lines at 8.35, escort them to their lesson, take the register and begin teaching.
- 2.1.4. Year 10 - will line up in the playground on the lines nearest to PE. In adverse weather conditions they will line up in the sports hall. Lesson 1 teachers will meet their year 10 class on the lines at 8.35, escort them to their lesson, take the register and begin teaching.
- 2.1.5. Year 7, 8 and 9 will arrive at 9.35am for line up procedures. Session 1 will begin at 9.45am.
- 2.1.6. Year 7 will line up on the lines in the playground on the lines nearest to PE. In adverse weather conditions they will line up in the sports hall. Lesson 2 teachers will meet their year 7 class on the lines at 9.35, escort them to their lesson, take the register and begin teaching.
- 2.1.7. Year 8 will line up on the lines on the concourse at the front of the school and will enter through reception. In adverse weather they will line up in the main hall. Lesson 2 teachers will meet their year 8 class on the lines at 9.35, escort them to their lesson, take the register and begin teaching.
- 2.1.8. Year 9 will line up on the lines on the terrace in front of the canteen. In adverse weather conditions they will line up in the canteen. Lesson 2 teachers will meet their year 9 class on the lines at 9.35, escort them to their lesson, take the register and begin teaching.
- 2.1.9. Gates will open 10 minutes before the scheduled start time and close 10 minutes afterwards.
- 2.1.10. Students who arrive late will enter the school via the top gate and go to reception. They will be signed in and sent to their class.
- 2.1.11. The AM register will be taken by the class teacher at the start of the students' first lesson. All absences will be followed up.

## **2.2. Departure from school**

- 2.2.1. Years 10,11,12 and 13 will exit the building in the usual way (through the main entrance) at 2.30pm. The bell will ring and the students will exit via the main entrance. Staff will be on duty in the usual manner, supervising students exiting the building.
- 2.2.2. Year 9 will exit the school at the 3.35pm bell via the canteen doors.
- 2.2.3. Year 8 will exit the building at 3.35pm bell, through the main entrance
- 2.2.4. Year 7 will exit via the building at the 3.35pm bell, through the PE doors.

## **2.3. Classroom setup**

- 2.3.1. All classrooms will be set up with desks facing forward, apart from the science classrooms where this is not possible.
- 2.3.2. Students will sanitise their hands on entry into the classroom.
- 2.3.3. All classrooms will have a taped area around the whiteboard indicating the 2m distance between the teacher and students.
- 2.3.4. Years 7 and 8 will remain in the same room throughout the day and the teachers will move in order to teach these year groups in their classroom base..
- 2.3.5. Years 9,10,11,12,13 will change classrooms as per their usual timetable. Upon entry into the classrooms in addition to sanitising their hands students will also take a wipe to sanitise their desk.
- 2.3.6. Year 7 and 8 will not participate in practical activities apart from PE. Subjects such as art, DT, dance and music will still take place and teachers will ensure that the lessons are planned so that the practical elements of the subject are delivered using alternative methods and activities.
- 2.3.7. Students in years 9-13 taking examination courses in practical subjects such as DT, dance and music will still participate in practical activities. Each subject will produce a risk assessment indicating how practical activities will be made safe to reduce the transmission of COVID-19.
- 2.3.8. There will be no contact sports in PE and the PE changing rooms will not be in use. Students will attend school in their PE kit on the days they have PE. More details can be found in the section on school uniform.
- 2.3.9. Students are seated according to the teacher's seating plan.
- 2.3.10. Students will not move seats during the lesson.

- 2.3.11. Students will bring their usual school equipment to school and they must not share equipment with other students. See section 2.4 for full equipment list.
- 2.3.12. Where possible all windows and doors should be kept open to enable air circulation.
- 2.3.13. Students in computer rooms will sanitise keyboards and other equipment before and after use with the wipes provided.
- 2.3.14. All classrooms will be deep cleaned at the end of each day.
- 2.3.15. Students can visit the toilet during lessons changeover and at the start and end of lunch. They should not be let out of lessons for this reason.

#### **2.4. Teaching resources:**

- 2.4.1. There should be no distributing or sharing of equipment during lessons, apart from in GCSE practical subjects where the department has a risk assessment in place clearly identifying the steps that will be taken to sanitise essential shared equipment .
- 2.4.2. Students should bring all their own equipment from home, this includes: pens, pencils, ruler, rubber, sharpener colouring pencils, glue stick, scissors (small ones for the purposes of cutting paper) and a maths set.
- 2.4.3. Teachers will not hand out textbooks or other resources that will be shared.
- 2.4.4. Students will be given their own paper resources, where required, which they will keep by neatly sticking these in their books or placing them in their folder.
- 2.4.5. Textbooks may be used if it is the student's own copy either purchased by the student or on loan through the school's book deposit scheme. The only textbooks that can be used in lessons are ones that are taken home by the student and not shared.
- 2.4.6. When years 7 and 8 have lessons in practical subjects such as DT, art, dance and music, students will receive a resource pack with all the items they need for the project they will be working on. Students will be responsible for their resource pack and they will need to bring it into school on the correct day. In other practical subjects where individual resource packs are not possible, lessons will be adapted to the classroom setting, ensuring that students still receive a high quality and enriching learning experience.
- 2.4.7. We will be putting new systems in place for marking and assessing students' work that avoids the transmission risks of books passing between staff and students.

#### **2.5. Teaching and support staff allocation**

- 2.5.1. All teaching staff will follow their teaching timetable, moving classrooms to deliver lessons to year 7 and 8 students in their zones.
- 2.5.2. Learning support assistants will be allocated to support students with EHCPs in lessons. Where social distancing cannot be observed staff will wear a facemask or visor.

#### **2.6. Relationships and sex education**

- 2.6.1. Relationships, sex and health education (RSHE) will be taught to students in the autumn term through drop down days. We will begin a consultation with parents/carers in preparation for our new RSHE policy to begin in January 2021

#### **2.7. Attendance and punctuality**

In March when the COVID-19 outbreak was increasing, we made clear no parent/carer would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed it is vital for all children

to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

- 2.7.1. Students are expected to be in full time education, unless they are unwell or have an approved absence.
- 2.7.2. Year 7-9 students are late to school if they arrive after 9.45am.
- 2.7.3. Year 10-13 are late to school if they arrive after 8.40am.
- 2.7.4. Where students are late, the school's usual sanction for lateness will apply.
- 2.7.5. The school will monitor and follow up attendance using its usual attendance procedures.
- 2.7.6. The school's student absence protocol will continue as normal for those who are attending school. Parents/carers must call the student absence line to report their child as sick. This is particularly important if their child is displaying symptoms of COVID-19.
- 2.7.7. When a parent/carer reports that their child has COVID-19 symptoms, a member of the school's welfare team will make contact with the parent/carer to discuss next steps.
- 2.7.8. Where a parent/carer is concerned about their child attending school due to the risks associated with COVID-19, the parent/carer should contact the school to discuss the school's risk assessments and the measures in place to minimise the risk of transmission. **The school will work with parents/carers to discuss these concerns, through**
- 2.7.9. Where a student is unable to attend school because they are complying with clinical and/or public health advice, they will continue with their remote education by accessing the work on google classroom.
- 2.7.10. Where students are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.
- 2.7.11. The school will use its usual attendance and absence coding system.
- 2.7.12. Parents/carers The school must be advised of the reason for absence falls under the following categories:**
  - 2.7.12.1. Shielding for self or family (please note that this refers to pupils who have been advised to shield by a relevant medical professional with a supporting letter)
  - 2.7.12.2. Self-isolating (when you stay at home because you have or might have coronavirus (COVID-19).
  - 2.7.12.3. Illness- suspected or confirmed COVID-19
  - 2.7.12.4. Illness- not suspected or confirmed COVID-19
  - 2.7.12.5. Other- please provide details
  - 2.7.12.6. Parents/carers should contact the absence line by 8.30am.
  - 2.7.12.7. By phone: **020 8370 1191**
  - 2.7.12.8. By email: **postbox@highlands.enfield.sch.uk**

## **2.8. Students with Additional Educational Needs**

- 2.8.1. Individual risk assessments will be completed for all students with an EHCP and other medical needs.
- 2.8.2. Learning support staff will be allocated to support students where required, and will wear a face mask or visor when social distancing cannot be maintained.

## **2.9. School trips and after school clubs**

- 2.9.1. For the autumn term there will be no school trips. This will be reviewed at the end of the term.
- 2.9.2. We will review the provision we are able to offer for clubs and intervention during the first half term.

## **Section 3. Health and safety**

### **3.1. Hand hygiene**

- 3.1.1. There will be hand sanitisers fixed to the wall in every classroom, alongside sanitising wipes.
- 3.1.2. Hand sanitising will be part of our daily routine on entry to school and into every classroom.
- 3.1.3. There will also be hand sanitisers placed outside toilets.

### **3.2. Cleaning**

- 3.2.1. There has been a detailed review and update of cleaning in the school to ensure that high risk areas are cleaned frequently and to minimise risk. Specific role-related guidance will be shared with cleaning and site staff to ensure that they have clarity about any changes to their cleaning regimes and how to stay safe. A school full risk assessment is on our website.
- 3.2.2. Students will be expected to wipe their desk (or keyboard if in a computer room) at the start of every lesson, using wipes provided in every classroom.

### **3.3. Staff working within the school have the following responsibilities:**

- 3.3.1. Ensure that they and students dispose of any waste in a responsible way (e.g. ensuring used paper towels are placed straight in the bin).
- 3.3.2. Immediately report any hygiene materials which they notice are running low (e.g. soap in toilets) – this should be reported to Sue Czupich.
- 3.3.3. Immediately report any health and safety concerns they have relating to cleaning or waste disposal (e.g. a toilet which has been left unclean by a student) – this should be reported to Sue Czupich.
- 3.3.4. Ensure that they take personal responsibility for washing any cups, cutlery etc. they use and do not leave unclean items in sinks.
- 3.3.5. Where possible to observe social distancing between students and colleagues.

### **3.4. School Uniform**

- 3.4.1. Students should attend school in full uniform as per the school's uniform policy. Students are not required to wash clothes any more frequently than usual.
- 3.4.2. On days when students have PE, they may arrive at school in their PE kit and remain in their PE kit throughout the day. Only school PE kit items may be worn.
- 3.5.3. Students who arrive at school without full uniform and without a note from their parent/carer, will be sanctioned according to our behaviour policy.

## **Section 4. Behaviour, conduct and social distancing**

### **4.1. Student expectations and conduct**

- 4.1.1. We have a new behaviour policy in place from September 2020. Students and staff will receive full training at the start of term. The policy is available on our website and a parent information pack is available in the newsletter section of our website.

### **4.2. Students should (This section is an addendum to our new behaviour policy).**

- 4.2.1. Remove any face covering before entering the school site. This should either be placed in the student's bag or in the bin.
- 4.2.2. Only use the entrance they have been assigned to enter the school building.
- 4.2.3. Sanitise their hands on entering the school building.
- 4.2.4. Walk directly to the classroom they have been assigned on their timetable.
- 4.2.5. Sanitise their hands on entering the classroom.
- 4.2.6. Walk directly to their assigned desk. Students must only sit at their assigned desk. Students must not touch any desk assigned to another student or any equipment on a desk assigned to another student.
- 4.2.7. Stay at their designated desk space unless given permission to get up by the teacher
- 4.2.8. Only use their own equipment, which is kept at their desk space. Any equipment given to a student by the teacher must be taken home by that student.

- 4.2.9. Not attempt to make physical contact with any person.
- 4.2.10. Follow catch it – bin it – kill it procedures. Sneeze or cough into a tissue, which is then disposed of immediately in a bin with a lid. If the student does not have a tissue they should cough or sneeze into their elbow and not into their hand.
- 4.2.11. Not deliberately and unnecessarily perform actions associated with symptoms of COVID-19, for example, but not limited to, coughing and/or sneezing.
- 4.2.12. Only drink from their own water bottle.
- 4.2.13. Tell a member of staff if they feel unwell.
- 4.2.14. Follow the normal school rules around treating others with kindness and respect.
- 4.2.15. Follow instructions from any member of staff, at all times, first time and without question.

#### **4.3. Consequences for students who do not meet behaviour and safety expectations**

- 4.3.1. Our new behaviour policy sets out the consequences when students do not follow expectations
- 4.3.2. We will operate an internal exclusion room for Y9-11 students whose behaviour requires this sanction.
- 4.3.3. Y7 and Y8 students who require an internal exclusion will be asked to serve their external exclusion in another location within the school, ensuring they do not come into contact with other students.
- 4.3.4. Students who are due to receive an IER sanction the following day, will come in earlier than the usual start time and will finish later than the usual start time.
- 4.3.5. We will operate a whole school daily detention system. Y7-8 detention will take place separately from 3.10pm to 3.50 pm. A classroom within the Y7 and Y8 zone will be used respectively.
- 4.3.6. Y9-13 whole school daily detention will operate from the canteen.
- 4.3.7. While the school is operating a staggered timetable, staff will be required to call home for all students they issue a detention for. This will replace the back on track meetings. The phone call should take place on the day the detention is issued.

#### **4.4. What do we consider to be unacceptable student behaviour, in addition to our behaviour policy?**

- 4.4.1. The following are some examples of what we consider to be unacceptable behaviour,
  - 4.4.1.1. Refusing to sanitise hands.
  - 4.4.1.2. Deliberately making contact, or attempting to make contact, with another person.
  - 4.4.1.3. Deliberately and unnecessarily performing actions associated with symptoms of COVID-19, for example, but not limited to, coughing and/or sneezing.
  - 4.4.1.4. Not attempting to cover the nose and mouth with a tissue or arm when coughing and/or sneezing.
  - 4.4.1.5. Leaving a classroom without permission.
  - 4.4.1.6. Any other actions that pose a risk to the health safety of the school and/or local community.

#### **4.5. Behaviour outside the school during this time**

- 4.5.1. Students must not congregate in groups with others beyond their household before or after school.
- 4.5.2. Students must leave the school site when directed and once through the gate make their way directly to their home or another activity agreed by parents/carers.

#### **4.7. Movement around the school**

- 4.7.1. Year 7 and 8 will remain in their designated zone and toilets. After each lesson they will leave their classroom and the building via their prescribed route. For year 7 this will be via the PE corridor and for Y8 this will be via the maths corridor. They will line up on their lines and will await collection by their teacher.
- 4.7.2. Year 9-13 will move around the building using a new one way system.
  - English/humanities stairs will be up only

- DT stairs will be down only
  - MFL stairs will be up and down
  - Year 8-13 will not be able to walk across the ground floor corridor.
- 4.7.3. All students are permitted to use the toilet in lesson changeover. This should be done swiftly, ensuring that handwashing and hand sanitising has happened.

#### **4.8. Break and lunch time**

- 4.8.1. There will be specific routes and line up routines that students follow to access the canteen for lunch. These will be explained to students.
- 4.8.2. Until further notice break times have been combined with lunch time, so that there is one break/lunch a day. This is made possible by a staggered start and end time to the day.
- 4.8.3. Lunch time will be staggered and students will only mix with their zone while eating in the canteen.

#### **4.9. Toilets**

- 4.9.1. Students can use the designated toilets during lesson changeover and at the start and end of lunch time.
- 4.9.2. Year 7 have exclusive use of the toilets in the PE corridor.
- 4.9.3. Year 8 have exclusive use of the toilets in the maths corridor.
- 4.9.4. Years 9-13 can use all other toilets in the building.
- 4.9.5. Students should wash their hands after using the toilet and then sanitise them one outside the toilet area (after having touched the toilet doors),
- 4.9.6. Staff must only use the designated staff toilets.

### **Section 5. First aid and medical needs**

- 5.1. We will have qualified first aid staff and a medical supervisor (Matron) as per our usual school set up.
- 5.2. If first aid is needed, the first aider will make as many assessments as possible from a distance of 2 metres.
- 5.3. Some treatment can be given whilst maintaining social distancing (e.g. if a student needs an ice pack this can be put down on a surface by the first aider and then picked up by the student).
- 5.4. If the first aider needs to come within 2 metres of the student and give treatment, the student and the first aider should use PPE.

#### **5.5. Actions if a student or staff member shows COVID-19 symptoms**

##### **5.5.1. Students**

- 5.5.1.1. If the symptoms are noticed in a classroom, then the teacher should ask the student to wait by the classroom door for on call to collect them.
- 5.5.1.2. The member of staff on call collecting the student will remain 2 metres distance from the student as they escort them out of class – if 2 metres distance is not possible (e.g. students with SEND) then PPE should be worn.
- 5.5.1.3. The student should be placed in the medical room and asked to wear a mask.
- 5.5.1.4. The student's temperature will be taken with an infrared thermometer.
- 5.5.1.5. The first aider will record the students' name and symptoms.
- 5.5.1.6. Parents/carers will be contacted and asked to urgently collect their child. If parents/carers are unable to collect their child immediately. Then the child will be placed in a separate room while they await collection.
- 5.5.1.7. In an emergency (i.e. a student is seriously ill or their life is at risk) we will call 999.
- 5.5.1.8. If the student has siblings in the school, they should also be removed from their pod/group to go home.

- 5.5.1.9. If the student needs to use the toilet, they should use the toilet designated by the first aider, which would then be out of bounds until a deep clean had taken place (signage to be placed on the door).
- 5.5.1.10. Any medical waste/tissues etc. should be double bagged and stored securely for 72 hours before being disposed of in the usual bins.
- 5.5.1.11. Parents/carers should be advised to follow current medical guidance for people displaying COVID-19 symptoms and their families.
- 5.5.1.12. After the student has been collected, all rooms the student has been in are out of bounds until a deep clean has taken place (signage to be placed on both doors).
- 5.5.1.13. Parents/carers will be encouraged to have their child tested and to inform the school immediately upon receiving results. The school will continue to check with parents/carers following a student being sent home.
- 5.5.1.14. Anyone who has had contact with the student should wash their hands for at least 20 seconds.
- 5.5.1.15. The parents/carers of all students in the zone of the unwell student will be informed.
- 5.5.1.16. If a case is confirmed, the zone the student was in will all go into self-isolation for a period of 14 days (as stated in government guidelines). Parents/carers and staff from the student's pod/group will be informed.

### **5.5.2. Staff**

- 5.5.2.1. If a staff member begins to have symptoms whilst in school, they should radio for a member of SLT to attend their classroom.
- 5.5.2.2. An SLT staff member will take over the teaching group for the remainder of the session. At the end of the session, students will follow the same departure routines as usual.
- 5.5.2.3. The staff member should leave the building immediately and return home to follow current medical guidance for people displaying COVID-19 symptoms.
- 5.5.2.4. The parents of all students who have come into contact with the unwell staff member will be informed.
- 5.5.2.5. If a case is confirmed, the class the staff member was in will all go into self-isolation for a period of 14 days (as stated in government guidelines). Parents/carers and staff from the students' zone will be informed.
- 5.5.2.6. The school's standard HR/sickness absence reporting procedures should be followed.

### **5.6. Communal and shared staff areas**

- 5.6.1. Staff may use department offices and bases but only where 1 min social distancing can be observed. Where this is not possible, staff should work in a classroom, the staff room, library or other available spaces in the school.

### **5.7. Front reception**

- 5.7.1. Anyone who enters the building is required to use hand sanitiser prior to moving from the front reception to the main building. This includes staff as they arrive in the morning.
- 5.7.2. Staff should sign in using their fob.
- 5.7.3. Visitors to the site should be kept to an absolute minimum. Only essential visitors such as social workers, police and required contractors should be allowed on site. All visitors will be asked to submit contact details for track and trace purposes.
- 5.7.4. Essential visitors should not use the touch screen themselves – this should be done by the staff member on reception so that the touch screen is only touched by one person.
- 5.7.5. Administrative staff supervising the front reception will be provided with PPE.

### **5.8. Lockers**

5.8.1. Lockers will not be available for years 7-11 for the autumn term.

## **5.9. Library**

5.9.1. The library will be closed to students until further notices. All students will be inducted to our online library E-wheelars.

## **5.10. Photocopiers**

- 5.10.1. Staff should use the photocopiers where possible as it will reduce traffic to reprographics. Large items to be sent to reprographics and smaller items to be photocopied.
- 5.10.2 Staff should wipe the photocopier before and after use.
- 5.10.3 All photocopying should be emailed to **reprographics@highlands.enfield.sch.uk**. Staff should not use the photocopiers.

## **5.11. Food and drink**

- 5.11.1. All students should have a water bottle with them at school. They should only drink from this.
- 5.11.2. Students should use hand sanitizer gel before eating.
- 5.11.3. The canteen will be open at lunch time for hot and cold lunch as usual. All food counter items will be individually wrapped.

## **5.12. PPE and face coverings for staff and students**

- 5.12.1. Staff may wear facemasks or a visor if they wish to, but apart from LSAs, there is no requirement for staff to wear PPE.
- 5.12.2. Students must remove facemasks on arrival to school and either place their face masks in their bag or dispose of it in a bin.
- 5.12.3. PPE and stationary packs will be provided to all staff.

## **Section 6. Well-being for staff**

- 6.1. If you are facing difficulties at this time, please speak with your line manager and/or access the school's Employer Assistance Provider, it can be found in the document sent to all staff at the time of school closure. Sue Czapich can be contacted for further information.
- 6.2. Our school counsellor, Lori Charles is also available to support staff. Please contact Lori directly if you would find her support helpful.
- 6.3. All staff are expected to return to work on the first day of term if they are well. Staff members who have previously expressed concerns about returning to work for health reasons related to COVID-19 will have an additional opportunity to engage in a dialogue with a member of the SLT team prior to September, to be reassured and address any remaining concerns. There will be individual arrangements made for staff members who are deemed medically extremely vulnerable and this will be conducted prior to September reopening.

## **6.4. Staff conduct**

- 6.4.1. Staff should dress in professional attire, as per the staff dress code. This means no jeans, t-shirts, hooded tops, sportswear or trainers/sports shoes. This does not apply to staff who teach PE.
- 6.4.2. Staff should not conduct face to face parent/carers meetings. These meetings should be replaced by phone calls and video meetings.
- 6.4.3. Staff absences procedures remain the the same
- 6.4.4. Admin staff should where possible only use their allocated desk phone. Where staff need to use a phone that is not theirs, this should be wiped before and after the phone call, with the wipes provided by the school.

6.4.5. The school will return to its usual safeguarding processes. Staff will be provided with refresher training on the first day of term

## **6.5. How to raise a concern**

6.5.1. If you have any concerns or identify any areas where you consider there to be a risk, please report this to a member of SLT or Sue Czupich.

## **Section 7. Well-being for students**

We recognise that some students will need support in adjusting back to school routines. We will put the following recovery package in place to support student well-being.

- 7.1. All students will have an induction and welcome back morning on wednesday 9th September to ease their transition back to school.
- 7.2. The school will use information from form tutor welfare calls, behaviour mentor and head of year checks to offer bespoke support to specific. These students will be offered mentoring and counselling devices.
- 7.3. We have planned a pastoral curriculum for tutor time to support students in reflecting on their emotions and experiences during school closure, and reestablishing important behaviours and values.
- 7.4. Our school stay safe email address will remain in operation as one method for students to request support. All students will be able to request support via their form tutor, head of year, behaviour mentor or any staff member they feel comfortable speaking to.

## **Section 8. Staff training on this guidance**

- 8.1 This guide will be shared in advance of the start of term, which all staff will be expected to read in full.
- 8.2. Training will be provided for all staff to ensure they understand and can enforce, the new routines and support students in understanding them.

## **Section 9. Fire evacuation**

- 9.1. There will be no changes to our fire evacuation procedures.