



# **Parent Handbook (COVID 19)**

## **Additional information March 2021**

*Please note this document will be kept under constant review as guidance changes.  
Version 8 - May 2021*

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## Introduction

We are very pleased to be planning to welcome all students back to school full time on 8 March. However it is clear that this is not a return to 'normal'; the changes to the school's operation will be very similar to those in place from September to December 2020 and these enable us to meet the current guidelines from the Department for Education. The key changes are the requirement to wear face coverings in classrooms, and to engage with asymptomatic testing (initially in school and then at home).

It is crucial that you work through this information with your children, so they understand what is expected of them, and why. We need all students to choose to follow the rules for themselves; staff need to focus on supporting students' learning and well-being - we cannot afford to waste time enforcing rules, without which we simply could not be open.

This is still not the school that we were before all this - but after another 8 weeks of school closure, it is education for real and for all once again. Let's focus on what we can do.

## Key principles

1. All students in all year groups will return full time
2. We will minimise contacts and mixing while delivering a broad curriculum
3. Those who have coronavirus symptoms, or have tested positive in the last 10 days, or who have someone in their household (including any support bubble or childcare bubble) who has coronavirus symptoms, must not attend school
4. Those who are required to quarantine having recently visited countries outside the Common Travel Area must not attend school
5. Anyone developing the symptoms during the school day will be sent home, told to self-isolate for 10 days and to arrange to have a test. Other members of their household must self-isolate for 10 days

## Consistent groups - year group sized 'bubbles'

We will 'zone' the school to keep year groups apart from each other, to limit interaction, the sharing of rooms, and the sharing of social spaces. All teachers and other staff will operate across year groups so we can deliver the full timetable. Students should try to keep their distance from students as much as they can, and must keep their distance from staff, ideally 2m from adults. Class sizes will be as normal.

Year	No. of rooms	Zone	Rooms	Toilets
7 - note no access to lockers	7	Science, Ground floor <i>Use entrance/exit at MFL end. No access through fire doors to staircase/Maths end. S5 accessed through S7. S6 accessed through external door.</i>	S1-S7	Science

8	7	English <i>Drama studio accessed via English and corridor behind stage</i>	E1-E3 E11-E13 Drama studio	English
9	7	Science, First floor <i>Use entrance/exit at Maths end</i> T-block	S11-S14  T1,T4,T5	T-block <i>Staff toilet in DT part to be used by boys, in addition</i>
10	8	Maths MFL <i>Use path between Science and Gateway to move between blocks</i>	M1-M4 L1-L4	MFL
11	8	-	PI X1, X3, X4 A1, A3, A4 A11 <i>Access to A block first floor: usual staircase for up, fire-escape staircase in OLC for down</i>	Maths (no access for Y10) <i>Access through barrier and maths car park, and door at that end of block, NOT through corridor by S5</i>

Some rooms will be retained for specialist teaching, prioritising Y10 and Y11, and students will leave their zone for these lessons. These specialist rooms will generally only be used once a day, to allow for cleaning between uses. The lack of access to specialist rooms for practical subjects will necessitate some changes to the taught curriculum.

We will deliver practical PE to all five year groups outdoors and in the Sports Hall.

When students are in classrooms waiting for a teacher to arrive, they must:

- Stay in their seats;
- Read their book;
- Ensure as the teacher enters, they stand and are silent;
- Ensure as the teacher enters, devices are placed face down and phones are put away (in bags).

When students do change rooms, they should go directly into the classroom and sit in their assigned seat to prevent congestion in corridors, or groups gathering outside.

## Homework

All homework will be recorded on Google Classroom. Students will record the due dates in their planner. Parents will be expected to sign planners to indicate they have checked homework on Google Classroom. (The easiest way for parents to access Google Classroom is to download the app to your phone and login using your

child's login and password.) Teachers will look to check that planners have been signed by parents but will not sign them themselves.

## Learning Support

We will continue to deliver in-class support, one-to-one support and interventions. However social distancing between staff and students will be maintained.

## Tutoring

If you are a parent of a student in Y8-11, you will be aware that our pastoral system is normally structured 'vertically' whereby students are in tutor groups of mixed year groups. This vertical structure has been very important to us over the years, and very much helps to develop the strong sense of community that is embedded throughout Gillotts School.

For now, we will be continuing with 'horizontal' tutor groups where students will be placed exclusively with other students in their year group into individual tutor groups of around 30 students. Your child's tutor will continue to be your first point of contact for any support or help that you need. You can of course continue to liaise with your child's housebase if you need to make contact.

Students will **not** be able to access their Housebases unless they are in their year group zone. Housebase teams will instead go out to students. Students will be able to access Student Services at lunchtime, during their canteen slot.

Our wider support services, such as counselling, will continue, by appointment only, in Gateway and the Lodge.

## Timing of the school day

We are maintaining the altered timing of the school day to reduce social time when it will be more difficult for us to keep the year groups apart from each other. School will start at the same time but will end at 14.45 (Monday to Thursday) and 13.45 on Friday.

	<b>Y7-9</b>	<b>Y10-11</b>
8.45-9.45	Period 1	Period 1
9.45-10.45	Period 2	Period 2
10.45-11.00	Tutor	Tutor
11.00-11.15	<b>Break</b>	<b>Break</b>
11.15-12.15	Period 3	Period 3
12.15-12.45 - note 30 mins	<b>Lunch</b>	Period 4'
12.45-13.15 - note 30 mins	Period 4	Period 4 cont.
13.15-13.45 - note 30 mins	Period 4 cont.	<b>Lunch</b>
13.45-14.45 - not Friday	Period 5	Period 5

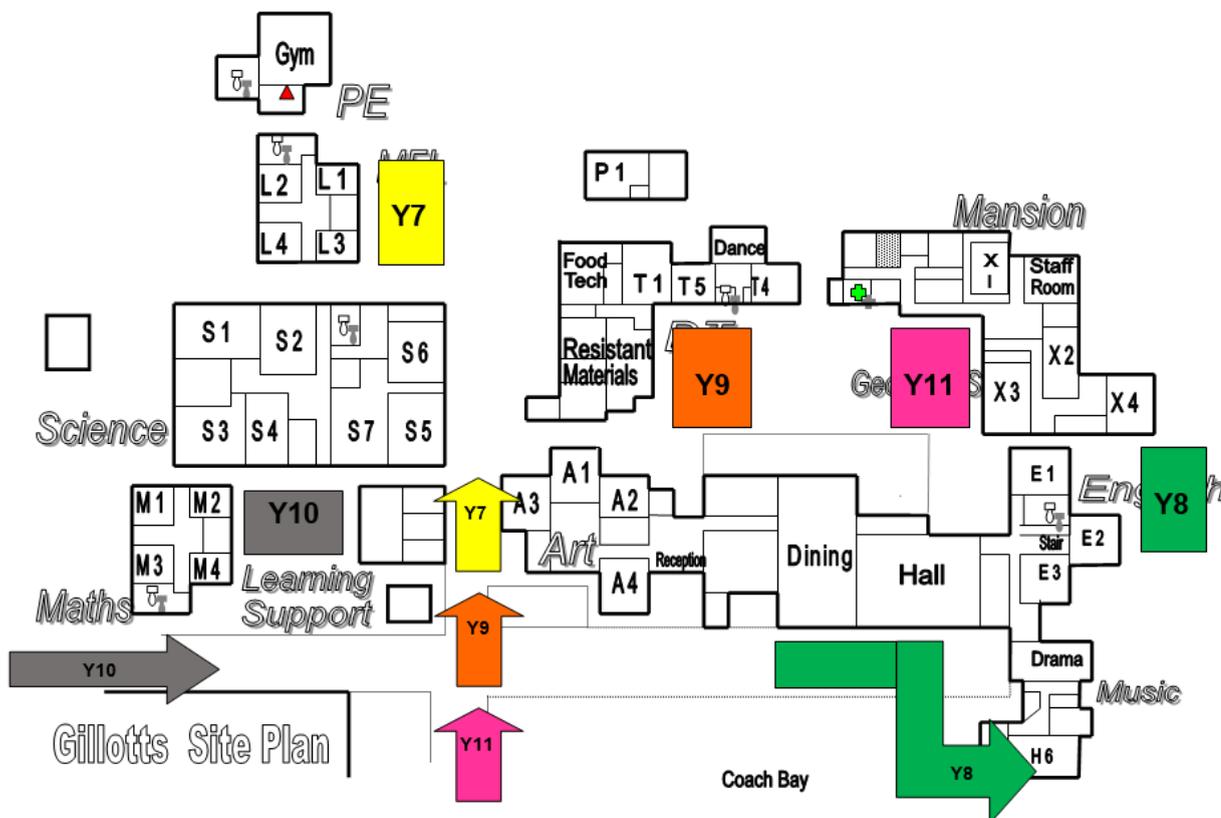
There will be no before and after school provision in the OLC.

Arrival

Each year group will have a designated route onto the site and an area of the site in which to wait for the start of the school day.

Year	Route onto site	Waiting area	Brought in at
7	Main drive	Outside MFL	8.40
8	Front of school, then round back of Music	Lawn behind X block	8.40
9	Main drive	Quad outside T block	8.40
10	Alleyway/ Maths car park, NOT up the main drive	Outside Maths	8.40 NB access MFL by path between Science and Gateway
11	Main drive	Quad outside X block	8.45

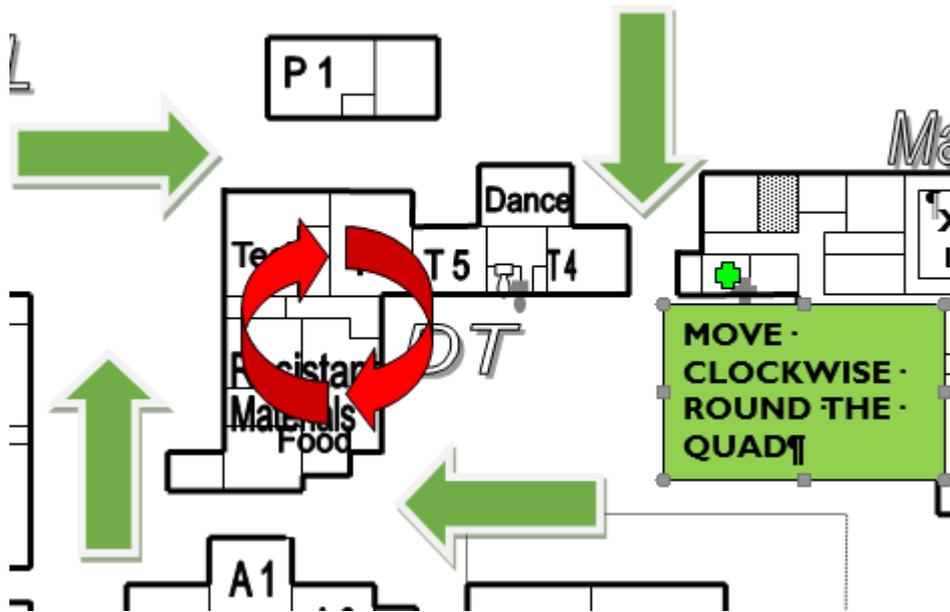
Students may leave bikes in the bike shed before going to their waiting area.



During the day

The Quad will be 'one way' during the day. This affects both Year 9 and Year 11 as they move between lessons, and all year groups at lunchtime, and as they move to their first lesson after lunch, particularly as they leave the field.

This does NOT apply for Year 9 and Year 11 arrival in the morning, when they should walk straight into the Quad by the shortest route.



Break

Students may be in the lobby areas of their zones or outside, in these specific zones only:

- Y7 - outside MFL
  - Y8 - lawn behind X block
  - Y9 - quad outside T block
  - Y10 - outside Maths/ path between maths and MFL, that runs past Gateway
  - Y11 - area outside door to A block
- There will be no access to the canteen at break.

Lunch

Students may, as usual, bring packed lunches. These may be eaten on the field, or in the lobby areas of their zone. Each year group will be allocated a specific slot to access the canteen:

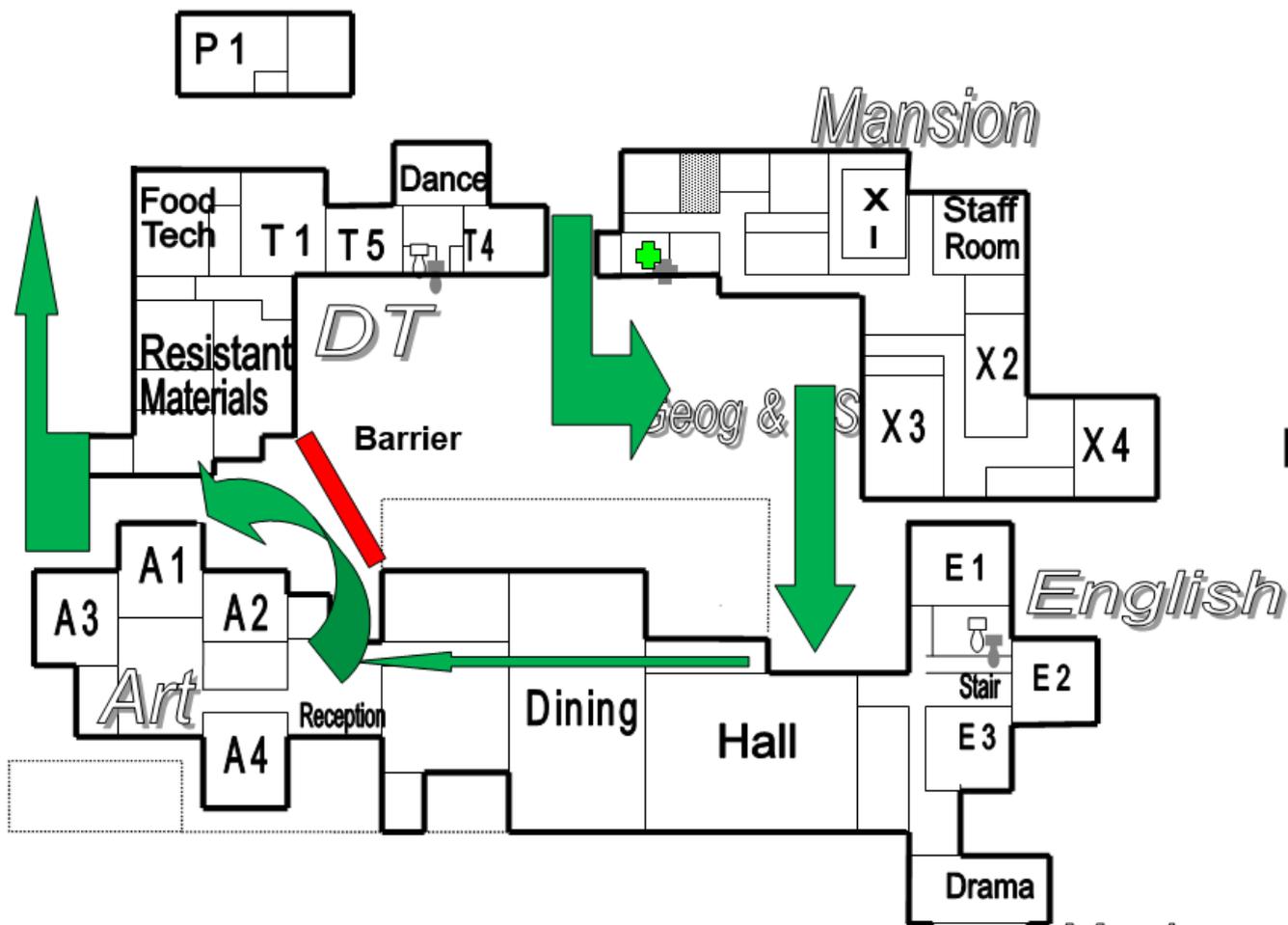
Year	Canteen time slot
7	1215-1225
8	1225-1235
9	1235-1245
11	1315-1325

10	1325-1335
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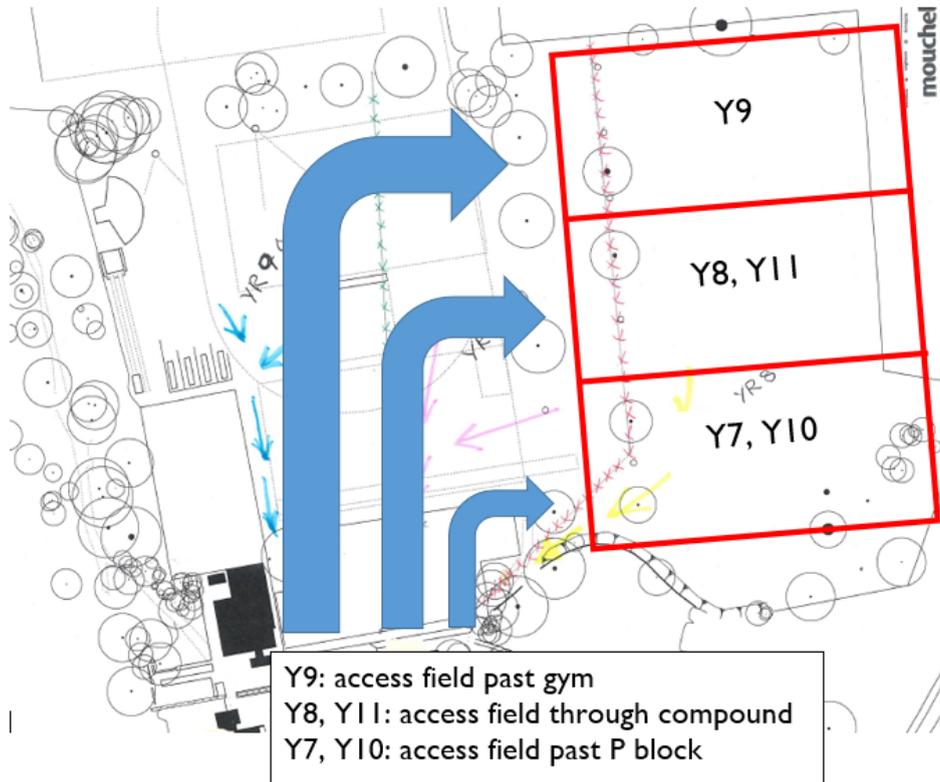
The food offer will be as from September - no main meals; all meals will be potted and served with disposable cutlery. For example:

- A wide range of filled bread products from a simple sandwich to gourmet wrap or baguette - £1.20 to £1.80
- Pasta/Jacket Potato Bar with a choice of sauces and fillings - £2.00
- Hot Grab 'n' Go items, Panninis, Burritos, Hot Wraps etc. from £1.80
- Pick and Go Street Food, e.g. Peri Peri Chicken and Rice, Hoisin Chicken Noodles, Beef Keema with Rice, Sausage and Mash, Cottage Pie etc - £2.25
- All supported by a wide range of school compliant drinks, fruit pots, jelly pots, fresh yogurt with various toppings

A one way system will be in place (- see below). There will be no chairs or tables in the canteen. Students will sanitise their hands on entry and exit. The biometric payment system will be in operation. Lunches may be eaten on the field, or in the lobby areas of the year group zone.



There will be three separate zones on the field for different year groups:



Students will also be allowed in the lobby areas of their zone. In case of extreme weather, the decision will be taken to allow students to be in the classrooms in their zones.

### Departure

Students will be expected to leave the site promptly.

On a Friday, Y10 and Y11 will be permitted to leave school at 1315, the end of their period 4 lesson. They would need to sign out on a list provided in their period 4 lesson. If they wish to remain on site, to access the canteen and/or catch a bus home, they of course can.

If Y10 or Y11 have an after school detention (90 mins) on a Friday, they will be able to start the detention at 1315 in the OLC.

### **Extra-curricular provision**

Due to the changes to the operation of the school and the additional pressures on staff, there is no expectation that extra-curricular activities will be offered at this time.

Following the national lockdown, from 12 April, sport, music, dance and drama extra-curricular activities can resume.

### **Uniform**

Clothing does not need to be cleaned more often than usual so expectations for uniform are as normal.

Increased ventilation may make the school buildings cooler than normal over the winter months so students will be allowed to wear school hoodies and coats in classrooms, at the teacher's discretion.

As the changing rooms cannot be shared by different year groups, students will need to wear their PE kits to school (including trainers) on the days when they have PE.

The following kit should be worn for ALL PE lessons, including GCSE Dance:

Boys: Rugby shirt or PE polo shirt, rugby shorts, black or navy tracksuit bottoms (optional addition), white socks, trainers - bring boots, navy socks and shin pads for football lesson

Girls: PE t-shirt, skort (or shorts), leggings OR black or navy tracksuit bottoms, white socks and trainers - bring shin pads, navy socks, boots and hockey stick (for hockey lessons only)

Further clarification for the Girls:

You may wear:

- Skort + tracksuit bottoms (- skort to be tucked in under the bottoms)
- Skort + leggings
- Shorts only

You may not wear:

- Skort only
- Leggings only
- Tracksuit bottoms only

In their first timetabled PE lesson, the PE teachers will explain the sports that will be taught during the term and the uniform requirements.

Note that for PE, students should also bring a waterproof coat and a small towel as lessons will be outdoors.

## **Equipment**

Students should have their own items of basic equipment (- see [Parent Handbook](#)) which are not shared. This must include whiteboard pens. Students will either continue, even when in school, to work online or, as an alternative, use exercise books in class but complete most work that needs assessing online at home. If teachers collect in exercise books for marking, they will be quarantined for 48 hours.

Our minimum specification for BYOD, whilst recommending a screen size of 7 inches or larger, has never ruled out the use of phones. However with students needing to continue to work online, they clearly will be significantly disadvantaged if they do not have access to a larger screen and potentially a physical keyboard. We therefore request that, where possible, your child brings a device with a larger screen than a mobile phone (e.g. laptop, Chromebook or tablet) into school each day. This device should be fully charged at the start of the day.

We ask that all students should bring a book to read, whilst they wait for teachers to arrive in their lessons.

Students must bring a filled water bottle. Students will be able to refill these in the canteen at lunchtime.

## **Attendance**

School attendance will be mandatory and the usual rules on school attendance will apply.

Children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. When shielding is in place, the advice for pupils who have been confirmed as clinically extremely vulnerable is to stay at home as much as possible. They are advised not to attend school while shielding advice

applies nationally. Parents should provide the school with a copy of the shielding letter sent to clinically extremely vulnerable (CEV) children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.

From Thursday 1 April, shielding guidance is being paused and CEV people are no longer advised to shield. From Thursday 1 April, all CEV children should attend school unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend.

Students who arrive late should sign in at Reception.

If students have permission to leave during the school day, they should sign out at Reception.

## **Behaviour**

The Behaviour for Learning Policy applies. In addition students are expected to:

- Follow routines for arrival and departure
- Follow instructions on hygiene, such as hand sanitising
- Follow instructions on who they can socialise with at school
- Move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- Follow expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoid touching their mouth, nose and eyes with hands
- Tell an adult if they are experiencing symptoms of coronavirus
- Not to share any equipment or other items including water bottles
- Follow instructions for break and lunch, including where they can be
- Follow instructions for use of toilets

Any instance of coughing or spitting at or towards any other person may lead to an external exclusion and, in serious instances, may be reported to the police.

Deliberate and/or repeated breaches of social distancing will also be sanctioned.

There will be no lunchtime detentions. All detentions will be after school for one hour. Parents and students will be informed by email no later than the day preceding the detention.

## **Visitors**

Visitors to site should be kept to a minimum, ie only those where face to face contact is essential. All visitors will be by appointment only. Also consider making appointments out of school hours. Face coverings should be worn by visitors in Reception.

As a consequence, parents need to be particularly careful to support their children to come to school with everything they need. If it is essential to bring something their child has forgotten, they will need to leave it on a table outside Reception, labelled with the child's name, and call (01491 574315) or email ([office@gillotts.org.uk](mailto:office@gillotts.org.uk)) to say they have done this.

## **Transport**

For journeys to school of two miles or less (and which are currently undertaken by public bus) we would ask that you encourage your child to cycle or walk to school where it is safe to do so.

If you currently drive your child to school, or intend to do so if public transport is unavailable, you are encouraged to drop your child off away from the school site for them to complete the last part of their journey on foot, in order to manage congestion and safe access.

If your child is entitled to free home to school transport or currently travels on OCC buses on a spare seat concessionary travel pass, please note the following:

- Social distancing should be adhered to whilst waiting at bus stops
- Social distancing rules on dedicated School Transport contracted routes will not apply
- All children over the age of 11 years should wear a face covering, although some children with specific medical conditions are exempt
- There will not be any hand sanitiser on transport as this is seen as a safety hazard because multiple uses could create a slippery floor. Because of this, children should wash their hands thoroughly before boarding the bus, or to use their own personal supply of hand sanitiser.

The public bus (White's 145C) will be running. Sanitiser is available on all vehicles and vehicles are deep cleaned daily. Face coverings must be worn.

## **Health and safety**

### **Social distancing**

Students are encouraged to keep their distance within groups, where possible, and are reminded not to touch their peers.

### **Hand sanitising**

Students must clean their hands regularly:

- When they arrive at school
- When they return from breaks
- When they change rooms
- Before and after eating
- After using the toilet

There are multiple wall mounted hand sanitising units all around the school in corridors and classrooms.

### **Face coverings**

Changes were made to the guidance on face covering in education, from Monday 17 May:

"Face coverings will no longer be recommended for students in classrooms or communal areas, in all schools. Face coverings will also no longer be recommended for staff in classrooms. In all schools face coverings should however be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas)."

Due to the negative impact of face coverings on teaching and learning, we will therefore be asking students NOT to wear face coverings in class. Given we have set up classrooms to enable adults to maintain a 2m distance from students, adults in classrooms should also not need to wear face coverings, in line with the revised guidance.

Whilst we are able to maintain year groups as separate bubbles, they are large groups and so we will encourage students to continue to wear face coverings in communal areas indoors.

Staff and visitors will continue to wear face covering in communal areas.

Please also note that the reintroduction of face coverings for students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.

Face visors or shields should not be worn as an alternative to face coverings.

Some individuals are [exempt](#) from wearing face coverings. We are sensitive to these needs, noting that some people are less able to wear face coverings and that the reasons may not be visible to others. No student will be denied education on the grounds they are not wearing a face covering.

Safe wearing of face coverings requires:

- the cleaning of hands before and after touching – including to remove or put them on
- the safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils should bring a spare face covering to wear if their face covering becomes damp during the day.

Remember to:

- not touch the front of your face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag you can take home with you

### **Risk assessment**

We publish our current full risk assessment on our website. It is kept under regular review.