



**One In A Million**

**FULL OPENING PLAN**

**September 2020**

## Introduction

Dear Parent /Carer,

In July, the government announced that all children and young people will return to school, full time, from September. This decision has been driven by a decrease in the number of Covid-19 cases, together with the “test and trace” system which is now up and running. Public Health England has also made clear that the risk to children continues to be low. I know many of you will have concerns about the reopening of school and I hope this booklet will help.

When school reopens, we will be providing a full curriculum with no reduction in teaching time. We will be carrying out detailed risk assessments and putting in place all measures expected of us to keep our community safe.

Our expectation is that every child returns to school. The Government has made clear that attendance will be mandatory for all pupils. This means **all children are expected to return to school**.

This booklet is to provide parents, students and staff the key information relating to our plans for re-opening. **This will be supplemented by more specific information and guidance for individual year groups which will follow over the coming days.**

Please read this booklet carefully so that your child knows exactly what to do, where to go and what is expected of them upon their return. For instance, which entrance of school to use, the arrangements for break and lunch and even the toilets that they can use. We hope that all the information you require is set out clearly for you to go through.

We recognise the impact that this prolonged period away from school will have had on our community. We all know how hard students have tried to maintain learning at home within the context of their families. We have learned a great deal about Remote Learning over the past few months, and we are better placed to make use of technology going forward. Indeed, we see this as an opportunity to enhance our work when we return.

It is worth noting that our young people will all have had different experiences and our curriculum plans will reflect this. We cannot simply pick up where we left off. Everyone in our community will be experiencing some sense of loss for the time they have been away whether that is the loss of routine, friends, teachers, exams etc. and we need time to address this.

We cannot predict what further guidance will be in place for September or when it will be announced but we will keep you up to date with our plans as they develop.

We are hugely excited to see everyone again in September. We have missed the buzz of our school and the daily interactions with students. It has not been the same during this time.

Please continue to stay safe at home and take care of those around you.

## Bubbles

The Guidance for the Full Opening of Schools is clear that in order to ensure the safety of students and staff we must operate in ‘bubbles’. The bubbles will have minimal contact with other bubbles in school. The key reason for operating in bubbles is so that we can ‘partially close’ school by teaching group (bubble) if required.

We have set up the bubbles by key stage – Years 7, 8 and 9 will be in one bubble and Years 10 and 11 will be in another bubble. We have taken this decision to ensure that every student can still follow their personalised curriculum.

## Visitors

Please note that for the safety of our staff and students, access onto the school site will be very restricted. As such, we will **not allow visitors or parents onto school site** except in very exceptional circumstances. These will be arranged and agreed in advance should it be deemed necessary by us.

## The first week back (w/c Monday 7<sup>th</sup> September)

We have planned for a **phased** start to the year in order that we can best prepare staff and students for how we intend to operate from the outset and what we expect of each other in doing so. Safety is of the utmost importance. Therefore, we have decided to stagger the first two weeks of learning depending on which year group students are in.

**Year 7:**

- **Monday 7<sup>th</sup> September 2020** – Year 7 in school

**Years 10 and 11:**

- **Tuesday 8<sup>th</sup> September 2020** – Years 7, 10 and 11 in school

## The second week back (w/c Monday 14<sup>th</sup> September)

**Years 7, 8 and 9:**

- **Monday 14<sup>th</sup> September 2020** – Years 7, 8 and 9 in school

Years 10 and 11 will continue their learning at home for one week.

## The third week back (w/c Monday 21<sup>st</sup> September)

**Years 7, 8, 9, 10 and 11:**

- **Monday 21<sup>st</sup> September 2020** – All year groups in school

## How the day will work: A) Before and After School

### Travelling to school

The Government advice is that students who live close enough to walk or ride a bike into school safely should do so.

To support student safety, students who will be driven to school should, be dropped off and picked up from the vehicle. Parents/carers should stop in their vehicle and allow students to make their own way into and out of school.

### PPE when travelling to School

If students need to travel on public buses or in a taxi, they need to follow the current advice and wear a face mask and comply with any rules set by the company providing the service.

## Start of the Day

We have decided to utilise all entrances/exits to school to reduce contact with other students and to retain the integrity of the bubbles.

**The school gates will open at 7:45am.** Staff will welcome our students on to site every morning and will be positioned around the site and in the school building to ensure student safety.

### Years 7 and the Hub Students:

- Years 7 and The Hub, begin their school day at 7:45 am and should enter the building between 7:45am and 8.10am.
- Year 7 and The Hub students will access school via the entrance on the corner of Cliffe Terrace and Thorncliffe Road. If required on entry to the school building, students will queue following social distancing guidelines. From this entrance they will take the staircase to the canteen on the first floor, before making way to their allocated classrooms ready for an 8.15am start.

### Years 8 and 9:

- Years 8 and 9, 10 begin their school day at 7:45 am and should enter the building between 7:45am and 8.10am.
- Year 8 and 9 will access school via the entrance on Thorncliffe Road. If required on entry to the school building, students will queue following social distancing guidelines. From this entrance they will take the staircase to the first floor. Year 8 will continue to the canteen, and the Year 9 to the breakout zone, before making way to their allocated classrooms ready for an 8.15am start.

### Years 10 and 11:

- Years 10 and 11, begin their school day at 7:45 am and should enter the building between 7:45am and 8.10am.
- Year 10 and 11 students will access school via the main school entrance on Cliffe Terrace. If required on entry to the school building, students will queue following social distancing guidelines. From this entrance, Year 10 will take follow the walkways to the Atrium, which is their allocated social space and Year 11 will take the walkways to their social space in the breakout zone on Level 1, before making way to their allocated classrooms ready for an 8.15am start.

## Cars entering school vicinity

At the start and the end of the day, some of our students will be dropped off or collected outside of school. If you are driving your child(ren) to school please stay in your vehicle and allow your child(ren) to make their own way into/out of school.

## Lateness

Any student arriving to school late should ring the buzzer at the main entrance and speak with the receptionist. They will then be directed to make their way to their allocated entrance. Students will then make their way to their lesson. Students that are late to school will be issued with a same day detention.

## End of the Day

School will finish at 2:30pm for Years 7, 8, 9, 10 and 11 during the first two weeks of school. Week commencing 21<sup>st</sup> September Years 10 and 11 will stay at school until 3:30pm on two days a

week. These will be advised during the first week of school.

- For the time being, no enrichment sessions will be running after school. We will start these as soon as is possible and will let you know when enrichment has re-started.
- Staff will be positioned in school and at key outdoor points to ensure student safety.
- Students will be expected to leave site immediately and not gather in groups at the school exits.

## How the day will work: B) The School Day

### The timetable

The day will need to run slightly differently to normal to ensure every year group can have lunch within their teaching group/bubble.

The school day will begin and end with a form time session with their Coaching Team Leader.

As much as is possible students will remain in a main learning space for the majority of their lessons and teachers will move between classrooms.

### Breaks and lunchtimes

For break times, each teaching group/bubble has been assigned a designated indoor social space. Students must remain in these allocated areas. Key Stage 3 students will have access to the MUGA at breaktime. Unfortunately, students in Key Stage 4 will not have access to this space at this time to maintain the integrity of the bubbles.

These areas will be supervised by the staff to ensure student safety and to help students understand where they can and cannot go.

Each area will have designated toilets.

Lunchtimes will be split into two sessions, one for eating and one for socialising. At lunchtime social time will be outside unless the weather is inclement.

### Catering plans

Lunches will be pre-ordered and delivered classrooms for eating. We understand the importance of providing nutritious food for all students and will review our offering regularly. Students will be provided with the menu for the week and will be asked to order meals for the Monday to Monday period of time.

The lunch offer will be a meal deal consisting of a choice of a main course, dessert and a drink and will cost £2.70. 5 days meals will cost £13.50. Payment can be made via the Parentmail app or via cash, putting money into a sealed envelope with the name and form of the child.

Year	Allocated Indoor Social Space
Year 7	Canteen
Year 8	Canteen
Year 9	Break Out Zone Level 1
Year 10	Atrium
Year 11	Break Out Zone Level 0

## Movement whilst on the school premises

In this section we have outlined some key changes for moving around the school site for September.

For more specific detail around expected behaviour, please see the *behaviour for learning* section below.

We have set up zones and separate staircases and toilets for each teaching group/bubble. This is to minimise the potential of interaction in communal areas. All staff and students will be expected to follow the routes allocated to them.

## Curriculum

### Subjects and learning

We will be delivering a full curriculum to all year groups in line with our planned curriculum structure. This means that Years 7, 8 and 9 will access the full curriculum and Years 10 and 11 will study their core curriculum alongside their allocated Option subject choices.

Homework will be used to reinforce and consolidate knowledge and understanding of work covered in lessons and over the school closure period to enable learning gaps to be addressed. Homework expectations will be shared with students, parents and carers in September.

### Classroom set up

Our intention is for every classroom to be as consistent as possible to create familiarity for all. Each room will contain:

- All desks facing the same direction - front facing desks
- Access to sanitiser
- A lidded bin to safely dispose of waste
- Cleaning materials for students to wipe down their desk before the start of the lesson
- Visualiser equipment and projectors will be used to enable staff to demonstrate practical activities without groups of students gathering around the teacher's desk.

### Remote Education

Where a student is unable to attend school due to COVID symptoms, we will be offering access to remote education. In September, all students will receive a full reminder of the way to access remote learning including Google classrooms, which will be the main platform for homework and remote education.

These arrangements will continue to apply if we must send students home due to closure of a bubble (see reasons for this later). It is important that we know which of our students cannot access online learning, so we will be asking students when they return if they have access to wifi, computers, laptops or tablets at home. This is so that we can ensure work packs are available for students who cannot access the online learning provision. Please contact school if you have any concerns regarding this.

### Plans for PE

PE will continue to be delivered for every student in Years 7 to 11. In all year groups, students will continue to be taught in their bubbles.

Students will take part mainly in outdoor PE lessons led by our specialist PE team.

Activities and lessons have been carefully considered to ensure that we comply with all the safety guidelines including no contact and how equipment can be safely shared and then sanitised. These guidelines are still being developed and we will keep abreast of all changes to ensure that we can provide the best PE experience we can whilst staying safe.

## Extra-Curricular Offer - Enrichment

A central part of the experience at One In A Million is the huge range of extra-curricular experiences we offer. Once we have opened the school up and are happy that everything is running smoothly, we will be starting up as many activities as we safely can. When it becomes clearer what we can do, we will share this with you and encourage as many of our students as possible to get involved.

## Trips

The guidance is clear that we cannot currently plan for any abroad or overnight trips. However, day trips which are linked to the delivery of our curriculum will be assessed on a case by case basis. These will be carefully risk assessed. We will share these plans with you well in advance of any trip so you can be happy your child will be safe.

## Assessment, Reporting and Exams

We will be following our regular assessment and reporting calendar. Students will have formal assessments in each subject as appropriate to the subject. Student monitoring reports will follow the usual cycle.

At present, we are not planning any face to face parents' evenings based on the guidance that we have been provided with. This will remain under review and should this situation change we will update you.

The current advice is that external exams for Years 10 and 11 will take place as normal throughout the year. This is what we are planning for. As we get further clarity through the year, we will share this with you and our students. We are monitoring the advice regarding the logistics of internal exams and will consider in due course how these would be delivered.

## Access to Toilets and Washrooms

As usual, during lesson time students will not be allowed to leave lessons to access the toilet unless it is an emergency and/or they have a toilet pass. If they have to access a toilet at this point, they will be directed to the student toilet allocated to their teaching group/bubble. Students are expected to wash their hands thoroughly with soap and water before returning. Students should access their allocated toilets at break and or lunchtime. Toilets will be supervised to ensure social distancing is maintained, the integrity of the bubbles is maintained and students are safe.

## Pastoral Support

Students will see their Coaching Team Leaders twice a day, morning and afternoon and will also have access to their Head of Year at break and lunchtimes. They can make an appointment at this time if they need a more private conversation and their Head of Year Manager. Students can speak to them email them to request a meeting. We are aiming to hold wellbeing meetings with all of our students in the first half term.

If you need to speak to a member of the pastoral team, this will need to be done via email or telephone - we will not be able to accept visitors into school.

## Supporting the wellbeing and mental health of students

Supporting the wellbeing, resilience and mental health of our students when they return in September is very important to us. Prior to starting the new academic year, all staff will receive training on ways to recognise wellbeing and/or mental health issues, support students

effectively, and signpost to colleagues and/or other services where appropriate and necessary. If there is anything that you need to update us on regarding your son or daughter, and their welfare, please inform us as soon as possible.

All students will be supported by being provided with:

- Clear and consistent routines wherever possible.
- Clear communication and regular reminders of the team around them: their Coaching Team Leader, teachers, teaching assistants, safeguarding team, Head of Year, Head of House and the Senior Leadership Team.
- Regular 'check-ins' about their wellbeing and mental health from their team.
- Clear communication and regular reminders of online support services available to students, all details are listed in student planners.
- Opportunities to talk, to share achievements and to be listened to.
- Education around usual responses to stress and loss with information on self-help and self-care strategies.
- Clear and regular communication re-emphasising wellbeing messages.
- Access to in school support from the safeguarding team and the pastoral support team.
- Access to more specialised support staff through referrals if necessary.

## Safeguarding

All our staff in school have completed up to date safeguarding training. We also have a team of Designated Safeguarding staff led by Mr Gallagher, Deputy Vice Principal, Designated Safeguarding Lead (DSL). Our safeguarding processes will run as normal.

## Equipment

**Students will not be able to borrow or share equipment.** Students must bring with them each day:

- A small bottle of hand sanitiser (*to supplement the handwashing and hand hygiene procedures in school*)
- A bag
- Their planner
- A pencil case
- Black biro
- Pencils
- Red pen
- Purple pen
- A ruler
- A rubber
- A glue stick e.g. Pritt stick
- A basic scientific calculator
- Headphones to use with PCs
- A clear plastic bottle with water only.

We request that students do not bring any equipment in that they do not need

Access to lockers may be limited.

## **Behaviour for Learning**

In these difficult and unprecedented times, behaviour and the safeguarding of our students remain at the heart of our policy and practice. One In A Million Free School recognises the contribution it can make to protect and support both students and staff amid the Coronavirus epidemic.

We have made some changes to our procedures considering the current pandemic. Detailed changes will be available on request.

**Behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated. If incidents occur, then they will be treated as high-level behavioural incidents and sanctioned accordingly.**

Examples might include:

- Deliberately ignoring the social distancing measures put in place by the school.
- Spitting at another student/member of staff.
- Defiance regarding nasal and wider hygiene instructions.
- Deliberately coughing at a student/member of staff.
- Touching another student or the possessions of others.
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation.

**The rules on mobile phones remain unchanged**, in short, they should not be seen or heard within the school building. Phones must not be shared.

## **Rewards**

Students will continue to be awarded merits each lesson.

In addition, students can earn House Points as a class or group.

## **Attendance expectations**

From 1<sup>st</sup> August, students who have been shielding or self-isolating are able to return to school as per DFE guidelines ([click here for link](#)). The only COVID related reason for non-attendance would be if you (or a member of your family living in the same household) are showing symptoms.

100% attendance at school is vital to ensure the wellbeing of students and to support them make good progress. The Government and One In A Million are expecting all students to return to school in September. We will need your support as parents and carers to ensure this happens.

Should your child be too ill to attend school, please contact us on the first day of absence before 8:10am detailing symptoms of illness. You may be asked to provide evidence for the absence to be authorised.

Phone: 01274 723439

## **Uniform**

**Students will always be expected to attend in full PE uniform.** The school rules for jewellery and make up remain unaltered. The only permitted item of jewellery is one plain stud earring in each ear. Make up should be discreet with only clear nail varnish allowed. False nails are not appropriate

for school. Long hair should be tied back. Dyed hair should only be natural colours.

As with all our school expectations, failure to meet these standards will result in a detention.

Coats must not be worn inside the building.

## **Supporting SEN learners**

### **In lessons**

Teaching Assistant support will be in place for some groups of students. Any individual support will be provided from behind or beside the student and will not be face-to-face.

Students with SEND who require the use of a laptop, can continue to access them in lessons. They will be provided with a wipe to clean them down after each use.

Timeout passes are issued by the SENCo only and will continue to be used. These students can only stand outside their classroom when on timeout.

Toilet passes are issued by the pastoral team only and will continue to be used.

Students with SEND who require intimate care will continue to have this provided by one designated member of staff.

Students with SEND who usually leave lessons early will continue to do so.

Interventions will continue to take place in teaching groups/ bubbles.

### **Fire evacuation plan**

In the case of an evacuation, we will follow normal procedures. Staff will be updated on any changes as part of their training. Students will take part in a walk through as part of their induction during the first week.

### **First Aid**

A first aider will always be in school. A designated first aider will be on call via the staff radio and will go to the student needing first aid.

### **PPE**

Full PPE will remain in use as required and where a student or staff member shows signs of COVID.

## **System of Control Measures**

We are putting in place several prevention methods as outlined in the government guidelines (Guidance for the Full Opening of Schools):

- 1) We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- 2) We will instruct students and staff to clean hands thoroughly more often than usual including using alcohol-based hand sanitizer. This will include everytime they enter the building or a classroom and when leaving school.
- 3) We will ensure good respiratory hygiene is followed by our students and staff by promoting the 'catch it, bin it, kill it' approach.
- 4) We will introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach.

- 5) We will minimise contact between individuals and maintain social distancing wherever possible.
- 6) We will ensure students are not sat facing each other as much as possible, and that desks are spread out in the classroom.

### Specific Infection control measures

We have taken our lead directly from the government guidance document which can be accessed [here](#).

### Developing Symptoms Out of School

If a student or member of staff develops symptoms compatible with coronavirus while they are not in school (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell [anosmia]) they must not attend school. We would expect them to inform school and book a test. They would not attend school again until the test result returns as negative or, if it is positive, until they have completed 7 days of self-isolation and are free of the symptoms (other than a cough or loss of smell as these symptoms can go on for several weeks after the infection has gone).

If a member of a student or staff household develop symptoms, we would expect the student or staff member to inform us immediately and then self-isolate for 14 days.

### Developing Symptoms in School

If a student or member of staff develops symptoms compatible with coronavirus while they are in school (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell [anosmia]) they will be sent home immediately. For students awaiting collection we have appropriate plans in place that include:

- Identified outside space where they can be safely isolated and supervised.
- If, due to inclement weather, they need to remain inside, a contained room in school that will not be accessible to others.
- Toilet facilities that can be used and then secured until cleaned, without disruption to others.
- PPE being available for our first aiders and the cleaning team.

We will expect the student or member of staff to book a test and remain off school while they await results. If the results are negative, then they can return to school. If they are positive, they would remain in self-isolation until they were symptom free. Parents must contact school to inform of test results.

We will then work with Public Health England to determine our next steps. If we need to close a bubble, we will call all families to inform them and explain their next steps. We will also engage with the NHS Test and Trace process, as necessary.

If students are absent from school due to a bubble being closed, we will provide remote education provision as previously outlined.

### Final words

It is appreciated that this booklet contains a lot of information. We are aware that government guidance may still change and will reflect our plans accordingly.

We are very much looking forward to the start of the new academic year and our full re-opening. We are excited to warmly welcome our new Year 7 students for the first time alongside meeting and greeting our current students back into the building.

