

September Re-Opening – Joining Instructions

Years 7-11

1. Introduction to the arrangements

Each student will be part of a year group 'bubble' that will be kept separate from the other groups in school to reduce the possible spread of any infections.

Upon arrival students will gather in a designated area where they will be collected by their tutor who will walk with them to their room. During the school day a one-way system will be in operation which will be supervised by teaching staff. Each building also has its own entrance and exit routes. All of this is intended to minimise interactions between students in different 'bubbles'.

Good hygiene practice will underpin everything with teaching rooms being cleaned down at the end of each lesson before another group uses it. Students will also be asked to use hand sanitisers as they enter a room. The site will be thoroughly cleaned by our site team each day, with higher risk areas (such as the toilet blocks) being cleaned more regularly throughout the day.

Classrooms have been re-organised so as to maximise the spacing between pupils. In rooms where workspaces face each other, Perspex screens are being installed so that students will not have to work directly facing one another.

Special working arrangements have been put in place for 'practical' subjects that will enable students to still access the full curriculum whilst ensuring that we follow the latest guidance from the government as well as the professional associations and health and safety organisations that support these subjects.

Students will be expected to bring their own basic equipment to lessons. Arrangements are in place so that students can safely access subject-based resources.

Arrangements have been put in place so that each year group can eat separately at break and lunchtime. Year groups have also been assigned different areas of the site where they can meet and relax with their friends. Staff supervision will ensure appropriate social distancing at these times.

Devon County Transport are responsible for planning and organising the safe transport of students and have developed a protocol for their operators. They are also liaising with Stagecoach buses to try and address the issue of limited capacity.

Students will be briefed on the revised operating arrangements when they arrive back in September.

Essential information for parents is given below. Please share this with your child/children.

2. Travel to and from school

- School Buses

School buses will operate as usual. Students may only travel on their designated bus and must carry their bus pass at all times and show it to the driver when boarding

Students MUST wear face masks when boarding their school bus and wear it appropriately at all times when on the bus.

Although it may not be possible to establish a seating plan for each bus, students are expected to sit in year group as far as possible when travelling. This will be in ascending year groups front to back (i.e. with Year 7 nearest to the front and Year 11 towards the rear of the bus).

- Stagecoach buses

Stagecoach buses are public transport and as such students must adhere to guidance issued by the government and bus companies. Face masks MUST be worn when travelling on public transport.

Due to social distancing rules on public transport there are severe restrictions on the numbers that can travel on each bus. The government has asked local authorities (i.e. Devon County Transport) to work with public bus companies to find solutions to this issue but as yet we have not been advised on their plans. It is our strong advice that until matters are addressed students should have alternative arrangements in place for travelling to and from school, in case their usual bus has no seats available for them.

- Travel by car

Parents bringing children into school by car should not arrive until 8.20am so we can ensure that staff supervision is in place. The dropping off zone (on the exit road by the Sports Hall) has been reinstated and students should be dropped off here – not on the bus park or the lane running down the bus park. When collecting students after school they should be picked up from the top car park. Each year group bubble has a designated waiting area so parents may need to phone their child to advise them when they have arrived.

- Students walking or cycling to school

All students entering the school by the front gate, (near the front car park) MUST go around by the Venue and enter the site through the bus park. They must NOT walk through the front car park or go past the Reception area in the Main Block in order to go to their tutor room

Face masks are not required when on the school site and should be removed and stored in bags upon arrival. (Disposal masks should be properly disposed of in bins.)

3. Arrival at school

Upon arrival student should immediately go to their year group arrival area, where they will remain until their Year Team (HOY and Tutors) arrive to meet them. These waiting areas are as follows:

- Year 11 – AMS (Entry through the lower floor of the Sports Hall and then up the stairs)
- Year 10 – Dining Hall (Entry up the ramp from the bus park)
- Year 9 – Sports Hall (Entry through the lower floor of the Sports Hall and then up the stairs)
- Year 8 – Sports Hall (Entry through the front of the Sports Hall, past the PE Office)
- Year 7 – Venue (Entry through the Foyer)

(Note – pupils were originally asked to go to the Dining Hall for their first day but staff will re-direct anyone who is unsure where to go.)

4. Uniform

We are aware of the difficulties that Marks and Spencer's have been experiencing in getting adequate supplies of school uniform over the past few weeks. We have been assured that they are working to resolve this, with a large supply having arrived in the past few days. Some of the items need the school badge / logos etc to be embroidered and it is expected that these will be available on the M&S website for order by the middle of next week.

If any parents continue to have difficulties securing correct items of uniform, please do let us know. Whilst we obviously want students to arrive looking smart and ready for the start of the school year, we don't want to add another level of anxiety on students or parents at this time.

Two important updates:

- School skirts – we know that some students still have serviceable school skirts of the straight, pencil style and that parents are reluctant to buy the new pleated style. If a student still has a pencil style skirt that fits appropriately (i.e. is knee length) then we are perfectly happy for this to continue to be worn for the coming term.
- Wearing of PE kit – with the changing facilities and showers not being available at present, we have decided that on the days that students have PE, they should wear their PE kit to school. Blazers should be worn over the top for warmth, and also so they have a mean of carrying essential equipment for other lessons.

NOTE - we are concerned that many students might feel slightly self-conscious walking around all day in their PE kit, and also that with weather being so changeable they might easily get cold, so students will be allowed to wear black track pants over their PE kit on these days.

Tracksuit bottoms need to be plain black. They can have the Adidas logo at the top but not the stripes down the side. It is important however, that if pupils do wear tracksuit bottoms to school that they wear their shorts underneath as they will not be able to use the changing rooms before the lesson.

As previously stated we really want to start the year in a positive way and so are keen for students to be in the correct uniform and for their hairstyle, make-up and piercings to be in line with school rules, as this will help to avoid unwanted confrontations on the first few days back and ensure that students can quickly settle back into their studies. (If you are unclear on any of these requirements please get in touch so we can confirm them with you.)

5. School canteen

We have planned and organised break and lunchtimes so that each year group bubble is kept separate at these key times. Whilst a variety of hot and cold meals will be available, by necessity the choices that are on offer will be more limited, and will be more of a 'grab and go' type.

At lunchtimes Year 7 – 10 will each have a designated set of rooms where they will eat once they have bought their food. Students with packed lunches can go straight to these areas. They will be advised about these arrangements on the first day back.

Year 11 will use the Art Café and will not have access to the main canteen. A range of hot and cold food will be available to them in the Art Café but must be pre-ordered. Further details about this will follow.

To reduce the risk of infection we are moving away from the biometric thumb scanners and students will be issued with fobs on their first day back. These will be linked to ParentPay and any money on your child's account will be automatically transferred across to the new fob system.

6. Books and equipment

Where possible students should not share equipment that has been used by others unless it has been thoroughly wiped down. Whilst we are putting in place procedures to ensure that all specialist equipment is cleaned before being re-used, it will not be possible for students to borrow the more basic equipment such as pens, pencils, rulers etc. At the end of last term, a list of essential items was sent out with a request that all students bring this to school with them each day. The list is reattached at the end of these Joining Instructions. Your help with this would be appreciated.

7. End of School Day arrangement

Unfortunately, it will no longer be possible for students to remain on the school site beyond 4.10pm unless they are taking part in a supervised activity (such as after-school revision or a club or event). We are not allowed to have mixed groups of students waiting together to be collected and with staff fully focused on supporting students in their learning and re-starting our extra-curricular programme we won't have the resources to run five separate waiting areas for students.

Note - The after-school club that usually runs in the school library will also NOT be available this term. Please could I therefore ask that you ensure that arrangements are in place for your son/daughter to leave the site by the specified time, including transport where it is needed.

8. **Health Concerns**

Please DO NOT send your child into school if you suspect that they (or another member of your household) might have coronavirus. This [link](#) will take you to the latest NHS guidance on what to do in the event of a suspected case of Covid 19. Please follow the instructions it contains.

In particular, **if your child has suspected coronavirus (or another member of the household does), it is essential that they be tested as quickly as possible.** Details of how you can arrange this can be found on the webpage that can be accessed through the link above.

Please will you also let us know of any suspected or confirmed case of coronavirus in the household so that we can take the necessary action to support other students and staff.

If at any point you are unsure whether you should send your child into school because you suspect that they may have coronavirus, please get in touch with us immediately.

School Stationery List 2020

The following pencil case items are essential for all students as they will not be able to borrow these in school:

- ❖ 2-3 biros / handwriting pens – black, blue, green.
- ❖ 2-3 Drawing Pencils – 2b
- ❖ Highlighters
- ❖ Ruler
- ❖ Eraser, sharpener
- ❖ Colouring pencils
- ❖ Small glue stick
- ❖ Scissors

It would be even better (and would help them) if they could also come to school with these additional items:

- ❖ Calculator, protractor
- ❖ Pocket English dictionary / thesaurus
- ❖ French / German Dictionary