**Little Lever Return to School Plan:**

The school will return to normal working order in several phases which will mirror the government and local authority guidelines at each stage. The safety of students and staff is paramount. In order to ensure each return to school phase is safe and successful we will address the following factors at each phase:

1. **HEALTH AND SAFETY:**

* National guidelines on Social distancing measures and how this is applied in school given the layout of the school building.
* Classroom audit… what is maximum number of people allowed in each room at any one time in order that social distancing is adhered to.
* Site Health and safety audit complete before any return to school
* Cleaning, hygiene and site preparation prior to return to school
* Protective equipment available for staff / students
* Cleaning and hygiene while on site
* Managing staffing and testing… who is available to work?
* Establishing the student / staff ratio that will enable social distancing measures to be achieved
* Staff and student movement around the school site.. entry and exit protocols
* Social time whilst on site (Break and lunch)
* Fire regulations/procedures
* First aid procedures
* Attendance and registers
* Staff and student wellbeing

1. **THE CURRICULUM and LEARNING:**

* Establishing groups of students and Year groups that will take priority in returning to school
* Establishing a ‘new’ school day
* Establishing a new curriculum model and timetable for each year group – this may be full time or part time depending upon the Phase for each year group.
* Remote Learning – this may be full time or part time depending upon the Phase for each year group
* Behaviour, attitudes and consequences
* Personal development – Life Chances / student wellbeing
* The whole school priorities

1. **BUILDING CONFIDENCE AND RESILIENCE:**

* Communicating clear plans and clear expectations with parents to build confidence and resilience
* Communicating clear plans and expectations with students and staff
* Monitoring and evaluating the delivery of each phase
* Ensure mechanisms are in place to respond quickly to change and adjust the next Phase of the plan accordingly

A return to school risk assessment has been completed to support this document. The risk assessment and Return to School Plan has been approved by the Trust after consultation with staff, parents/carers and union representatives.

**Year 10 Phase 1 (15th June- 17th July 2020):**

This initial Phase 1 attempts to map out a return to school plan with the current 2m Social Distancing guidelines in place based on the current Government guidance as of 24/05/20.

**In order to do this safely and effectively Phase 1 will only have Year 10 returning to school to support Remote Learning in English, maths and science.**

**Aims of Phase 1:**

* To bring Year 10 back to school on a partial timetable each day to address misconceptions from remote learning in English, maths and science
* Ensure the Year 10 curriculum is robust and prepares students adequately for the rigour of GCSEs 2021
* To safely introduce social interaction whilst maintaining social distancing in order to raise morale and community spirit with Y10 students
* To increase confidence and resilience with students and parents before moving to Phase 2

**Year 10 School Day Phase 1 – Supplementing Remote Learning and building confidence**

Year 10 will be split into 4 cohorts of 52 students each. In Year 10 Phase 1, students will only come into school to study English, maths and science.

**Year 10 Timetable Phase 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY** | PASTEUR | FLEMING | SNOW | JENNER |
| **9am – 11am** | Maths | English |  |  |
| CLEANING AND PREPARATION | | | | |
| **12.45pm – 2.45pm** |  |  | Maths | English |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TUESDAY** | PASTEUR | FLEMING | SNOW | JENNER |
| **9am – 11am** | Science | Maths |  |  |
| CLEANING AND PREPARATION | | | | |
| **12.45pm – 2.45pm** |  |  | Science | Maths |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WEDNESDAY** | PASTEUR | FLEMING | SNOW | JENNER |
| **9am – 11am** | English | Science |  |  |
| CLEANING AND PREPARATION | | | | |
| **12.45pm – 2.45pm** |  |  | English | Science |

Each cohort is named after a famous scientist /epidemiologist who transformed the medical profession and saved millions of lives with their medical work and vaccines. The reason for doing this is to develop confidence and hope in our students that there is a solution and this will not last forever!

**Monsieur Louis Pasteur** was a 19th century French scientist, commonly known as the father of microbiology. Pasteur discovered that microorganisms caused fermentation and disease and his discoveries provided direct support for the germ theory of disease. He also developed the technique of pasteurisation, which we use today to preserve food products such as milk.

**Sir Alexander Fleming** was a Scottish scientist/bacteriologist, who discovered penicillin, the first ever antibiotic which was being produced by a mould growing in one of his petri dishes. He won the Nobel Prize in Physiology or Medicine in 1945 and has contributed to the saving of millions of lives all around the world, thanks to the development of antibiotics.

**John Snow** was an English Scientist, responsible for the discovery of Cholera as a water-borne disease. During the 1854 outbreak, in Soho London, Snow mapped the cases against a street map and traced the problem back to a contaminated water well. He is widely considered to be the founder of epidemiology- the branch of medicine which deals with the study of and analysis of disease within a population.

**Edward Jenner** was an English surgeon, who discovered the vaccination for smallpox. Jenner realised that anyone who had contracted cowpox, would not later contract smallpox. Upon testing his theory, Jenner discovered inoculation, eliminating smallpox and contributing to the saving of millions of lives with the modern day vaccination.

**New Remote Learning timetable**

As a result of this the remote learning timetable for Year 10 will change to reflect the time students have in school.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Remote Learning** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **9am- 11.30am** | **Snow / Jenner Option C** | **Snow / Jenner Option A** | **Snow / Jenner Option B** | **English** | **Science** |
| **12.30pm – 3pm** | **Pasteur/Fleming Option C** | **Pasteur/Fleming Option A** | **Pasteur/Fleming Option B** | **Maths** | **Catch up Friday** |

Students will have a full day to access their remote learning in their Option subjects on Monday, Tuesday and Wednesday. Students that attend school for a face to face session from 9am -11am have 1hour 30mins to return home to be ready to access their remote learning for their Option subjects on Monday, Tuesday and Wednesday. Similarly those students attending a face to face session from 12.30pm in school will have from 9am -11am to access their remote learning for their Option subjects before travelling to school and arriving for 12.30pm. All we have done with this strategy is replace one of the English, maths and session remote learning sessions with a face to face session in school.

**Catch up Friday** - We have also removed the Boost session for students. Taking into account feedback from staff and parents we have introduced a ‘Catch up Friday’ session which will allow students time to complete the remote learning tasks that have been set in English, maths, science and their Option subjects.

**How much lesson time will each subject get per week?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject** | **Eng** | **Ma** | **Sci** | **Opt A** | **Opt B** | **Opt C** | **Boost Friday** |
| Lessons Face to Face  (2hrs) | 1 | 1 | 1 | 0 | 0 | 0 | 0 |
| Remote Lessons (2hrs) | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Time in mins | 240 | 240 | 240 | 120 | 120 | 120 | 120 |
| Normal curriculum time in mins | 250 | 250 | 300 | 150 | 150 | 150 | 150 |

**Which cohort and class is my child in?**

In each subject each cohort will be split into different classes which will cater for the range of abilities in each cohort. Students may be in different classes in English, maths and science to support their learning and progress. We want to keep the number of other students they come into contact with as low as possible and as a result we have modelled the number of students each student would come into contact with outside of their English class. On average students will be in contact with 13 more students outside of the students in their English class. This means on average they will come into contact with 23 students in their cohort.

Middle Leaders of English, maths and science have strategically staffed their classes so it provides capacity for the team to still maintain remote learning for Year 10 and all other year groups.

**Please view the Return to School webpage to find out which cohort your child is in**

**Arrival and Departure from School:**

**Arrival:** Each cohort will enter the building at 2 different points depending upon the subject they will be attending.

**English** = **FRONT OF SCHOOL AT ALL TIMES** - Entrance to English Block at the front of school near T6

**Maths** = **BACK OF SCHOOL** **AT ALL TIMES**- Enter via back yard and enter school via door next to M4

**Science** = **FRONT OF SCHOOL ON TUESDAY** Enter via middle entrance to school outside S6 on Tuesday / **BACK OF SCHOOL ON WEDNESDAY** - Enter via backyard by M4 on Wednesday

Students will line up at the front of school or at the back of school depending upon the subject they have that day.

**Protocols for Front of School (English plus Science on Tuesdays):**

* Students arrive from 8.45 am or 12.30pm and will go to the Staff car park. Parents will drop off students in the visitor car park. Parents will not be allowed to enter the staff car park. Staff must park their cars at the far end of the car park before 8.30am
* Students will line up 2m apart as indicated by markings on the floor in their classes for English (Science on Tuesday)
* Class teachers will be there to greet students as they arrive and instruct them to line up 2m apart whilst also keeping a 2m distance from the students
* Classes will then be escorted in to the school one class at a time (largest class first). As the class enters the building they will have their temperature checked by a member of SLT and will wash their hands with the hand sanitiser.
* The teacher will then escort students to their classroom along the designated one way route
* SLT will then signal for the next class to enter the building and the process will be repeated until all classes have safely entered the building
* Students will receive the same amount of allocated time each day so the last class to enter will be the last class to leave so they have same curriculum time.
* The gates at the front of school will be locked once all students have entered the building.
* Any students arriving late will have to buzz the intercom. A member of staff will meet them at the door maintaining a distance of 2m. Their temperature will be checked and they will wash their hands using the hand sanitiser before entering the building. They will then be escorted to their classroom.
* If students have a temperature they will not be allowed into the building and will be sent home immediately after contacting parents / carers.

**Protocols for the Back of School (Maths plus Science on Wednesdays):**

* Students arrive from 8.45am or 12.30pm and will go to the back of school and enter school next to the astroturf pitch. Parents will drop off students in the visitor car park. Parents will not be allowed to enter the staff car park. Staff must park their cars at the far end of the car park before 8.30am
* Students will line up on the back yard 2m apart as indicated by markings on the floor in their classes for Maths (Science on Wednesday)
* Class teachers will be there to greet students as they arrive and instruct them to line up 2m apart whilst also keeping a 2m distance from the students
* Classes will then be escorted in to the school one class at a time (largest class first). As the class enters the building via M4 they will have their temperature checked by a member of SLT and will wash their hands with the hand sanitiser.
* The teacher will then escort students to their classroom along the designated one way route
* SLT will then signal for the next class to enter the building and the process will be repeated until all classes have safely entered the building
* Students will receive the same amount of allocated time each day so the last class to enter will be the last class to leave so they have same curriculum time.
* The gates at the back of school will be locked once all students are on the back yard. A member of staff will be on duty at the back gates constantly through this period
* Any students arriving late will have to buzz the intercom. A member of staff will meet them at the door maintaining a distance of 2m. Their temperature will be checked and they will wash their hands using the hand sanitiser before entering the building. They will then be escorted to their classroom.
* If students have a temperature they will not be allowed into the building and will be sent home immediately after contacting parents / carers.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** |
| **PASTEUR** | Back of School via M4 | Front of School via S6 | English Block via T6 |
| **FLEMING** | Front of School via T6 | Back of School via M4 | Back Yard via M4 |
| **SNOW** | Back of School via M4 | Front of School via S6 | English Block via T6 |
| **JENNER** | Front of School via T6 | Back of School via M4 | Back Yard via M4 |

Unless your child has a medical need or other vulnerability, parents should avoid coming to the school reception.

**Departure:**

* Each cohort will leave following the one way system and the exit will clearly be identified for each subject area.
* Each class will be dismissed by a member of SLT so this is staggered and will be based on the last in last out scenario from the arrival procedures.
* Students will place all their equipment in a A3 zip wallet and seal it.
* Students will then stand behind their desk.
* The member of SLT will lead students out of the classroom and with the teacher will ensure each student washes their hands using the hand sanitiser on the way out. Students will follow the member of SLT whilst maintaining social distancing measures.
* The teacher will be the last person out of the classroom and will also escort students out of the building ensuring they maintain 2m apart as they do so.
* Again, every student will wash their hands with the hand sanitisers when leaving the building. Students will maintain social distancing guidelines as they leave and will be encouraged to do this until they arrive home.

**Staff and Student movement around the site:**

* **Once students are in their classroom they must not leave that area for any reason unless there is a medical condition.**

* **Toilets will be available for each Zone:**
* English = Mrs Pearson’s office/toilet
* Maths = Girls and boys toilets by canteen
* Science on Tuesday = Mrs Perason’s Office/Toilet
* Science on Weds = Toilet by Main Reception
* There will be a one way system in place to move around the building.
* There will be arrows on the floor which will be 2 meters apart to indicate which direction to move around the building and how far away you must stay from the person in front or behind you (see pictures below)

**Everyone must adhere to the one way system.**

**A close up of a pole

Description automatically generatedA close up of a sign

Description automatically generatedA picture containing yellow, black, food, bus

Description automatically generated**

**Classroom layout:**

* Chairs will be removed from classrooms to indicate the maximum number of people allowed in the classroom to maintain social distancing guidelines
* a number will be clearly displayed outside each classroom to indicate the maximum number of people allowed in each room.
* Chairs will be placed in specific areas of each classroom and must not be moved.
* The position of the chair will be indicated by a sticker on the floor.
* Classrooms will be set out to appropriately fit a safe number of students in them.
* Classrooms must not be re-arranged without permission from the site manager and Principal.
* Hand sanitisers will be placed at strategic points along corridors and outside every classroom being used so staff and students can regularly wash their hands on entry and exit to every classroom they visit

**Expectations in classrooms:**

* Students and staff will use hand sanitisers on entry and exit to the classroom.
* Teachers will teach in the same classroom for the day. There will be no room changes.
* All classrooms will have socially distant fixed seating which should not be moved. Students should sit in the same seat at all times and must not move without permission from the teacher.
* Teachers will keep a seating plan and a copy of this will be kept centrally
* Desks and chairs should not be moved
* Teachers should avoid movement in the classroom
* Windows should be left open during the lessons unless it disrupts learning
* Group activities and any close contact between individuals should be avoided
* We will provide equipment for all students in an A3 zip wallet.
* **Students must not bring any equipment into school including a bag**
* **Equipment must not be shared under any circumstances.**

**Student expectations:**

* Students are expected to wear school uniform in line with the uniform policy. Piercings will not be allowed and students should remove all piercings before they come to school.
* Students should not leave the classroom until the lesson has finished
* Students with medical conditions who need to leave the classroom will be allowed to do so at the discretion of the teacher. Students who leave the lesson for medical reasons should be issued a pass and move straight to main reception and await further instructions.
* Students should avoid all physical contact in school and on the way to school… No hugs, shaking hands etc…
* When in the classroom students should sit in the same place at all times and not move from this place unless instructed to do so by the teacher.
* Students must maintain a safe distance from others between and during their lesson
* Students should not share belongings with each other (stationery, food etc…)
* Students follow the same behaviour expectations and the same behaviour protocols will be in place. There will be no consequence room. Instead students will be placed immediately in isolation or will be sent home. This will be at the discretion of the senior leader /principal in school at the time
* Students that are non-compliant or pose a health and safety risk will be sent home immediately. This will be at the discretion of the Principal.

**Actions if a student or member of staff shows symptoms of COVID-19**

**Actions if a student shows COVID-19 symptoms:**

* Isolate in school in I Block
* Inform parents
* Send student home and adivise they self isolate for 7 days and the household self isolates for 14 days
* Encourage student to get tested
* If test is negative – return to school and household ends self isolation
* If test is positive moved to confirmed case scenario

**Actions if a member of staff shows COVID-19 symptoms:**

* Send home immediately
* Inform HR before leave the site
* Advise they self isolate for 7 days and the household self isolates for 14 days
* Organise a test for the member of staff with their permission
* If test is negative – return to school and household ends self isolation
* If test is positive moved to confirmed case scenario

In line with government guidance staff and students in all settings will be eligible for testing if they become ill with coronavirus symptoms as will members of their household.

**Actions if there is a confirmed case of COVID-19 in the school**

* Student or staff member tests positive for COVID-19
* Individual receives medical advice and/or treatment
* Class or group teacher/student was in contact with sent home and told to self isolate for 14 days.
* Contact PHE who will investigate and advise
* If further cases are detected within the school again contact PHE who will investigate and advise.

**PPE Equipment**

We will follow the official government guidance below:

**Official Government guidance on PPE:**

**Personal protective equipment (PPE) including face coverings and face masks**

*Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.*

**Induction Process:**

Before students return to school an induction process for staff and each cohort would take place. Any induction will be completed the week prior to the school re-opening. This would give us the opportunity to explain in detail the plans moving forward and the expectations of working safely in this way.

**Student Induction: To be confirmed**

Induction will take place in the sports hall for all students in each cohort (approx. 50 students… Sports hall can safely get 80 students whilst maintaining social distancing measure)

* Welcome back… happy to see you!
* Support available to you – bereavement, mental health support etc…
* Social Distancing guidelines
* Arrival and Departure procedures
* Student expectations
* How we will support you with Remote Learning
* Equipment
* Praise Culture
* Practice walk through school social distancing
* Practice arrival and departure procedures

9.00am -10.00am – PASTEUR invited in to complete their induction process

10.30am – 11.30am – FLEMING invited in to complete their induction process

12.00pm -1.00pm – SNOW invited in to complete their induction process

1.30pm – 2.30pm – JENNER invited in to complete their induction process

**Key Worker and Vulnerable Students:**

Provision will still be made for key worker students and vulnerable students each day.

**These students will be based in the I block (MfL block). Some year 10 students may follow this plan**

Key worker and vulnerable children will follow the current provision put in place for them i.e. the current ‘Daily Plan’ document. Their day will start at 8.30am and will finish at 3.05pm

We are expecting approximately 10 students each day from June 1st

**Lunch and Break Times:**

**LUNCH TIMES for YEAR 10:**

F**ollowing this model it is proposed that students will not have lunch in school.** For Year 10 students parents and carers will be expected to provide lunch when they get home after finishing at 11am each day or before they arrive at 12.30pm each day.

**BREAK TIME for YEAR 10:**

**Following this model it is proposed that students will not have break time.**

All litter must be disposed of properly. No litter should be left on the floor. It must be placed in a bin which will be by the door when students enter or exit the classroom. Bins will be sealed at the end of the day by cleaners and disposed of in line with government guidance. No hot food will be provided by the school.