



## Outline for parents about how we plan to maintain good health in schools 15<sup>th</sup> July 2020

The government guidance on school reopening is available from the gov.uk website. The school has carried out a thorough risk assessment which will be available to parents via the website. This sheet sets out the steps we plan to take to minimise the risks of the spread of coronavirus in our school community, and what families must do to support this. This is about individuals protecting themselves and about protecting each other – both are important.

The guidance for schools from the government may change over the summer holidays. If this happens, we will inform families of changes during the last week of August.

There are five things that we all must do:

1. If a student or staff member has symptoms of coronavirus or they live with someone who does, they must stay at home and follow the isolation guidance from the government.
2. Wash or sanitise hands whenever asked to and at other times they think that it is necessary, and any sneezes or coughs must be into a tissue or sleeve. They should avoid touching their face, sharing equipment without good cleaning or having hands near their mouth, nose or eyes.
3. People must resist the temptation to greet each other by touching, for example shaking hands or touching each other's shoulders.
4. Allow the school to be kept clean by keeping things tidy – taking care of personal possessions, not littering and putting things away.
5. Following advice to stay home if they are contacted by NHS test and trace about contact with another infected person.

The guidance also says that the school must consider ways to reduce contacts and mixing between students, while maintaining a high-quality curriculum and provision for students. Each school must make different arrangements for this, as every school is a different size, has different facilities and layouts. Schools must do this within their existing budgets and resources. These are the things that we will do.

### Dealing with sickness, symptoms and absence

- If anyone shows symptoms at school, they will be sent home, must follow isolation guidance with their household and get tested as soon as possible. They must not return to school until their isolation period has ended or they receive a negative test result. A student with symptoms should be collected by a parent or carer.
- Students showing symptoms will be asked to wait to be collected in the open air in good weather, or in a separate room in the school. They will not be in close contact with any other people in the school.
- Support members of the school community to get a test as soon as possible. If you cannot book a test from the government website or get a home testing kit sent to you, please let the school know immediately.

### Maintaining good hygiene

- Hand sanitiser will be placed at the entrance to each room used by students and they will be required to apply it when they enter.

- Tissues will be available if someone does not have their own.
- Students will sit in rows and face the front of the room in book-based lessons.
- In practical subjects, equipment will be cleaned regularly and not shared between students. There will be antibacterial wipes for computer keyboards.
- Students will be kept in year-group “bubbles” for activities that take place indoors for periods of 15 minutes per more. Within these bubbles, the guidance states that they can interact normally.
- We have adapted the uniform policy to promote good health and hygiene and to minimise congestion in PE. Therefore, from September:
  - a. Blazers will be an optional part of uniform as they are not practical to wash each day. Students are encouraged to wear the uniform jumper – a grey or dark blue, v-necked jumper made of wool or a similar looking material.
  - b. If students have PE, they must come to school in their PE kit that day. They must bring their normal uniform so that they are able to change at the end of the PE lesson. This will stop different year groups crossing over in changing areas.
- Students who wear a mask to travel on public transport will be asked to remove it when they come into school – disposing of single use masks in a bin at the school gates or putting reusable masks away in their bags.
- Outside taps for drinking water will be available but drinking fountains will be turned off.

### Lessons and the school day

- Students will need to arrive at and leave school at staggered times, so that buses are less full, and they are able to wash their hands when they enter the building. Final times for each day will be published in August but as a guide:
  - a. Years 7-9 will need to arrive at school between 8:30am and 8:40am. Years 10-13 will need to arrive before 8:50am and go straight to lessons.
  - b. Years 7 to 9 will leave school at 3:10pm. Years 10-13 will leave between 3:10pm and 3:25pm.
- Assemblies will take place in tutor rooms, delivered by video. Years 7-9 assemblies will be at the start of the day and years 10 upwards at the end of the day.
- Lunch and break will be separated, and each year group will come to the canteen at allotted times and queue in the open air.

Year groups	8:50-9:50	9:50 – 10:15	10:15 – 10:50	10:50 – 11:15	11:15 – 12:15	12:15 – 1:10	1:10 – 2:05	2:05 – 3:05
<b>7-9</b>	Period 1	Break	Period 2		Period 3	Lunch	Period 4	Period 5
<b>10-13</b>	Period 1	Period 2		Break	Period 3	Period 4	Lunch	Period 5

- Students will not be able to socialise in mixed year groups in indoor spaces.
- Windows will be open in all rooms to provide ventilation. In some rooms there is an automatic ventilation system that draws in air from outside.
- Textbooks will be photocopied so that they are not shared between classes in different year groups.
- Most 6<sup>th</sup> form lessons in the afternoon will be online. This means that these students will go home at 1:10pm unless they are told otherwise or they are entitled to a free school meal.

### Maintaining distance inside the building

- Students will follow a controlled movement system in the corridors to avoid large groups moving against each other. They will be directed to use the playground space to move from one part of the school to the other.

- There will be a clear zone at the front of the room that students must not enter. This is to create space between the teacher and the class, as teachers work with different year groups.
- The service in the canteen will be a choice between hot and cold food, served in disposable containers that can be taken outside. There will continue to be good quality food but with less choice than previously so that service is efficient.

#### **Supporting each other to keep everyone as safe as possible**

- Adapt the school code of conduct so that if students do not follow these rules and routines there will be a consequence. This is not because we want to punish students, but because everyone must keep up the responsibility of protecting each other. We know that the vast majority of students are co-operative and compliant and will want to minimise the risks of transmission for themselves and others. However, if a student repeatedly puts themselves or others at increased risk by not following this behaviour code, they may be sent home until an individual risk assessment can be completed for that student. This could also result in an exclusion.
- Work with students, including the Student Council, on how we can educate each other on what we must do to keep each other safe.
- Tutorial time in the first days of school will be used to explain these rules and practices and why they are important.

#### **Working together to minimise the impact of the closures that have happened**

- Provide support to help students recover from the effect that school closure has had on them socially and emotionally. This will be through tutorial time, the PSHE curriculum, assemblies and the way that teachers interact with students in lessons and guide them to interact with each other.
- Assess the progress that students have made as soon as possible and planning learning so that students are supported to catch up, repeating this process regularly.
- Make use of the National Tutoring Programme set up by the government to help students in years 11 and 13 to catch up on missed content, as well as other tutoring and mentoring programmes to support students in school e.g. Action Tutoring and reading mentoring.
- Educating students on their good use of technology to support their learning going forward, and about being responsible citizens outside of the school.

We will review these actions regularly in response to feedback from parents, students and staff in the school. The first date for this review is 25<sup>th</sup> September, unless the government updates its guidance before then.

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**We are also relying on your help so that families work as part of the school community to keep everyone safe.**

Therefore, we are asking families to do the following:

1. Please take the time over the summer to explain to students what these rules and routines are, and why they are important.
2. Practice regular handwashing and good routines around coughing and sneezing at home.
3. Follow government regulations on isolation and the need to get tested, if anyone in the household has coronavirus symptoms or you are contacted by track and trace.
4. Report absence in the normal way, by phoning the school on 0207 267 9346. You must say clearly whether this absence is because of symptoms linked with coronavirus shown by the

student or another member of the household, if a test result has confirmed this, or whether the absence is for another reason.

5. Ensure that students come to school every day with proper equipment, so they do not have to borrow from the school or their classmates. This is essential for learning to take place.

This includes:

- a. pens (black/blue including spares, and green)
  - b. A pencil
  - c. A ruler, rubber and pencil sharpener
  - d. A gluestick
  - e. coloured pencils
  - f. Maths equipment
  - g. A packet of tissues
  - h. A refillable water bottle, full at the start of the day
6. Students should come to school in clean clothes each day, either their uniform or PE kit, and a change of clothes if necessary. They must not come in sportswear that is not the school uniform.
  7. Encourage your son or daughter to walk or cycle to school if they live within less than one kilometre (the distance between William Ellis and Kentish Town station) to help stop buses from being overcrowded at the start and end of the day.
  8. Consider sending your son or daughter to school with a packed lunch and snacks for break to help us keep the numbers of students low in the canteen. Please also ensure that they have a proper breakfast so they do not have to visit shops on the way to school.
  9. No family members or carers should come to the school without previously making an appointment with a member of staff. If you have an appointment, please keep very strictly to the time so that we can manage the flow of people in the building. Only one family member should attend a meeting in school.
  10. Parents or carers should not gather at the school gate at the beginning or end of school. Anyone waiting to meet students at the end of the day should do so away from the paved area near the back gate.

Many thanks for taking the time to read this guidance carefully. Working together as a community we are confident that we can have a positive and well-structured start to the new academic year in September.

**We would like to hear your feedback on these arrangements. Please go to [shorturl.at/frwxZ](https://shorturl.at/frwxZ) or scan this QR code to do this. If this is not possible, please complete the paper feedback form and hand it in before you leave today.**



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