

# Back to School Guide

## September 2021



This guide is intended to give you an idea of what school will be like on return in September 2021, as well as to inform you of the preparations you will need to undertake so that we are all ready to start the new academic year together.

All of the steps and processes that have been undertaken and are explained in here follow the Department for Education guidance (found [here](#)) and have been fully risk assessed.

There are a number of changes from the academic year 2020-21 due to the lifting of lockdown restrictions and the implementation of the vaccination programme. We know that for many this will bring a sense of relief as we move to 'normality' once more, yet for others this can be a cause of concern. We hope that this guidance will bring some reassurance.

As we did last year, we have worked hard to balance all risks and adapt the guidance to our specific school context. **It is important to realise that no two schools have the same 'back to school' plan, and nor should they.** What is shared here is right for HSLC, for our students, our broad curriculum, our staff, and takes full account of the individual challenges of our school site.

It is important to note that all guidance is subject to changes in government policy. *There are also a number of measures, like bubble groups or face masks, which may be reinstated should local public health or our own risk assessment indicate that this is necessary. We will inform you of any such circumstances or changes via email updates if these actions become appropriate.*

As shared in the Headteacher's end of term letter in July, the start of term will now be a phased return so that we are able to undertake on-site lateral flow testing. This will also enable us to fully explain, share and model to students how the new processes will work.

### **Return to School Dates:**

Wednesday **8th** September: Year **7, 12 and 13 Return** to School

Thursday **9th** September: Year **8 and 11 Return** to School. Years 7, 12 and 13 **also attend.**

Friday **10th** September: Year **9 and 10 Return** to School, Years 7, 8, 11, 12, & 13 **also attend.**

Students whose parents/carers have given consent via Edulink for the on-site testing will be collected from lesson for their asymptomatic test on their first day back and again during w/c 13th September for their second test. Any students for which we do not have consent will not be collected.

**We ask that you read this guide and share the contents with your child so that they too are aware of what to expect in school from September.**

# Summary Sheet

This page provides an overview of what has changed since last academic year. The rest of the guide gives further details on some aspects of the changes. Specific year group information will be shared with students in tutor time on their first day back.

	Has it changed?	From September 2021
<b>Attendance</b>	No	School attendance remains <b>mandatory</b> for all pupils of compulsory school age.
<b>Uniform</b>	Yes	<b>Full, correct school uniform</b> must be worn. PE Kit is <b>not</b> to be worn to school. Changing facilities are now open. No additional hoodie/ tops to be worn over uniform.
<b>School Day</b>	In Part	We retain a break and lunch 'stagger' with some alterations to the lesson times. The overall school day timings for <b>all</b> students are: <b>P1 starts for all at 8.40am, P5 ends for all at 3.00pm</b>
<b>Bubble Groups</b>	Yes	No tutor group bubbles in Year 7 or Year 8. No maintenance of year group bubbles for Year 9- 11 and Sixth Form. Return of mixed-year activities, workshops, and extra-curricular programme.
<b>Break &amp; Tuck</b>	In Part	Stagger timings remain for break and lunch. Year group designated food points will remain. Queuing systems for food points will remain. Sit-down canteen areas have reopened, meaning hot meals can be eaten indoors.
<b>Social Areas</b>	In Part	There are now two main social areas: one for Year 7 & 8, and one for Year 9.10 & 11. Students will be required to remain within these areas or their sit-down canteen areas across break and lunchtime.
<b>Student Support</b>	No	Student support staff will continue to work with students, parents and external agencies via organised times and appointments. Students wishing to seek support during the day should initially speak to a teacher or member of the pastoral team who will organise for them to access the appropriate support. Student support can also be accessed via email <a href="mailto:support@hslc.co.uk">support@hslc.co.uk</a>
<b>First aid</b>	In Part	All appropriate school levels of first aid can now be given with social distancing requirements removed. Covid-19 symptom cases will still be isolated to a separate first aid room to await home collection.
<b>Hygiene</b>	No	All hand sanitising routines remain in place.
<b>Cleaning</b>	No	All cleaning routines, including in class, remain in place.
<b>Ventilation</b>	No	All ventilation measures remain in place. CO2 monitors will be used when government supply arrives.
<b>Classroom Routines</b>	In Part	Students should <b>continue to bring and use their own equipment/ stationery</b> . Social distancing requirements are no longer in place. Classrooms will be organised, and movement permitted between students, at teacher discretion. Seating plans will still be maintained as part of contingency planning.

<b>Movement</b>	In Part	One-way systems will remain in place on main corridors within the school buildings, and in some department areas. Designated entrance/exit points per subject have been removed. Students are still expected to move straight to their next lesson at lesson change-over time and not mix unnecessarily at these points of the day.
<b>Face Masks at school</b>	Yes	<b>Face masks are no longer required on-site</b> or within classrooms.
<b>Face Masks on school transport</b>	No	<b>Face masks are required</b> when making journeys on <b>school transport</b> (buses and taxis) or when making journeys on <b>public transport</b> .
<b>Covid-19 Symptoms</b>	No	If your child has Covid-19 symptoms, they <b>should not attend school and should seek a PCR test</b> . Key symptoms remain: high temperature, new persistent cough, and loss of taste/smell. Students experiencing symptoms during the school day will be placed in the Covid-10 first aid room and home contacted to collect them.
<b>Covid-19 Absence</b>	Yes	Report any <b>Covid-19 linked absences to the normal school student absence line: 01964 530258, or for sixth formers to 01964 530270</b> <b>Contact tracing is the sole responsibility of NHS Test &amp; Trace</b> and no longer will be done by the school. <b>Do not email C19abs@</b> after 7 <sup>th</sup> September. We will monitor the number of cases and any linked cases to support risk assessments and public health decisions.
<b>Covid-19 Contact</b>	Yes	There are no contact definitions that now apply in school for us to monitor or use to determine isolations. All <b>contact tracing and isolations will be determined by NHS Test &amp; Trace</b> . If you are informed by NHS Test & Trace that you are a contact you will be told if you need to isolate, and advised to seek a PCR test. We cannot sanction absences of any 'self-declared' contacts, nor can we share specific information regarding positive cases.
<b>Covid-19 Isolations</b>	Yes	<b>Individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19 if any of the following apply:</b> <ul style="list-style-type: none"> <li>• They are fully vaccinated (14 days after second dose)</li> <li>• They are below the age of 18 years &amp; 6 months</li> <li>• They are part of a Covid-19 vaccination trial</li> <li>• They are not able to get vaccinated for medical reasons.</li> </ul> NHS Test & Trace instruction via telephone or letter to isolate must, nonetheless, be followed if given.
<b>Home Lateral Flow Test</b>	No	<b>Twice-weekly lateral flow device home testing remains in place until the end of September.</b> Positive outcomes should still be <b>logged on TestRegister</b> via the website link: <a href="https://testregister.co.uk/login">https://testregister.co.uk/login</a> Absence for a positive outcome should be reported as noted above.
<b>Home Learning</b>	No	Home Learning will be provided for all students who have to self-isolate because they have tested PCR positive or have been instructed by NHS Test & Trace to self-isolate.



## Uniform

Students must still **wear full school uniform**.

In September this must be the winter variation: white shirt, tie, black school v-neck jumper, appropriate black trousers/skirt, black shoes, and school blazer with school badge.

Rules regarding make-up, hair and jewellery remain the same. The Student Uniform policy and list of items can be found on the school website: <https://www.hslc.co.uk/index.php/policies>

The PE kit worn must be the official HSLC kit and not an assortment of sports wear and hoodies. As with usual uniform expectations, sanctions will be followed if non-HSLC items are worn.

Please note that if your timetable shows PE on your first day of term in September you do not need to bring your PE kit.



## Behaviour & Rewards

Positive Discipline remains in place across the school as the central system and ethos for behaviour. Students will still have the opportunity to gain reward stamps and warnings will still be given for low-level infractions.

Rules regarding no mobile phone use in the classroom also remain the same.

In addition, the following Covid-19 related expectations are also in place and our behaviour policy has been amended to include:

- Following all movement and distancing rules across the school site
- Remain in designated bubble groups and follow all instructions regarding not mixing with other bubble groups
- Follow hygiene instructions:
  - Never cough, sneeze or spit towards another person
  - Catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then sanitise / wash hands
  - Wash hands frequently (including when asked to do so by staff) with soap and water for 20 seconds or with sanitiser if soap and water is not available

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

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



## Timings of the School Day

The arrival and some movement of year groups on site are 'staggered' to minimise the number of contacts made by students moving around the site and ensure we can implement hygiene measures. There is an overlap between the two arrival time slots which should ensure that siblings that travel together can still do so.

All students should go straight to their social area on arrival where they will then be moved to lessons at the appropriate time by the duty team.

### Rotation 1 'Odds': **Year 7, 9, 11 & 13**

Arrival between: 8.20-8.30am

Lesson 1 starts at 8.40am

Arrival after 8.40am will be recorded as 'Late'

Lesson 5 ends at 3.00pm

### Rotation 2 'Evens': **Year 8, 10 & 12**

Arrival between: 8.25-8.35am

Lesson 1 starts at 8.40am

Arrival after 8.40am will be recorded as 'Late'

Lesson 5 ends at 3.00pm

It is important that these timings are adhered to and, in particular, students who walk to school should be mindful of the timeframe for arriving on-site. Those walking to school must arrive via the Eastgate gates and within their time slot. Students should not be on school site prior to 8.15am.

There will be **limited pedestrian access onto site via Atwick Road**. Those **travelling by bus will have their usual bus timetable pick up and drop off times**.

If it is necessary for you to come to school by car you should arrive onto site via the Atwick Road entrance within the appropriate time slot and use the turning circle as a drop-off point. Please be aware that traffic controls will be in place as the school drive is particularly busy with the arrival of the 11 school buses and 20+ school taxis. If it is possible to drop students at other locations and for them to walk to the site, this would be preferable.



## **In the Classroom**

For frequently used items, students should have their own items that are **not shared**.

We ask that all students **have and bring a school bag**. There will be a greater number of instances of students having to take responsibility for equipment, books and resources, to keep their items separate from those of others.

Students should also bring with them a **full stationery kit** that includes: black pens, pencils, ruler, rubber, glue stick, calculator, protractor, compass, and highlighter pen. Students **must have these items in a pencil case** and not carry them about in their pockets, as some like to do.

As mentioned above, whilst there are hand sanitiser stations in place across the site and available in all classrooms, we ask that in order to support the hygiene measures **students should also bring their own hand sanitiser**.

Students and teachers can take books and other shared resources home and advice would suggest that hands are cleaned before and after using items at home.



## **Break & Lunch**

Break and Lunch will take place at staggered times. There will be **designated points for purchasing food for each year group**, each with its own separate entrance and exit process to maintain an orderly environment.

Once students have purchased food, or if they already have their own provisions, they will be directed to their **designated social area for their year group**.

There will be two main areas: one for Year 7 & Year 8; another for Year 9, Year 10 and Year 11.

Students should ensure that they have **a suitable coat with them as the social areas are all outdoors**. If there is severely inclement weather then students will be directed by the duty team to move to one of the large indoor spaces which will be well ventilated. They will remain here until either the weather clears or until they are sent to their next lesson.

Toilet facilities at break and lunch times have been designated to the year group whose social area is closest to them. During lesson time, students will be directed to use the toilets closest to them on the one-way system.



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## Community

At the end of the day, whilst we can minimise the risk of Covid-19 transmission for students and staff on the school site during the school day by putting all of these measures in place, we cannot do so for the time they spend outside of the school gates. **We require your co-operation with these measures to keep our school community healthy, to keep our school open, and keep our students learning.**

Please contact the school if you feel there are aspects of the guidance which pose particular difficulties in your personal circumstances so that we can discuss these prior to the start of term.

We will keep all aspects of these measure under constant review and communicate any changes with you via email. Please ensure that you do check your school contact email regularly for these and other updates.



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## Back to School Checklist

- Full school winter uniform
- A coat
- School bag
- Stationery kit with: black pens, pencils, ruler, rubber, glue stick, calculator, protractor, compass, and highlighter pen
- Pencil case
- Hand sanitiser
- Face mask (preferably fabric) if travelling by school or public transport
- Plastic re-sealable bag to store face mask in across the day

Support with uniform and equipment costs can be accessed through our 'Grown Out not Worn Out' campaign and dedicated support funds. We know that the Covid-19 measures have had significant economic impact on many families across our community. Please do contact us via [support@hslc.co.uk](mailto:support@hslc.co.uk) if you find that you are facing difficulties with purchasing items for the return to school and our student support team will look to help you, all in complete confidence.