



**COVID-19
Parent, Carer and
Student Handbook**

**Upper school students
Years 9, 10 and 11**

September 2020

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A message from the Principal

I'd like to start by saying how delighted I am that the school will be able to open to all students from September. We have worked hard on preparing the school site and our staff over the summer in readiness for students to return. This guide will help explain to you and your family how we will alter school to ensure that we are covid-secure.

I am fully confident that our school is a safe place for everyone in school, and that we have sufficient measures in place to allow students to stay safe whilst having an enjoyable and rich experience in school.

The Department for Education (DfE) has asked us to put in a place a 'system of controls' to allow us to fully re-open in September. It is important that all parents, carers and students understand these measures. The measures and how we will be implementing them are outlined in the following handbook and are designed to:

Prevent Covid-19 spreading by:

1. Minimising contact with people who are unwell;
2. Ensuring everyone in school cleans their hands thoroughly and more often;
3. Making sure that everyone coughs/sneezes in a safe way (catch it, bin it, kill it);
4. Enhancing our cleaning routines so that frequently touched areas are regularly cleaned;
5. Minimising the number of people an individual comes into contact with;
6. Wearing personal protective equipment in a very limited number of situations (e.g. when administering first aid).

Respond to a suspected case of Covid-19 by:

7. Engaging with NHS Test and Trace if there's a suspected case in the school community;
8. Managing any confirmed cases amongst the school community;
9. Containing any local outbreak by following local health protection team advice.

The school has made careful plans to ensure that all 9 measures are in place. Measures 1 – 6 are in place all of the time and measures 7 – 9 are only used if there's a suspected or confirmed case of covid-19 amongst the school community.

The guide you are about to read is an important part of making sure that everyone knows how to stay safe themselves and how to keep other people safe. A detailed staff guide has been issued to all staff so that everyone is aware of their role in ensuring our school is a safe learning environment.

It is vital that all parents, carers and students take the time to read this guide in full.

In addition, it is vital that no-one attends school if they have any coronavirus symptoms. These are:

- **A high temperature:** this means you feel hot to the touch on your chest or back (you do not need to measure your temperature but if you are able to, then a temperature of 38 C or more is considered to be high);
- **A new, continuous cough:** this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- **A loss or change of your sense of taste or smell:** this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

You MUST contact the school if anyone in your household has any of these symptoms. Anyone with symptoms must self-isolate for at least 10 days and longer if they still have a fever or loss of taste and smell after this time period. Anyone else in the household without symptoms must self-isolate for 14 days. The school will support any student with their education if they are self-isolating because of covid-19.

Thank you for taking the time to read this guide. If you have any questions after reading this guidance then you should contact the school by email at admin@northgosforth.co.uk

Warm regards



Steve Campbell, Principal

Lower and upper school 'Bubbles'

The school will make some temporary changes to how we work to allow the site to be covid-secure. The biggest change we'll be making is splitting the school into two "bubbles":

- The **lower school bubble** of Year 7 and 8 students
- The **upper school bubble** of Year 9, 10 and 11 students

The school routine is adapted to ensure that these bubbles are kept as separate as possible during the school day as well as minimising the chance of year groups mixing within each bubble. This should reduce the number of social contacts an individual has in school whilst still making sure we can teach our full curriculum to all students.

This guide relates to students in the upper school bubble i.e. students in Years 9, 10 and 11.

If you also have a child in Years 7 or 8 then you should also read the guide for the lower school bubble so that you are familiar with the changes relevant to our younger students.

The school day

The lower and upper school will begin registration at different times, use separate entrances, have separate social times and different dismissal arrangements at the end of the day. The upper school day is shown in this table. The only significant change for upper school students is the movement of break to after period 3 at 11.10am.

Arrival to school and breakfast club.

School will be open to students from 8.00am. If at all possible, we would like upper school students to arrive no earlier than 8.30am unless they are accessing breakfast club.

All upper school students will be expected to be on site by 8.40am for pre-registration.

Breakfast club will run in the refectory from 8.00am as normal with separate identified tables for each year group to use with bubbles using separate areas of the refectory. Hot drinks will not be served and a restricted menu will be in operation. Food and drinks will be pre-prepared and pre-packaged individually. Breakfast club will finish at 8.40am.

Upper school (Years 9, 10 and 11)	
Pre-registration	8.40am – 8.45am
Registration	8.45am – 8.55am
Period 1	8.55am – 9.40am
Period 2	9.40am – 10.25am
Period 3	10.25am – 11.10am
Break	11.10am – 11.30am
Period 4	11.30am – 12.15pm
Period 5	12.15pm – 1.00pm
Lunch	1.00pm – 1.40pm
Period 6	1.40pm – 2.25pm
Period 7	2.25pm – 3.10pm

Upper school students will enter using the entrance where bikes are stored (to the right of the main entrance). Outdoor sinks are installed at both student entrances. Students are required to wash their hands at this point on arrival to school and/or use hand sanitiser.

Morning buses

There are two morning bus services running; the 693 service arrives at 8.25am followed by the 695 service at 8.30am. Arriva has withdrawn the 698 morning service. The bus drop off point will be relocated from outside the lower school entrance to the main driveway (the usual afternoon bus collection point).

All students using school buses will be required to wear a face covering as per Government guidance. When students arrive to school on the bus, they should remove face coverings safely. Instructions on how to safely remove face coverings will be provided to students during induction and are displayed on the bin outside the bus drop off point. Disposable masks should be placed in a pedal bin at the front of school. Reusable masks should be placed in a carrier bag. Students will then wash and/or sanitise their hands after removing their face coverings.

All student entrances will close at 8.45am. Students arriving after this time will be deemed to be officially late to school and sanctioned in line with the PRAISE code.

Registration

The first morning registration bell will sound at 8.30am. All students on site will be required to go to their tutor groups from 8.30am onwards. No communal areas (other than breakfast club) will be available for use from 8.30am. The second registration bell will sound at 8.45am signalling the official start of the school day.

Late arrivals

Upper school students who arrive between 8.40am and 8.45am will not be sanctioned for being late. They use their normal entrance and go straight to registration.

Students arriving after 8.45am will enter the school through the front reception and will be signed in by reception staff.

Getting around site

There are some small changes to how students will move around site. Students will be taken on a full site tour as part of their covid-secure induction during the first week back.

A one-way system will be in operation in some areas of school to support the flow of students safely around the building. The one-way system is designed to keep students and staff safe and must be obeyed at all times. This is non-negotiable and staff are not exempt from this system.

As well as this, some classrooms will use specific entrance and exits to support the safe movement of students during lesson changeover.

Staff will also be present on corridors during lesson changeover to encourage students to practice social distancing, behave responsibly and to ensure that students don't get lost in the one-way system.

Break time arrangements

The local authority has made the decision that the kitchen will not be serving food at break.

Break time is staggered; the upper school has break between 11.10am and 11.30am. Year 9, 10 and 11 have their own allocated break area on the back field which is clearly labelled. If there is a wet break then year groups will be kept apart in different areas of the school.

Lunch time arrangements

The area used for lunch has been extended to include room 2 and the theatre. Table capacity has been reduced to a maximum of 6 students per table indoors and 8 outdoors. Tables are clearly marked to show which year groups should sit where. Each year group will have dedicated outdoor space to use during the remainder of their lunch time.

Any student in Year 10 and 11 with packed lunch will eat lunch in the theatre from 1.00pm onwards.

Year 11 students getting school dinners will eat in the refectory annex and the right side of the refectory at 1.00pm onwards and will be required to be out of the refectory by 1.20pm

Year 10 students getting school dinners will eat in the left side of the refectory and room 2 from 1.00pm onwards.

Year 9 students getting school dinners will eat in the refectory annex and the right side of the refectory from 1.20pm onwards. The tables used by Year 11 will be cleaned thoroughly prior to Year 9s using them.

Perspex screens have been installed at the payment points and the Joinos tablet. Students won't touch the tablet but the supervising staff member operating the tablet will input the student's name for them. Cash payments will be permitted but any cash will be placed on a tray rather than physically passed to and from staff by hand.

We would strongly encourage everyone to sign up to the Joinos scheme which allows parents/carers to pre-pay online for any food that students buy in school. Sign up is simple and parents/carers top up their account online, removing the need for students to use cash. To sign up to the scheme please contact Susan Elliott directly by emailing susan.elliott@northgosforth.co.uk or by leaving a message at main reception.

Classroom routines

We have decided to keep our usual classroom locations with students moving to different rooms for different lessons as normal. Some classrooms have been relocated to support the one-way system.

When students arrive for a lesson, they won't queue outside but instead will enter the room as soon as they arrive. Every student must sanitise their hands when they arrive and sit where the teacher asks them to. This is important as seating plans will be referred to if the school is required to use NHS Test and Trace.

All desks will be forward facing where possible. Teachers will try to maintain a distance of 2 metres from their class and will minimise any contact that is less than 2 metres. Learning Support Assistants will also provide support but minimise any close contact with students they are supporting.

Windows and doors in classrooms will be open at all possible times to support ventilation and air conditioning is safe to be used where required.

All classrooms will have tissues, hand sanitiser and anti-bacterial wipes/spray available for use if they are needed. Gloves and anti-bacterial spray is available for use if a student sneezes or coughs over a desk area requiring cleaning. Lidded bins are available for the disposal of tissues, anti-bacterial wipes or gloves.

All other classroom routines remain the same. The PRAISE code will still operate as normal as will teacher-on-call.

IT Rooms

IT rooms will have separate cleaning arrangements. At the end of every ICT lesson, students will be asked to wipe down their keyboards, mouse and desk area using anti-bacterial wipes.

Toilet visits

Children will be strongly encouraged to use the toilet only at break and lunch time. Supervision of the toilets will be in place at all times to ensure students wash their hands. Protective screens are installed at the sinks where students face one-another.

If a child requests to go to the toilet during a lesson then the teacher-on-call will collect them to escort the student to the toilet and back to the lesson. Students with toilet passes do not require escorting but staff should write in their planner on the relevant day log in the planner.

There will be certain times of the day when students in a particular bubble will not be able to access the toilet during the social time of the other bubble i.e. between 10.25am and 10.45am, upper school students will not be able to access the toilet as it is lower school break.

The West Wing toilets will be taken out of use.

Dismissal from school

Upper school classes will pack up at 3.10pm and be dismissed. Prior to this, lower school students will already have been dismissed having been escorted down to the building exits to allow a staggered exit to take place.

Afternoon buses

There are still three services leaving at 3.20pm. The 693 and 695 services will pick up from the main driveway. The 698 service will pick up from the current student entrance

Homework and after school clubs

Homework club will run from October onwards but with separate arrangements for each bubble. More details will be given to students in September. All other after school clubs will not run until further notice.

Uniform, Equipment & Behaviour

Uniform

Our uniform is an important part of our identity as a school and our normal high expectations for full school uniform will remain with some flexibility around family finances. You should contact your child's Head of Year if you have issues with uniform. Uniform should be kept clean but no additional cleaning is required.

Physical Education

Students with PE on their timetable should arrive to school in their PE kit. They will remain in this kit for the whole school day. Contact sports won't take place and equipment won't be shared without cleaning. Students should only wear PE kit on the days they have PE. Wearing PE kit on an incorrect day will be viewed as a deliberate breach of schools rules and will be sanctioned accordingly.

Practical subjects

Where it is safe to do so, practical activities such as science experiments will take place. All practical areas have been risk assessed and adapted to allow work to take place safely. Students will be told where practical work is taking place and what equipment they require (i.e. apron for cookery). Students won't share equipment during practical activities.

Books and equipment

Staff and pupils can take books home, as long as they avoid unnecessary sharing.

Students should bring their own basic equipment into school and not share it with anyone. The basic equipment that all students should have are:

- 2 Black/Blue pens
- A green pen
- Pencil and rubber
- Ruler
- Scientific calculator
- Water bottle (see below)

Marking work has not been identified as a risky activity and so student work will be marked as normal. The giving out/collecting in of books, handouts and worksheets is permitted and anyone doing so will clean their hands before and after doing so.

Subject specific resources that students use (i.e. cookery equipment) can be used by students but won't be shared and will be cleaned before use by another group.

Water bottles

All students are required to bring water into school in a water bottle. Single use cups will not be available. Spare bottles are available via head of year. Water fountains will be switched back on but students will be encouraged to fill bottles using the outdoor drinking water taps.

Student behaviour expectations & code of conduct

Our high standards for student behaviour will be more important than ever. Safe, sensible conduct will be required by all students and good conduct will be recognised by the rewards system. Equally, there will be a zero tolerance approach to anyone who behaves in a way that deliberately puts the safety of others at risk.

The PRAISE code will still operate as before. Students will be taken through a code of conduct in September as part of their induction. The behaviour policy has an addendum relating to covid-19 specific issues. Detention will run as normal but with separate locations for each bubble.

Learning Support Room (formerly In-School-Exclusion)

We have altered ISE and renamed this area that Learning Support Room (LSR). This will operate as normal with students being kept separate. Students in the LSR over lunchtime will be given a cold lunch from the refectory at 12.00pm and will eat this in the LSR.

Fire/Lockdown drill arrangements

The normal procedure for a fire and lockdown drills remains. The priority in the event of any fire is to vacate the building in a calm and controlled manner. However, students are to be instructed to maintain social

distancing where possible. This includes lining up with students maintaining a distance of at least 1 metre from people in the line.

Student medication and first aid

Students receiving medication

A small number of students are medicated in school and this will continue as before. Medication will be issued using the reception meeting room which has been adapted to ensure staff administering medication are 2 metres away from students and do not have any direct contact with students. Medication will be left on the table for students to collect rather than distributing the medication to them by hand.

We ask that parents/carers keep us updated with medication requirements as these may have changed since we closed in March.

First aid

If a student requires first aid then the first aider will wear PPE if required. The usual first aid rooms will be used for any medical issues not related to covid-19.

Other adjustments for coronavirus

Visiting school

Parents/Carers will not be permitted on site without a pre-arranged meeting. Any contact with school should be made by phone on 0191 236 1700 or email at admin@northgosforth.co.uk

Safeguarding and child protection

Safeguarding and child protection is always our number one priority. If you have concerns about the safety or wellbeing of any child then you should contact one of our designated safeguarding leads. The designated safeguarding lead is Mr Cooper (Assistant Principal). The deputy designated safeguarding leads are Miss Smith (Lead Teacher for Pastoral) and Ms Tully (Deputy Principal).

Pastoral support & well-being plans

We know that a significant proportion of our school have been negatively affected by the pandemic and we will be looking to help all students who require well-being support. Many of those we wish to help have been identified through the keeping-in-touch meetings and will have bespoke well-being plans drawn up and implemented by their Head of Year.

We ask parents/carers to keep us informed of any concerns about their children by contacting their relevant Head of Year.

Special Education Needs (SEN) Support

SEN support will continue for all students on the SEN register. Anyone wishing to discuss SEN support should contact Miss Lindner who is our SENDCo.

Peripatetic music lessons

These will continue subject to further guidance.

Assemblies

Formal assemblies will not be held in school until further notice. However, students will be addressed by video link on their allocated assembly day.

Library

The library will be closed at social times initially until half term. We are looking to bring in a timetable where older students can access the library later this term.

Enhancement

In the initial part of the year, normal enhancement will be suspended and instead replaced with a programme of activities aimed at improving wellbeing, catching up on missed learning and other supportive activities. We continue to feel that enhancement is an important part of our curriculum and will look to begin enhancement as soon as possible.

Enhanced cleaning routines

A full time cleaner will be working on site each day between 8.00am and 3.30pm. An enhanced cleaning routine will operate focussing on communal areas, break and lunchtime, frequently touched surfaces e.g. door handles and other areas as required. In addition, the site team will undertake additional cleaning responsibilities at busy times like break and lunch.

Classrooms will be cleaned thoroughly at the end of each day and during the day as required.

Student lockers

Student lockers are not in general use. Each Head of Year has access to six lockers for their year group which can be used in circumstances where it is essential for a student to have access to a locker for a short period of time.

School trips

Unfortunately, all schools trips are suspended until further notice. This includes sports fixtures but we will be reviewing this as the year progresses and will resume these once it is safe to do so.

What we'll do if someone becomes unwell

Pupil displays symptoms

The teacher will send the pupil outside of their classroom and ask the pupil to keep 2 metres away from anyone.

Teacher to inform teacher-on-call by radio and arrange for the pupil to be collected.

Student will be taken to the specialist medical room (opposite the Principal's office) for assessment and supervision.

Reception staff contact home to inform parents/carers & arrange for collection/dismissal.

Staff member displays symptoms

Staff member informs either the Principal or Deputy Principal before leaving the school premises, avoiding contact with others.

If teaching, staff member to radio for TOC to get temporary cover.

Staff member leaves site immediately and arrange for a covid-19 test.

Symptomatic pupil/staff member will be told by Principal or Deputy Principal to:

- Self-isolate for at least **10 days** or until no longer symptomatic (except for a cough), whichever is longer;
- Take a **coronavirus test** (if a home testing kit is available in school, this can be given to take home, if doing so would increase the likelihood of you getting tested);
- Ensure that members of their household should self-isolate for **14 days**.

Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location

The parent/carer of a pupils with symptoms should inform school of the coronavirus test result immediately. This process will also be followed by staff.

If test is negative

The pupil/staff member can return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other pupils/staff in their class group can continue to stay in school, unless they display symptoms.

If test is positive

Local health protection team will be contacted by the Principal to carry out a rapid risk assessment. They will ensure that any pupils or staff who had close contact with the person when they were infectious are asked to self-isolate for **14 days** since they were last in close contact.

Teachers will be asked to provide seating plans to assist with the test and trace process.

If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**.

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps.

What to do if someone in your household is unwell

If your child or a member of your household develops covid-19 symptoms outside of school then:

- The person with symptoms should self-isolate for at least **10 days** or until no longer symptomatic (except for a cough), whichever is longer;
- The person with symptoms should take a **coronavirus test**;
- Everyone else in the household should self-isolate for **14 days**;
- **Contact the school immediately** on 0191 236 1700.

School will ask you some basic questions to allow us to respond appropriately. We ask that you keep us informed of any test results, even if the test is negative.

To avoid causing unnecessary distress and alarm, we request that you do not share any information on a suspected case on social media.

The school will work closely with the local public health protection team to take the appropriate action to keep everyone safe in school. It is unlikely that a single case of coronavirus in school would result in the school closing but the school will follow all advice and guidance given from the local health protection team.

Educating students who are self-isolating due to covid-19

The school has plans in place to support any student who is unable to attend school due to coronavirus so that they can continue to receive as high a standard of education as is possible. In the majority of cases this will be online through the Frog Virtual Learning Environment (VLE) as it allows for more timely feedback and interactive content. For those with inadequate ICT access, we will support by providing hard copy through the post.

We will discuss the best way of doing this with individual parents/carers as and when required.

Test and Trace

All members of the school community will be expected to fully engage with the NHS Test and Trace programme. This is a four step process to be followed. As such, anyone with covid-19 symptoms will:

- a. Book a test
- b. If result is positive, provide details to NHS Test and Trace of anyone they have been in close contact with
- c. Self-isolate
- d. We require parents, carers and staff to inform us immediately of the results of a test.
 - i. If negative and they feel well with no symptoms a student can stop self-isolating
 - ii. If positive, the student should self-isolate for 10 days. They can return to school after 10 days even if they still have a cough.

In the case of a positive test result, the school will send home people who have had close contact with the infected individual. Close contact is defined as having:

- any face-to-face contact within 1 metre,
- contact for more than 15 minutes at a distance of between 1 – 2 metres
- been in a small vehicle with the infected individual.

These people should self-isolate for 14 days. Household contacts of those self-isolating don't need to self-isolate unless the person sent home develops symptoms.

In addition, if there are two or more cases amongst the school community within 14 days, or an overall rise in sickness absence then we will work with the local health protection team who will advise if additional action is required. Whole school closure will generally, not be necessary but a mobile testing unit may be dispatched if required.

Our contingency plan

The DfE have stated that, by the end of September, the school should have a full contingency plan for if there is a local lockdown or an outbreak of covid-19 within school. We have a plan ready which we can implement immediately if required. The plan covers a number of potential outcomes, involving remaining partially open to some student or closing completely. In the event of any partial or full closure, we will look to:

- Cover the same content in lessons that we would have covered if the school was open
- Give access to high quality remote education resources
- Select online tools that allow interaction, assessment and feedback
- Provide printed resources for those without online access
- Work with families with SEND

We would inform parents/carers of any partial or full closure by text message and also post a letter immediately on the school website. It is therefore vital that all parent/carer contact details are kept up to date. Please contact reception if there is any change to your telephone, email or address.

To support with this planning, we will be asking all parents/carers to complete a data collection form to establish whether they one or both parents/carers are critical workers.

Key contacts

There are a number of key contacts who you can contact to discuss issues in school. In the first instance, contact the relevant contact below

To report absence:

Mrs Hay Attendance Officer 0191 236 1704

To discuss pastoral issues

Call reception on 0191 236 1700 and speak to the relevant Head of Year

Mr Spence Head of Year 9
Mr Brooks Head of Year 10
Mrs Blenkinsop Head of Year 11

For safeguarding and child protection

Call reception on 0191 236 1700 and speak to the Designated Safeguarding Lead

Mr Cooper Assistant Principal (main contact)

If Mr Cooper is not in school then ask to speak to a Deputy Designated Safeguarding Lead

Miss Smith Lead Teacher for Pastoral
Ms Tully Deputy Principal

To report a suspected or confirmed case of covid-19

To report a suspected or confirmed case of covid-19, or to speak to another member of staff then please call main reception on 0191 236 1700.