**Little Lever Return to School Plan: ‘Getting September Ready’**

The school will return to normal working order from September in line with the government guidance issued regarding the return to school of ALL students in September. We will mirror the government and local authority guidelines at each stage. The safety of students and staff is paramount. In order to ensure the return to school 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… all classrooms allow students to sit in rows facing the front and prevent students from facing each other
* 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?
* 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 to minimise the risk of contact across the school
* Establishing a ‘new’ school day with split breaks and lunches
* Establishing a new curriculum model and timetable
* Ensuring the curriculum remains broad and balanced
* Y9 -10 to study their examination subjects as normal
* Remote Learning if needed is of a high quality with live lessons wherever possible
* 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 return to school plan at each stage
* Ensure mechanisms are in place to respond quickly to change and adjust 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.

**ATTENDANCE:**

**We wanted to be clear that in line with the government guidance ALL students must attend school in September in line with the school’s re-opening plans.**

Attendance legislation will return to the pre-COVID regulations from the start of the Autumn term. The government has made it clear that education is not an option and attendance at school will be mandatory from September. This means the usual rules on attendance apply, including:

* *Parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age*
* *Schools’ responsibilities to record attendance and follow up absence*
* *The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct*

**What if my child is shielding or self isolating?**

We will follow the government guidance which states:

*We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:*

* *a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)*
* *shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the*[*current advice on shielding*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
* *if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).*
* *some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at*[*COVID-19 - ‘shielding’ guidance for children and young people*](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield)*.*

***Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.***

***If you are concerned about your child returning to school because of the reasons stated above then we will be happy to discuss this with you prior to returning to school. Please contact us on*** [***info@little-lever.bolton.sch.uk***](mailto:info@little-lever.bolton.sch.uk) ***or 01204 333300***

**Reporting Your Child Absent during the Covid-19 Period.**

It is important that you inform the school if your child is going to be absent, for whatever reason, as soon as possible i.e. by 8.30am.

You may do this in the following ways:

1. By telephoning the school office 01204 333300
2. By sending a text message 07592 328139
3. By sending an email to [Attendance-Staff@little-lever.bolton.sch.uk](mailto:Attendance-Staff@little-lever.bolton.sch.uk)

Please ensure that you **state clearly** one of the following reasons for absence:

1. Ill with CONFIRMED Covid-19
2. Self-Isolating with Covid symptoms (7 days)
3. Self-Isolating due to household/contact having Covid or symptoms of Covid (14 days)
4. Shielding
5. Ill – for any other reason other than COVID-19

**It remains the responsibility of the parent/carer to inform the school of student absence.**

If a student is expected to be in school, and no notification of absence has been received, the Attendance and Welfare Leader will endeavour to contact parents/carers by telephone.

If a pupil who is subject to a Child Protection Order is absent without satisfactory explanation the Early Intervention Team will be contacted before 10.00am and asked to undertake a home visit.

Where there is a safeguarding concern relating to a student’s absence, and the student is not subject to a Child Protection Order, the schools Designated Safeguarding Lead will be informed and a home visit may be undertaken as a matter of urgency. The purpose of this visit is to establish the safety and well-being of the student.

**Inducting Students back into school:**

Given the amount of time students have been away from school we will operate a phased and extended return to school from September as opposed to having all students back in school on the first day.

**The rationale behind this is:**

* To ensure staff have an extended induction process to address the training necessary to operate new systems and procedures.
* To ensure new Year 7 students are the first students to be welcomed to Little Lever and have a face to face induction programme (new Year 7 did not have a transition day in the summer term)
* To ensure each year group has a full day to be inducted back into the school with no other year groups in the building. This allows us to give undivided care and attention to the students in that particular Year group. It allows us to support or organise support for students quickly and effectively and allows us to deliver a more robust induction programme.
* To ensure students have the opportunity to deliberately practice the new routines and procedures we will be implementing with some other year groups (but not all) in the school. This means students have a period of time to adapt to these new systems whilst building up to having all students in the building.
* We know many students have been through a time in history that none of us have experienced and we do not know how people will react to coming back to school. A phased and extended induction programme allows us to react quickly and support students when they may need it as well as training them to get used to new systems and procedures.
* To give us time to respond to any further changes in government or local policy
* To build confidence with students, parents and carers about returning to school.

The plan below outlines how we would propose to do this over the first 3 weeks of the Autumn term.

**Week beginning Monday 7th September:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **IN SCHOOL** | STAFF INSET | | **YEAR 7 INDUCTION** | | |
| **REMOTE** | YEAR 8,9,10,11 | | | | |

**Week beginning 14th September:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **IN SCHOOL** | **Year 11** Welcome / Our Expectations and Wellbeing Support | **Year 10** Welcome /Our Expectations and Wellbeing support | **YEAR 11** /**10 / 7** Deliberate Practice on Routines/Normal Lessons/Wellbeing and integration back to school | | |
| **REMOTE** | Y10,9,8,7 | Y11,9,8,7 | Y 8 and 9 | | |

**Week beginning 21st September:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **IN SCHOOL** | **Year 9** Welcome / Our Expectations and Wellbeing Support | **Year 8** Welcome /Our Expectations and Wellbeing support | **YEAR 11 / 9 / 8** Deliberate Practice on Routines/Normal Lessons/Wellbeing and integration back to school | | |
| **REMOTE** | Y11,10,8,7 | Y11,10,9,7 | Y10 and 7 | | |

**Week beginning 28th September:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **IN SCHOOL** | **ALL STUDENTS IN SCHOOL** | | | | |
| **REMOTE** | NONE | | | | |

The phased and extended induction process above allows each year group to have a dedicated day in school with no other year group. This will be used to welcome students back to school, to clarify our existing and new expectations, to walk through any changes we have made to routines and to be on hand to provide on the spot mental health and wellbeing support to any student who may need this.

We have also built in time for students following their welcome into school to deliberately practice the existing and new routines with two other year groups in the school. We hope this will allow students to gradually become more confident following our routines and procedures when more students are in the building.

**Remote learning through the induction period:**

When students are not in school the expectation is that remote learning would continue but we will be introducing more opportunities for ‘live lessons’ and ‘live feedback’ particularly for students in Year 8 and 9 in the first two weeks. Teachers will set remote learning for the limited time that students will be at home in the same way as we are doing currently. i.e. students will have a set amount of remote work to complete in each subject before 5pm each Sunday. If students are in school and working remotely in the same week then remote learning will supplement the lessons they will be attending in school.

**The New School Day:**

**Aims of the new school day:**

* To reduce the movement of students within the school
* To keep students within 3 distinct cohorts and within these cohorts keep students in Year group bubbles as much as possible
* To allow staggered arrival and departure times for each cohort and separate entrances for each Year group bubble
* To allow students to access the full curriculum
* Ensure the curriculum is robust and prepares students in KS4 adequately for the rigours of GCSE 2021, particularly Y11
* To provide students with a school day that is as close to ‘normal’ as possible
* To ensure we can quickly and seamlessly move back to our original timetable when government guidance allows us to and so it has no detrimental impact on students’ learning.

**The new school day will have three 100 minute lessons each day.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8.45-9.10am** | **9.10-10.50am** | **10.50-11.15am** | **11.15-12.50pm** | **12.50-1.20pm** | **1.20-3.05pm** |
| **EDGE** | **Session 1** | **BREAK** | **Session 2** | **LUNCH** | **Session 3** |

**The school will be split into 3 cohorts. Within each cohort there will be Year group bubbles. We will split the arrival and departure times, break times and lunch times for each cohort to reduce the potential mixing of students outside of their cohort and where possible outside of their Year group bubble. This means students in each cohort will have different arrival/departure times, breaks and lunch times to each other. Year group bubbles may share the same lunch time but this will be staggered and each Year group bubble will have a designated area which they much stay in to reduce the mixing of Year group bubbles as much as possible. Students from different Year group bubbles may pass each other on the way to their lunch/break/lesson or their designated area but in line with the government guidance this brief passing on a corridor poses a very low risk.**

|  |  |
| --- | --- |
| **Cohort 2 Year 9 & 10** |  |
| **Edge** | No Edge Time |
| **Period 1** | 9.15-10.50am |
|  |
| **Period 2** | 10.50- 11.25am |  |
| **BREAK** | 11.25-11.40am |  |
| **Period 2** | 11.40-12.50pm |  |
|  |
| **LUNCH** | 12.50-1.20pm |  |
| **Period 3** | 1.20-3.05pm |  |
|  |

|  |  |
| --- | --- |
| **Cohort 3**  **Year 11** |  |
| **EDGE** | 8.45-9.10am |
| **Period 1** | 9.10-10.50am |
|  |
| **BREAK** | 10.50-11.05am |  |
| **Period 2** | 11.05-12.50pm |  |
|  |
| **LUNCH** | 12.50-1.20pm |  |
| **Period 3** | 1.20-3.15pm |  |
|  |

|  |  |
| --- | --- |
| **Cohort 1 Year 7 and 8** |  |
| **EDGE** | 9.00-9.10am |
| **Period 1** | 9.10-10.50am |
|  |
| **Period 2** | 10.50-11.45am |  |
| **BREAK** | 11.45-12.00pm |  |
| **Period 2** | 12.00-12.50pm |  |
| **Period 3** | 12.50- 1.45pm |  |
| **LUNCH** | 1.45-2.15pm |  |
| **Period 3** | 2.15-3.00pm |  |

**What will the day look like for each Year group Bubble?**

**A screenshot of a social media post

Description automatically generated**

The table above shows how the school day will work when all 5 year groups are in the building. We have staggered the start times of each cohort and the departure times at the end of the day.

To ensure we reduce the mixing of students between Year group bubbles and cohort bubbles we will implement Transition BREAKS. These breaks are not a social time break and will only apply to Years 7 and 8. Year 7 and 8 Students will be escorted from their session to the tennis courts on the back yard where they will line up in their classes for their next session in their Yellow box which will be clearly marked for Year 7 and 8 students. Signage will be available to clearly show students where to stand. They will be supervised by SLT and the DEEP support team. Students will wait on the back yard until Year 9 and 10 students are in their lessons and Year 11 have made their way to the canteen for their Break. At this point students will be escorted to their session by their class teacher. This process should take between 5 and 10 minutes. This will also ‘break up the morning sessions’ for Year 7 and 8 students. While transition breaks are not a social time break it will give students a comfort break and some fresh air before their next session. While 100 minute sessions are common place for Year 9, 10 and 11 students we understand Year 7 and 8 students may take some time to adjust to this hence the reason for introducing Transition breaks for them.

**How will we ensure students receive the same curriculum time in each subject?**

Students normal timetable of six 50 minute lessons per day is being halved to just 3 lessons per day. However, these lessons are now 100 minutes to reduce movement around the school. In order that we can still deliver a broad and balanced curriculum it will take us 2 weeks to deliver the full curriculum but students will still receive the same amount of time in each subject as they would if they studied 6 lessons a day over 1 week.

**Example: Year 7 and 8**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **English** | **Maths** | **Science** | **History** | **Geog** | **MfL** | **ICT** | **Tech** | **Art** | **Drama** | **Music** | **RE** | **Life Chances** | **PE** |
| **Normal timetable 6 lessons per day Week 1** | 250 | 200 | 200 | 100 | 100 | 100 | 100 | 50 | 50 | 50 | 50 | 50 | 50 | 100 |
| **Normal timetable**  **6 lessons per day Week 2** | 250 | 200 | 200 | 100 | 100 | 100 | 100 | 50 | 50 | 50 | 50 | 50 | 50 | 100 |
| **TOTAL TIME OVER 2 WEEKS** | **500** | **400** | **400** | **200** | **200** | **200** | **200** | **100** | **100** | **100** | **100** | **100** | **100** | **200** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **New Timetable 3 lessons per day Week 1** | 300 | 200 | 300 | 100 | 200 | 200 | 100 | 0 | 100 | 0 | 100 | 0 | 100 | 100 |
| **New Timetable 3 lessons per day Week 2** | 200 | 200 | 100 | 100 | 0 | 0 | 100 | 100 | 0 | 100 | 0 | 100 | 0 | 100 |
| **TOTAL TIME OVER 2 WEEKS** | **500** | **400** | **400** | **200** | **200** | **200** | **200** | **100** | **100** | **100** | **100** | **100** | **100** | **200** |

**Example**: **Y9 and 10**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **English** | **Maths** | **Science** | **Option A** | **Option B** | **Option C** | **PE** |
| **Normal timetable 6 lessons per day Week 1** | 300 | 250 | 300 | 150 | 150 | 150 | 100 |
| **Normal timetable**  **6 lessons per day Week 2** | 300 | 250 | 300 | 150 | 150 | 150 | 100 |
| **TOTAL TIME OVER 2 WEEKS** | **600** | **500** | **600** | **300** | **300** | **300** | **200** |
|  |  |  |  |  |  |  |  |
| **New Timetable 3 lessons per day Week 1** | 400 | 300 | 300 | 100 | 100 | 200 | 100 |
| **New Timetable 3 lessons per day Week 2** | 200 | 200 | 300 | 200 | 200 | 100 | 100 |
| **TOTAL TIME OVER 2 WEEKS** | **600** | **500** | **600** | **300** | **300** | **300** | **200** |

You can see from the example above that students will receive the same amount of curriculum time over a two week period on the new school day timetable model as they would have received on the ‘normal’ timetable model. The advantage of the new timetable model is we drastically reduce the movement around the school. Students will have a two week timetable which will show them the subjects they will study each day in Week 1 (and every odd week thereafter) and the subjects they would study in Week 2 (and every even week thereafter).

**What will the timetable look like for students?**

**Example:**

**A Year 11 student will study English, maths, science, PE, Option A, Option B, Option C, Boost (extra 3 lessons in English, maths or Science, which will be used for catch up in the Autumn term… this is only for Year 11)**

**This would be an example of a normal weekly timetable with 6 lessons per day.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Lesson 1** | Science | Maths | Science | English | Option C |
| **Lesson 2** | PE | Maths | Science | English | Maths |
| **Lesson 3** | Option A | English | Maths | Science | English |
| **Lesson 4** | Option A | English | Maths | Science | Option A |
| **Lesson 5** | Option C | Option B | Boost | Option C | Science |
| **Lesson 6** | Option B | OptionB |  | Boost | Boost |

**This student’s timetable would translate to the following two weekly timetable with three 100 minute lessons per day:**

**WEEK 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WEEK 1** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Session 1** | **Science** | **Maths** | **Science** | **English** | **Option C** |
|
| **Session 2** | **Option A** | **English** | **Maths** | **Science** | **English** |
|
| **Session 3** | **Option C** | **Option B** | **Boost** | **Option C** | **Science** |
|  |

**WEEK 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WEEK 2** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Session 1** | **PE** | **Maths** | **Science** | **English** | **Maths** |
|
| **Session 2** | **Option A** | **English** | **Maths** | **Science** | **Option A** |
|
| **Session 3** | **Option B** | **Option B** | **Boost** | **Boost** | **Boost** |
|  |

**Week 1 sessions would be Lesson 1, 3 and 5 from students’ normal timetable (PEACH)**

**Week 2 sessions would be lesson 2, 4 and 6 from students’ normal timetable (BLUE)**

This avoids students having 200mins of any one subject on a single day which would be too much and allows us to revert back to the ‘normal’ 6 lesson day timetable quickly when the conditions are right to do this.

**Arrival and Departure from School / Transition to sessions:**

**Arrival and Transition:**

Arrival procedures will be slightly different for each cohort and each Year group bubble within that cohort.

Due to the staggered start we would advise that students, parents and carers time their journey to school carefully. Students that arrive before the arrival time for their Year group bubble will be able to enter the school grounds from the ‘normal student entrances’ but they will have to wait outside. The canteen will be open from 8am and will be serving breakfast from this time. There will be a maximum number of students allowed in the canteen at any one time. Students will be allocated a seat when they enter the canteen and will not be allowed to move places once they have collected their breakfast and sat down in the canteen.

Parents and carers will not be allowed on the school site in the mornings, during the day or after school. Parents and carers that wish to see a member of staff must make an appointment and we will ascertain the best forum in which to communicate with you. This may be a video call or a phone call initially. Face to face meetings will be kept to a minimum in line with the government guidance. We will be publishing more details on how to make an appointment before September.

**Year 11 – 8.40am arrival for 8.45am start**: Students will enter the building at the back of school near the astroturf.

Students will line up on the back yard in the designated areas for their EDGE group (form group). This will be indicated by a marked yellow box on the ground. Their EDGE tutor will be there to greet them and this will be clearly labelled for students.

**Protocols for arrival:**

* Parents will be able to drop off students in the drop off zone of the car park. Parents will not be allowed to leave their car. Students dropped off here will be able to walk through the front of school via Student reception to the back yard. If students arrive early they will have to wait in the canteen or the front of school/back of school until the arrival time for their year group.
* Students that walk to school will go straight to the back yard along the road via Bowness primary school and enter the back yard near the astroturf pitch.
* Students will line up in their EDGE tutor groups
* Edge tutors will be there to greet students as they arrive and instruct them to line up
* Edge groups will then be escorted in to the school one class at a time.
* The teacher will escort students to their classroom
* 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.
* Any students arriving late will need to enter the school via Student reception in the normal way.

**Transition:**

* **Year 11 will make their own way to sessions, break and lunch.**
* **Year 11 will be the first Year group into the canteen at 12.40pm for lunch each day. At 12.50pm Year 11 students will make their way to their designated area for lunch on the Tennis courts.**
* **On Wednesdays students will leave at 2.15pm**

**Year 7 - 9am start**: Students will enter the building at the back of school near the astroturf.

Students will line up on the back yard in the designated areas for their EDGE group (form group). Their EDGE tutor will be there to greet them and this will be clearly labelled for students.

**Protocols for arrival:**

**Protocols for arrival:**

* Parents will be able to drop off students in the drop off zone of the car park. Parents will not be allowed to leave their car. Students dropped off here will be able to walk through the front of school via Student reception to the back yard. If students arrive early they will have to wait in the canteen or the front of school/back of school until the arrival time for their year group.
* Students that walk to school will go straight to the back yard along the road via Bowness primary school and enter the back yard near the astroturf pitch.
* Students will line up in their EDGE tutor groups
* Edge tutors will be there to greet students as they arrive and instruct them to line up
* Edge groups will then be escorted in to the school one class at a time.
* The teacher will escort students to their classroom
* 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.
* Any students arriving late will need to enter the school via Student reception in the normal way.

**Transition:**

* **9.08am Transition to Session 1 –** Students will be escorted to the back yard at 9.08am by their EDGE tutor. They will line up in their classes for Session 1. SLT will supervise students until their Session 1 teacher comes to meet them and escort them to Session 1
* **10.45am Transition to Session 2** - Students will be escorted to the back yard at 10.45am by their Session 1 teacher. They will line up in their classes for Session 2 in their designated area (Tennis Courts). SLT will supervise students until their session 2 teacher comes to meet them and escort them to Session 2
* **11.45am Transition to BREAK** – Students will be escorted to the canteen at 11.45am by their teacher. Those students that want refreshments can purchase them from the canteen at this point. Once they have done this students will make their way to the Tennis courts on the back yard which will be the Year 7 designated area for BREAK and LUNCH times
* **12.00pm Transition back to Session 2** – Students will line up in their Session 2 classes on the Tennis courts. Their Session 2 teachers will be there to meet them and will escort them back into the building one class at a time under the direction of SLT.
* **12.50pm Transition to Session 3** - Students will make their way independently to Session 3
* **1.45pm Transition to LUNCH –** Students will be escorted to lunch by their Session 3 teacher at 1.40pm. Teachers will eat lunch with the students. Once students have eaten their lunch they will make their way to their designated LUNCH time area on the Tennis Courts
* **2.15pm Transition back to Session 3 -** Students will line up in their Session 3 classes on the Tennis courts. Their Session 3 teachers will be there to meet them and will escort them back into the building one class at a time under the direction of SLT.
* **2.55pm DEPART** – Students will leave the building via the nearest exit to the front of school. Session 3 teachers will escort students off site. Students must make their way off site as quickly as possible and must maintain social distancing on the way home.
* **On Wednesdays Year 7 students will leave at approximately 2.20pm around the back of school as they will be on their lunch. This will be staggered with Year 8.**

**Year 8 – 9am start**: Students will enter the building at the back of school near the astroturf.

Students will line up on the back yard in the designated areas for their EDGE group (form group). Their EDGE tutor will be there to greet them and this will be clearly labelled for students.

**Protocols for arrival:**

* Parents will be able to drop off students in the drop off zone of the car park. Parents will not be allowed to leave their car. Students dropped off here will be able to walk through the front of school via Student reception to the back yard. If students arrive early they will have to wait in the canteen or the front of school/back of school until the arrival time for their year group.
* Students that walk to school will go straight to the back yard along the road via Bowness primary school and enter the back yard near the astroturf pitch.
* Students will line up in their EDGE tutor groups
* Edge tutors will be there to greet students as they arrive and instruct them to line up
* Edge groups will then be escorted in to the school one class at a time.
* The teacher will escort students to their classroom
* 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.
* Any students arriving late will need to enter the school via Student reception in the normal way.

**Transition:**

* **9.08am Transition to Session 1 –** Students will be escorted to the back yard at 9.08am by their EDGE tutor. They will line up in their classes for Session 1. SLT will supervise students until their Session 1 teacher comes to meet them and escort them to Session 1
* **10.45am Transition to Session 2** - Students will be escorted to the back yard at 10.45am by their Session 1 teacher. They will line up in their classes for Session 2 in their designated area (Tennis Courts). SLT will supervise students until their session 2 teacher comes to meet them and escort them to Session 2
* **11.45am Transition to BREAK** – Students will be escorted to the canteen at 11.45am by their teacher. Those students that want refreshments can purchase them from the canteen at this point. Once they have done this students will make their way to the Tennis courts on the back yard which will be the Year 7 designated area for BREAK and LUNCH times
* **12.00pm Transition back to Session 2** – Students will line up in their Session 2 classes on the Tennis courts. Their Session 2 teachers will be there to meet them and will escort them back into the building one class at a time under the direction of SLT.
* **12.50pm Transition to Session 3** - Students will make their way independently to Session 3
* **1.45pm Transition to LUNCH –** Students will be escorted to their designated area on the back yard by their Session 3 teacher at 1.45pm. Students will have the ability to buy lunch from the outdoor Pod at this point. Those Year 8 students wishing to eat their lunch in the canteen will line up following social distancing on the back yard. When Year 7 have left the canteen Year 8 students will be able to go to the canteen for their lunch. Teachers will eat lunch with the students. Once students have eaten their lunch they will make their way to back to their designated LUNCH time area on the back yard.
* **2.15pm Transition back to Session 3 -** Students will line up in their Session 3 classes on the Tennis courts. Their Session 3 teachers will be there to meet them and will escort them back into the building one class at a time under the direction of SLT.
* **3.00pm DEPART** – Students will leave the building via the nearest exit to the front of school. Session 3 teachers will escort students off site. Students must make their way off site as quickly as possible and must maintain social distancing on the way home.
* **On Wednesdays Year 8 students will leave at approximately 2.20pm around the back of school as they will be on their lunch. This will be staggered with Year 7**

**Year 10 – 9.15am start**: Students will enter the building at the back of school near the astroturf.

Students will line up on the back yard in the designated areas for their Session 1 class. Their class teacher will be there to greet them and this will be clearly labelled for students.

**Protocols for arrival:**

* Parents will be able to drop off students in the drop off zone of the car park. Parents will not be allowed to leave their car. Students dropped off here will be able to walk through the front of school via Student reception to the back yard. If students arrive early they will have to wait in the canteen or the front of school/back of school until the arrival time for their year group.
* Students that walk to school will go straight to the back yard along the road via Bowness primary school and enter the back yard near the astroturf pitch.
* Students will line up in their Session 1 classes
* Session 1 teachers will be there to greet students as they arrive and instruct them to line up
* Students will then be escorted in to the school one class at a time.
* The Session 1 teacher will escort students to their classroom
* 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.
* Any students arriving late will need to enter the school via Student reception in the normal way.

**Transition:**

* **9.15am Transition to Session 1 –** Students will line up in their Session 1 classes in their designated area on the back yard (indicated by a Yellow Box). From the back yard students will be escorted to their lesson by their Session 1 teacher under the direction of SLT.
* **10.50am Transition to Session 2** - Students will make their own way to Session 2.
* **11.25am Transition to BREAK** – Students will be escorted to the back yard at 11.25am by their Session 2 teacher. This is their designated area for BREAK. Those students that want refreshments can purchase them from the outdoor Pod at this point. Once Year 9 students have made their way to their designated BREAK time area (Tennis Courts) Year 10 students will able to move freely to the canteen if they wish to.
* **11.40am Transition back to Session 2** – Students will line up in their Session 2 classes in their designated area (Back Yard Bottom Right hand side). Their Session 2 teachers will be there to meet them and will escort them back into the building one class at a time under the direction of SLT.
* **12.50pm Transition to LUNCH** - Students will be escorted to their designated area on the back yard by their Session 3 teacher at 12.50pm. Students will have the ability to buy lunch from the outdoor Pod at this point if they wish. Those Year 10 students wishing to eat their lunch in the canteen will line up following social distancing on the back yard. When Year 11 have left the canteen Year 10 students will be able to go to the canteen for their lunch. Teachers will eat lunch with the students. Once students have eaten their lunch they will make their way to back to their designated LUNCH time area on the back yard.
* **1.20pm Transition back to Session 3 -** Students will line up in their Session 3 classes on the Back Yard in their Yellow Box. Their Session 3 teachers will be there to meet them and will escort them back into the building one class at a time under the direction of SLT.
* **3.10pm DEPART** – Students will leave the building via the nearest exit to the front of school. Session 3 teachers will escort students off site. Students must make their way off site as quickly as possible and must maintain social distancing on the way home.
* **On Wednesdays students will leave at 2**.10pm

**Year 9 – 9.15am start**: Students will enter the building at the back of school near the astroturf.

Students will line up on the back yard in the designated areas for their Session 1 class. Their class teacher will be there to greet them and this will be clearly labelled for students.

**Protocols for arrival:**

* Parents will be able to drop off students in the drop off zone of the car park. Parents will not be allowed to leave their car. Students dropped off here will be able to walk through the front of school via Student reception to the back yard. If students arrive early they will have to wait in the canteen or the front of school/back of school until the arrival time for their year group.
* Students that walk to school will go straight to the back yard along the road via Bowness primary school and enter the back yard near the astroturf pitch.
* Students will line up in their Session 1 classes
* Session 1 teachers will be there to greet students as they arrive and instruct them to line up
* Students will then be escorted in to the school one class at a time.
* The Session 1 teacher will escort students to their classroom
* 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.
* Any students arriving late will need to enter the school via Student reception in the normal way.

**Transition:**

* **9.15am Transition to Session 1 –** Students will line up in their Session 1 classes in their designated area on the back yard (indicated by a Yellow Box). From the back yard students will be escorted to their lesson by their Session 1 teacher under the direction of SLT.
* **10.50am Transition to Session 2** - Students will make their own way to Session 2.
* **11.25am Transition to BREAK** – Students will be escorted to the canteen at 11.25am by their Session 2 teacher. Those students that want refreshments can purchase them from the canteen at this point or they can make their way to the tennis courts which is their designated area for BREAK. Once Year 9 students have made their way to their designated BREAK time area (Tennis Courts) they will not be allowed back into the canteen. They will only be able to purchase food from the pod at this stage.
* **11.40am Transition back to Session 2** – Students will line up in their Session 2 classes on the Tennis courts in the Year 9 Yellow Box. Their Session 2 teachers will be there to meet them and will escort them back into the building one class at a time under the direction of SLT.
* **12.40pm Transition to LUNCH** - Students will be escorted to the canteen at 12.50pm by their session 2 teacher. Teachers will eat lunch with the students. Once students have eaten their lunch they will make their way to their designated LUNCH time area on the astroturf/back yard.
* **1.20pm Transition back to Session 3 -** Students will line up in their Session 3 classes on the back yard in their Yellow Box. Their Session 3 teachers will be there to meet them and will escort them back into the building one class at a time under the direction of SLT.
* **3.05pm DEPART** – Students will leave the building via the nearest exit to the front of school. Session 3 teachers will escort students off site. Students must make their way off site as quickly as possible and must maintain social distancing on the way home.
* **On Wednesdays students will leave at 2.05pm**

**Departure:**

* Each cohort will leave following the nearest exit to the front of school.
* Each class will be dismissed by their teacher at the allocated time for their year group.
* Students will not be allowed to wait for friends on the school site. They must leave the school site as quickly as they can and begin to make their way home or find their allocated seat on the school bus or make their way to their C3 detention if they have one.
* The teacher will be the last person out of the classroom and will also escort students out of the building.
* Every student will wash their hands with the hand sanitisers when leaving the classroom. Students will maintain government distancing guidelines as they leave and will be encouraged to do this until they arrive home.

**Transport Arrangements:**

**Following the government guidelines we would encourage students not to limit their use of public transport when travelling to and from school. Where possible students should walk or cycle. If students do need to use public transport they must follow the government guidance on wearing a face covering. Please click the link below for the official guidance on this.** <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Special provision will be made for students to lock their bike to the school fence on the staff car park. Students will need to provide their own bike lock in order to do this.**

**School Buses:**

The school bus service will be running each day and will follow its normal route in order that students arrive at 8.45am. The bus companies’ legal team categorise our school bus as a Public Bus. Even though no members of the public will get on the bus, legally, it is still a ‘Public Bus’. For this reason, we must ask all those students who will catch the school bus to wear a face covering. **If students do not do this, they will not be allowed to travel.**

**Unfortunately, the bus company cannot provide a school bus for each cohort. However,**

**because the school bus is classed as a ‘Public bus’ it means if students wear a face covering and follow the guidelines any student in any year group can catch the school bus as they would have done previously.**

**Those students in Y7-10 who catch the school bus will arrive before their allocated start time. Students, in this case, will be expected to wait outside at the front or back of school or in the school canteen when they arrive.**

**In line with government guidance students must remove their face mask when they come on site in school. Once they have done this students should wash their hands using the hand santisers that will be available when they arrive in school.**

The bus company will be following government guidelines to ensure students who may wish to use the school bus are following the up to date guidelines on seating arrangements. The bus company will work closely with the school and will let us know immediately of any students who do not follow the guidelines whilst on the bus. This will result in consequences in school or a ban from using the school bus.

**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 or they need to use toilet.**
* **Toilets will be available:**
* Mrs Pearson’s office/toilet
* Girls and boys toilets by canteen

Toilets will be regularly cleaned and an ‘On Call’ system will alert cleaners when the toilet has been used so they are cleaned as fast as possible.

**Students and staff will move around the building as they normally would.** The timetable, new times of the day and Transition BREAKS will dramatically reduce the numbers of students moving around the building at any one time. Senior leaders will be on ‘Walkabout’ in every session of every day and ALL staff are expected to Meet and Greet on their classroom door to ensure as students move around the building there is no contact between students and they uphold our Corridor Climate protocols.

**Classroom layout:**

* All classrooms will be set up in rows with students facing the front.
* Excess furniture will be removed to increase the space in each classroom.
* In ICT classrooms where computers cannot be moved a Perspex sheet will be installed between students to ensure they are protected from sitting face to face.
* Chairs will be placed in specific areas of each classroom and must not be moved.
* 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 in every classroom in the school 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 for every session.
* 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 where possible unless it disrupts learning
* Group activities and any close contact between individuals should be avoided.

**Teaching PE, Drama, Music and Technology:**

We will be making some small adjustments to the way we teach these subjects in line with government guidance. We want to ensure students have access to these subjects and enjoy the full breadth and depth of the curriculum in each subject but ensuring we do this in the safest way possible.

We are currently consulting with middle leaders in these areas before we finalise any plans. These plans will be published in this section before Monday 20th July.

**Enrichment:**

We are planning to offer a Year group Bubble approach to our Enrichment activities from September. Students will be able to attend Enrichment activities on a Year group Rota in the Autumn Term. Students will still be able to select a wide range of Enrichment activities they would like to attend but the activities will take place for different year groups at different times in the school year until we can return to ‘normal’.

**Extra-curricular visits:**

We hope to still run extra-curricular visits where we feel it will significantly benefit the students’ learning, character development, their life chances and where the destination meets COVID secure regulations. In line with government guidance, a thorough risk assessment will take place before any extra-curricular visit is organised. It is likely we will be running significantly less extra-curricular visits until the current government guidance changes. We will look where possible to use video technology so our students can still engage in encounters with universities, industry and employers.

**Student expectations:**

Our expectations of student behaviour and conduct have not changed… they still remain extremely high.

Our systems and structures for managing students’ behaviour and conduct on the whole have not changed and you can view ‘Our expectations’ on the link <https://www.little-lever.bolton.sch.uk/the-little-lever-way/our-expectations/>

* We will continue to use our consequence rooms (when students receive a C3 they exit the classroom and make their way to another classroom… their consequence room)… consequence rooms will be Year group consequence rooms i.e. A year 8 student will only be allowed in a Year 8 classroom.
* We will continue to run C3 detentions. These will be completed in cohorts i.e. Year 7 and 8, Year 9 and 10 and Year 11.
* We will continue to run our isolation room and will use a bigger open space in the gym should we need to.

Our system is based on the philosophy of choices and chances. i.e. all students have a choice and they have a chance to modify their behaviour/choices before we issue a consequence. We trust the vast majority of our students understand the context in which we are operating at the moment and now more so than ever will ‘help themselves and help others achieve things they never thought they could.’ However, if students do not make the right choices we will issue consequences in the same way.

* 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 session for medical reasons should be issued a pass.
* Students who need to leave the session to use the toilet will be issued a pass at the discretion and professional judgement of the teacher. Every time a toilet is used it will be cleaned by our contracted cleaners
* 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 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.

We have made a few adjustments for September. Many of these adjustments were already planned before COVID-19 but all these adjustments are even more pertinent given the current situation:

**Uniform:**

* Students are expected to wear school uniform in line with the uniform policy. This includes PE kit when students take part in their PE lesson.

(insert uniform section of transition pg here for parent version)

**Jewellery:**

* As our current uniform policy states piercings and jewellery of any kind are not permitted and will be confiscated. Students should remove all piercings/jewellery before they come to school or cross the blue line in the morning.
* **If students are seen wearing jewellery or have piercings of any kind they will be asked to remove them and they will be confiscated until the end of the day and the student will receive a C3 detention.** This is a change to the current policy.
* We are confident every student at Little Lever understands our policy on jewellery. We make our uniform policy clear in advance hence why we put the responsibility on students to make the right choice. We want students to concentrate on learning whilst they are at school. While we understand why students want to wear jewellery, we also want students to understand we value them all equally no matter what jewellery they are wearing. The focus is on learning when we come to school and we want nothing to detract from that. We are also helping students prepare for the world of work where in certain industries the equipment you wear or don’t wear is compulsory. We want to educate our students about the world in which they live to ensure they are successful when they leave.

**Mobile Phones:**

From September Little Lever will become a Mobile Phone Free School. This is a national project established by Parents and Teachers for Excellence. While the Mobile Phone is a fantastic creation and helps society in so many ways we do not feel they are conducive to helping students learn. They cause too many distractions, increase the risk of exposure to uncensored material and cause significant mental health issues for young people when used for pro-longed periods of time. There is significant re-search to suggest that those schools who have mobile phone free policies have significantly improved the life chances of their students by improving their concentration levels which has resulted in improved GCSE outcomes for their students.

Many of the top performing schools in the country have adopted a mobile phone free policy and we feel our students will reap the benefits of being able to concentrate solely on learning when they come to school. Our Little Lever Parent Forum were in full support of becoming a Mobile Phone Free school and echoed the benefits to learning and students’ mental health this would bring.

**How will it work?**

Students must not have a mobile phone on their person at any time of the school day.

We understand that parents/carers will want to keep in touch with their children and many parents will want their child to carry a mobile phone for safety reasons. For this reason, students will be able to bring a mobile phone into school but it must remain switched off and in the students’ bag until the end of the day. Once the student has crossed the blue line outside the school gates at the end of the day they are free to use their mobile phone.

**If students have a mobile phone on their person or are seen using their mobile phone at any part of the school day it will be confiscated and a C3 detention will be issued**. The phone will be labelled and placed securely in the school safe and record of the students name will be taken. **Students can collect the phone at the end of the school day.**

**If a student has a mobile phone on their person or is seen using it for a second time** the phone will be confiscated for 5 school days from the date it was confiscated and the student will receive a C3 detention. We will ask parents and carers to collect the phone at the end of the 5 day period.

**If a student has a mobile phone on their person or is seen using it for a third time** the phone will be confiscated for a 4 week period from the date it was confiscated and the student will receive a C3 detention. We will ask parents and carers to collect the phone at the end of the 4 week period.

**For every time a student has a mobile phone on their person or is seen using it after the third time it will be confiscated for 4 weeks each time and the student will receive a C3 detention.** We will always ask parents/carers to collect the phone at the end of the 4 week period.

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

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

* Isolate in school **in the conservatory**
* Inform parents
* Send student home and advise they self isolate for 7 days and the household self isolates for 14 days
* Encourage student to get tested ASAP
* 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
* School contacts PHE Health Protection Team or PHE Health protection team contact school
* Class or group teacher/student was in ‘close contact’ with sent home and told to self isolate for 14 days.
* If further cases are detected within the school again contact PHE who will investigate and advise.

**PHE – Health Protection Teams:**

*Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.*

*The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.*

*The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:*

* *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*
* *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
* *travelling in a small vehicle, like a car, with an infected person*

*The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.*

*A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.*

**Response to any infection:**

**Engage with the NHS Test and Trace process**

**ALL staff members and parents/carers will need to be ready and willing to:**

* [*book a test*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)*if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit*
* *provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace*
* [*self-isolate*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)*

*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS*[*testing and tracing for coronavirus website*](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/)*, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.*

*The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.*

Parents/carers and staff need to inform the school of the results of a test:

* *if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*

Parents and carers must contact the school on 01204 333300 or email the school on [info@little-lever.bolton.sch.uk](mailto:info@little-lever.bolton.sch.uk) as soon as possible if this is the case.

* *if someone tests positive, they should follow the*[*‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)*and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.*

Parents and carers must report their absence from school stating the appropriate reason for absence as stated above.

**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.*

**Fire Procedures:**

**In line with government guidance should there be a fire alarm students will follow the normal fire alarm procedures. In this scenario students will mix as they move through the school. As per the government guidance there would potentially be an immediate risk of harm and therefore the priority would be to remove staff and students from the building as quickly and as safely as possible.**

**Students and staff would follow the normal Fire evacuation procedures.**

**First Aid:**

There will always be a first aider on the school site.

If a student or adult needs first aid the first aider must administer this if it cannot be done by the student or adult. In order to do this staff can wear a pair of latex gloves. Once used these items must be disposed of securely in a bin liner tied at the top. This must then be placed in a second bin liner which will again be tied at the top and clearly labelled for the cleaning staff to dispose of appropriately.