

Sheringham High School and Sixth; Revised Returning to School Operating Procedures. Information for Parents/ Carers.

All Years September 2020

Firstly we would like to thank all our parents and carers for their support, patience, resilience, commitment to remote learning and understanding since 'closure' on March 20th. We would also like to welcome our new parents and carers of Year 7 students at this most difficult time.

In order to safely, sensitively and effectively action the government's declared plan that all students in all year groups will return to school full-time from the beginning of the autumn term without the need for rotas, it will require staff, parents/ carers and students to work together. The Sheringham community has already proved it is supremely good at this over the last 5 months. This guidance, therefore, is intended to show how we have sensibly, practically and proportionately interpreted the DfE instructions to prepare for September and beyond with your help and support.

The guidance applies to the whole school and considers Years 12 and 13 as a single group but as part of whole school arrangements. The guidance also covers expectations for students with special educational needs and disability (SEND), including those with education, health and care plans. The School will do all it can to comply with health and safety law, which requires it to assess risks and put in place proportionate control measures. We have thoroughly reviewed our health and safety risk assessments and drawn up this plan for the autumn term that addresses the risks identified and takes account of the following;

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene; for example "the catch it, bin it, kill it" approach as outlined further in this document.
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable;

How contacts are reduced will depend on how we are;

- grouping students together;
- avoiding contact between groups;
- arranging classrooms and normal school events such as parents' evenings, assemblies etc;
- maintaining staff distance from students and other staff as much as possible.

Our Plan.

We have devised our return plan in light of the following requirements;

1. Prevention

2. Response to any infection

3. Operational implications

Prevention.

We will do everything we can to ensure that students, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the **last 10 days**, and ensure anyone developing those symptoms during the school day is sent home.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), their parents/carers will be contacted immediately, they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at **least 10** days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. **If they have tested positive whilst not experiencing symptoms but develop symptoms during isolation, they should restart the 10 day isolation period from the day they develop symptoms.**

If a student is awaiting collection, they will be moved to our isolation room **in the changing rooms** where they can be isolated behind a closed door with an appropriate adult; Ms Ives.

If they need to go to the bathroom while waiting to be collected, they will use the **changing room** facilities. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained.

As is usual practice, in an emergency, the school will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. However, once the student is collected by the parent / carer, the responsibility is no longer that of the school to monitor the child's symptoms. Parents/ carers must therefore ensure the school has at least two contact numbers so that a family member can be contacted easily.

Anyone who has come into contact with someone who has symptoms will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. The area around the person with symptoms will be cleaned with normal household bleach as soon as that person has left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Cleaning hands thoroughly more often than usual.

The School will ensure that students will clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. The School has reviewed and ensured that;

- there are enough hand washing or hand sanitiser 'stations' available so that everyone can clean their hands regularly;
- these routines are built into school culture, by reinforcing these behaviours into normal expectations.

Good respiratory hygiene promoting the 'catch it, bin it, kill it' approach.

- The School will ensure it has enough tissues and bins available throughout the school, including in every classroom to support students and staff to follow this routine.
- As with hand cleaning, the school will ensure students are briefed and reminded regularly to get this right. There are signs throughout the schools and form tutors will remind students daily.
- Whilst the government is not recommending universal face coverings in school, Sheringham High has chosen to require students to wear face coverings when they move from room to room, when they are in corridors, when they are in areas with shared facilities and on their way to and from their buses. Face coverings should not be worn in lessons. Parents/ carers who want their child to be exempt from wearing coverings in line with the published reasons for exemption should contact the school to discuss this. Staff are free to choose to wear face coverings/visors at any time and for any purpose while on site.
- Face covering guidance has been sent to parents outlining that they must be fabric and not have slogans or inappropriate graphics. It is recommended that students have enough coverings to ensure they can be cleaned. If a student forgets his/her covering, tutors will arrange for one to be provided for the day.
- Students will be informed of the correct way in which face coverings should be worn.

Enhancing cleaning, including cleaning frequently touched surfaces using standard products, such as detergents and bleach.

- Our cleaning schedule includes more frequent cleaning of rooms / shared areas that are used by different groups within the year group, and frequently touched surfaces being cleaned more often than normal.
- The guidance from the Department For Education (DfE) states that different groups don't need to be allocated their own toilet blocks though Year 11 have exclusive use of the toilets in the Millennium Block and the Sixth Form have exclusive use of toilets in the Sixth Form Block. Toilets will be monitored by duty staff. They will be cleaned and fogged regularly and students will be encouraged to clean their hands thoroughly after using the toilet. Duty staff will be positioned outside of the toilet areas to monitor the students' use and remind of hand sanitising.
 - Those surfaces used very regularly are cleaned more regularly. The site team will also undertake a rolling programme of cleaning throughout the school day and are

introducing a programme of intensive fogging using *Sterizar* which is an Alcohol Free advanced Hard Surface / Multi Surface cleaner and sanitiser that is manufactured to contain one of the fastest acting and most powerful germ killing products available today being effective within 30 secs and killing 99.999% of bacteria yet contains no irritants within its formulation. *Sterizar* Fogging Solution is used on our Trust sites in all rooms and areas, and is tested against viruses to BE EN 1444 76. This affords a surface up to 30 days protection provided that surface is not contaminated by bleach products.

- Disinfectant spray and tissue, and disinfectant wipes are both available for staff to use where required and are in each classroom.

Minimising contact between individuals and maintained social distance.

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and we have considered how to implement this while delivering a broad and balanced curriculum. We have reduced the number of contacts between students and staff by keeping groups separate (in 'bubbles') and through maintaining distance between individuals. We will reinforce and redesign where necessary;

- students' ability to distance;
- the lay-out of the school;
- the timetable in order to offer a broad and balanced curriculum.

Consistent groups reduce the risk of transmission by limiting the number of students and staff in contact with each other to just those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

All teachers and support staff can and will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try to keep their distance from students and other staff as much as they can, ideally 2 metres from other adults. Staff will also wipe down surfaces in their work areas when they arrive at a lesson, although the fogging protection gives 30 day protection for surfaces which have not been contaminated with bleach products.

Teaching Assistants may initially be allocated a dedicated yeargroup zone in which they will support students and classes. This will be reviewed as conditions and guidance develops.

Students stay in their zones and staff move from room to room except where set changes require them to move to a different room inside the year group bubble.

Our vertical tutoring model will be temporarily suspended and students will be regrouped into year- group forms for tutor time and assemblies.

The zones are as follows;

Year 7 Rooms 1,2,3,31,32 as teaching rooms, with rooms 34 and 35 for two tutor groups for just tutor time. (Year 7 will be in smaller tutor groups in order to facilitate transition and to make sure they have more individualised care.)

Year 8 Rooms 18,19,20,22,23 and 21 (which is largely used as a breakout lab for specific Year 11 tasks).

Year 9 Rooms 4,5,6,7,17,36.

Year 10 Rooms 8,9,10,16,24,25.

Year 11 Millennium Block.

Sixth form exclusively uses the sixth form block and they have use of the quad and the canopy. The Sixth form common room and meeting room 44 have been converted to classrooms. Sixth Form Students only should use the toilets in the Sixth Form Block.

In order to enable staff to keep students safe during breaktimes, students can use the following rooms;

Year 7; Rooms 1,2,3 (after October half Term*)

Year 8; Rooms 18,19,22,23.

Year 9; Rooms 4,5,6,7.

Year 10; Rooms 9,10,16.

Year 11; Ground floor rooms only excluding the Library.

Sixth Form; The Canopy and the rear playground/quad.

*For the first half term, Year 7 will be expected to be in the Hall or in their outside zone for breaktimes unless the weather is inclement.

Students also have outside space zones which will be designated by cones where necessary;

Year 11; top of astro;

Year 7; astro closest to buildings;

Year 9; field nearest to school;

Year 10; field furthest from buildings; (this zone must be accessed by keeping between the blue line and the astro fence until they reach the upper part of the field.)

Year 8; tennis courts.

The school day will be 2,2,1;

8.35-8.55 Tutortime and registration.

8.55-9.55 Period 1

9.55-10.55 Period 2

10.55 -11.20 Break for Years 9,10,11 but 10.55-11.30 for Years 7 and 8. (Years 7 and 8 have this designated as 'lunch' in hall and gym during which time their pre-booked hot-box school lunch will be delivered to them or their own packed lunch can be eaten.)

11.20-12.20 Period 3

12.20-1.20 Period 4

1.20-2pm Break for all/ lunch for Years 9,10,11 (Year 9 in hall, Year 10 in gym and Year 11 in drama studio)

2pm-3pm Period 5.

3pm End of school day.

Sixth Form students can access the Canopy during the advertised opening hours.

In the classroom.

Maintaining a distance between people whilst inside the building and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Public health strongly advises that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Each classroom will have a taped area at the front of the classroom which designates the recommended 'teaching distance'.

Adults will try to maintain 2 metre distance from each other and from students. In particular, they will try to avoid close face to face contact and minimise time spent within 1 metre of anyone. We realise that this might temporarily seem to change the personal classroom dynamic which staff have with students, but we are sure that the great classroom relationships we already have will be maintained and even strengthened in these exceptional times if we work together.

We will make necessary adaptations to the classrooms to support distancing and hygiene wherever possible. That will include seating students side by side but facing forwards as well as changing furniture and moving unnecessary furniture out of classrooms to make more space. There will always be a requirement to sanitise hands when arriving at a classroom. Specific routines should also be followed depending upon subject specific safety requirements such as the use of soap and water or non-alcohol sanitiser in rooms where naked flames may be used eg Science labs.

Students will move between classrooms within the bubble throughout the day as they may be in different sets for different subjects and will have different option subjects. At the end of a lesson the teacher will ask that students who are now moving rooms should pack their belongings **and put on a face covering**. The teacher then supervises the students out of the room. The teacher will also be moving to another room and he/she will depart. Once the next teacher arrives, he/she will make sure that new arrival students are seated, have sanitised and have all they need. The arriving teacher will sanitise his/her workstation. **Wipes are**

provided for use on chair backs but, once the Sterizar fogging system is in place, these will not be required.

Teachers have freedom to organise the seating plan of the room to best fit the learning and tasks being set. This is entirely appropriate and students may be asked to move within the classroom to facilitate tasks and learning objectives and outcomes.

Students will notice that the delivery of some subjects will be different in order to manage the risk to safety. For example, there may be an additional risk of infection in environments where people are singing, shouting, chanting, playing wind or brass instruments even when at a distance. There will be a change to science practicals to deal with the issue of sharing equipment and being face to face. There will be a change to PE practicals to address the risk of contact and the sharing of equipment in throwing, catching and racquet sports, and to Art, DT and Drama lessons where sharing of materials and tools, and gathering to observe demonstrations and performances is normally commonplace. We have, and will continue to, adapt our practice using specialist guidance such as that from the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and the Association for Physical Education. Currently there is no reason why whole teaching groups can't be taught specific science lessons in Labs. However, there will have to be adjustments to group sizes and arrangements for subjects like Food or Tech.

Measures elsewhere.

We will avoid large gatherings such as assemblies or collective worship with more than one year group. Single year group assemblies will be scheduled as we view them as vital ways of sharing information, celebrating success and addressing collective issues. Fogging schedules will support the assembly programme.

Movement around the school site will be kept to a minimum. While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits by ensuring each year group has its own entrance/exit. There will be no whole school one way system as each year group remains in its own zone and face coverings should be worn.

Lockers: In order to maintain the integrity of the zones and ensure student safety, we are suspending the use of lockers. We will organise an opportunity for students to clear their lockers during the first week back in September. Space needs to be created for students to leave their belongings in form room as necessary and appropriate.

Outside zones: Following advice to keep everyone safe, students will still not be allowed to play ball games in their outside zones. This will be reviewed regularly.

Lifts: Lifts will not be shared, unless the person using the lift requires support. For this reason, lifts will be prioritised to those people who are not able to use the stairs. Posters will explain the protocols. Hand sanitiser will be provided for use before and after touching lift controls.

Lunch Club: This will continue to run with students year-grouped in the LSU and fogging will support this.

Measures for arriving at and leaving school.

All students and staff will be required to sanitise hands on entry to the building.

As we have assigned students discrete entrance/exit points it will not be necessary to change the timings of the school day and all of our students will be in school as normal.

Entrances and exits are strictly as follows. Staff will initially be there to direct students to their entrances and exits. Signs will also remind students.

Year 7; main school entrance.

Year 8; door to MFL corridor.

Year 9; main corridor entrance opposite Millennium Block.

Year 10; Art and Tech entrances.

Year 11; rear ground floor of Millennium Block nearest to astro.

Years 12 and 13; rear sixth form block entrance nearest carpark.

At the end of school the bell will go at 3pm as usual and this will signal the departure of Year 7 and 11 from their respective exits. We will try to ensure that those teaching these year groups are also the 'bus staff' who accompany the students to the bus stops to ensure year group bubbles.

At 3.05 teaching staff should dismiss Years 8 and 9, and the same procedure should take place and at 3.10 Year 10 will follow. This will mean that buses will only be delayed by 5 minutes. We understand that some of our students meet younger siblings from local schools and so parents/carers should contact the school if there is an issue in a student's departure time being later. We can always make adjustments on a case by case basis.

Sixth Formers can leave the site once they have completed their final timetabled lesson for the day and have signed out.

In order to help minimise the risk to students and staff which comes from having lots of people on site, we would ask that parents and carers not drive onto the school site to drop off or pick up students. Parents can arrange to meet their child, if they do not walk home alone, safely outside the school gates. We would also ask that all parents and carers should adhere to social distancing principles in the vicinity of school.

If students arrive at school by bike, they should try to distance while using the bike racks singly.

NCC currently intend to operate school transport from September based on the following premises that;

- the overall risk to children from coronavirus (COVID-19) is low;
- home to school transport often carries the same group of children on a regular basis, and those children may also be together in school;
- contact will be minimised with individuals who are unwell ;

- students, drivers and passenger assistants should wash their hands or use hand sanitiser before boarding transport and when arriving at school or home;
- close contact between different groups of students and other passengers will be minimised as much as possible;
- if there is a suspected or confirmed case of Covid-19, then it will be easy to identify who was travelling on which vehicle so we can comply with contact tracing, isolation and testing In all instances below, where a high school has a sixth form, we are treating them as one establishment.

The DfE has already stated that social distancing guidance which is in place for public transport will not apply to dedicated school transport. This is because they will be sharing a vehicle with others from their own school and will not share with general members of the public. Therefore, NCC will load students to the normal capacity but:

- students are to sit together based on their year group and, where capacity allows, a row of seats will be left between each year group; school staff will ensure this is implemented when students get on the bus to go home but are not able to do so when students travel into school from home.
- face to face seating will not be used;
- transport providers will be asked to keep the windows open, where possible;
- good hand and respiratory hygiene will be promoted.

On Public bus services which only carry school children on certain journeys, NCC will;

- treat these like dedicated school transport and make sure that the bus operators do not take any other passengers on these journeys, as they are likely to be full with students;
- ask that the same principles highlighted above will apply.

On Public bus services where NCC only buy a few passes and so other members of the public may also travel, NCC will;

- assess the current and likely loadings on these vehicles on a route by route basis to see if students can be kept apart from other passengers;
- look to cordon off a separate area of the vehicle for the students and the other passengers can sit in a separate part of the vehicle;
- insist that face coverings will be mandatory for those aged over 11;
- ask that the same principles highlighted above will apply;
- look at providing additional vehicles for the students on those routes where the number of other passengers is too high to maintain an appropriate distance.

On routes where school transport is shared with children attending different schools, NCC will;

- heed the DfE advice that the mixing of students will still be limited so this is low risk;

- ask students to sit together based on the school they are attending, and then by year group;
- ask that the same principles highlighted above will apply.

Where vehicles are full or where operators can't sit students together in their year groups, NCC could insist on the wearing of face coverings for students aged over 11 on dedicated school transport, but NCC is consulting with H&S Colleagues on this matter.

When students get off the bus it is important that they safely remove their face coverings. This will include the following:

- don't touch the front of the face during use or when removing the face covering;
- bring a bag into which the face covering must be placed or disposed of in a bin;
- perform hand hygiene on arrival at the setting **after** removal of the face covering.

Specific considerations.

Some students with SEND (whether with education, health and care plans or on SEN support) may need specific help and preparation for the changes to the routine that this will involve. The school's SENCo and/or Student Management team will plan to meet these needs.

According to DfE guidance, supply teachers, peripatetic teachers (eg Music) and/or other temporary staff (eg. Counsellors) *can* move between schools. They will ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual but will liaise with the Sheringham High SENCo. Where a student routinely attends more than one setting on a part time basis, we will work through the system of controls collaboratively.

We will manage other visitors to the site, such as contractors, and will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Essential visitors have been identified (including maintenance and repairs). Visitors will only enter through the main entrance. Records of our visitors will be kept for 21 days to aid tracing.

Visitors are signed in by reception staff so as not to re-use the same pen. Visitors create their own visitor badge/ sticker which will be destroyed when the visitor leaves the premises.

The reception is operating on a one in and one out basis for essential visitors.

We will ensure that:

Visitors confirm they do not have symptoms (no matter how mild) before entering the premises. A sign is displayed.

Visitors sanitise their hands on arrival (hand gel is provided in Reception).

Arrangements are in place to receive general deliveries without close contact.

Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.

Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.

Parents/ carers should only come into the setting for essential reasons e.g. collecting sick children or to attend safeguarding meetings. We would request that only one parent should visit the setting in these circumstances. Parents should provide information by phone instead of having face to face meetings wherever possible.

Equipment and resources.

In order to meet the government guidelines and to keep everyone safe, we strongly recommend that students have their own items of basic equipment that are not shared.

Classroom based resources, such as books, technical equipment, tools and games, will be used and shared within the bubble. We will ensure that they are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art, Tech and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

It is recommended that students limit the amount of equipment they bring into school each day, to essentials such as;

- bags;
- lunch boxes;
- coats;
- books;
- a full complement of stationery including pens, pencils, ruler, eraser, calculator and pencil colours;
- and mobile phones only if absolutely necessary.

Stationery

- Students should bring their own stationery and equipment every day. However, in each teaching room we will provide a box of spare stationery, which teachers will hand out as needed. This will also include a set of highlighters for each room. As these will only be used by students within the 'bubble' they can be shared within that bubble. Teachers will collect in loaned stationery at the end of each day where possible.

Books and assessment.

Students should keep their own exercise books and can take these home as required. If books are to be left in the classroom, they will be given out and collected in by students, not teaching staff and stored in a designated area in the teaching room. Sixth Formers will be responsible for storing and transporting their own exercise books and files.

During the first few weeks back at school, we will use the general principles of AFL (assessment for learning) to assess learning and progress in a more informal manner. We will aim to build our students' confidence and support them to get back into good routines. Staff will then begin to return to our usual marking and feedback practice including RAS (use of close marking using green and yellow highlighters). Teachers will, of course, provide students

with feedback on the work they are completing. In order to do this they will be setting tasks which allow for frequent formative assessment.

Classwork or homework for marking will be completed and students will place it in a box kept in the classroom. Work on paper will then be left in the box for **the allotted time before** being handled by staff. After this point the guidance is that it will be safe to touch and marked in the usual way. Work can then be handed back to students after marking. The guidance suggests that the risk of transmission from adult to child is much lower but parents and students will need to understand that teachers may well not be able to hand back marked work as swiftly as usual. As our school's online systems (email and Show My Homework) are now well practised, teachers may choose to set homework and feed back by remote means as an alternative.

There is a calendar for summative assessments (formal testing). Summative assessments will be completed on paper rather than in student books and we will use **the quarantine process as** outlined above to ensure we are meeting government guidelines. Teachers will ensure that summative assessments for the autumn term will be rigorous and well-designed in order to aid future planning and inform any reports to you the parents/ carers.

Personal protective equipment (PPE).

The majority of staff will not require PPE beyond what they would normally need for their work. Some staff may choose to wear PPE and this is entirely appropriate so your child should not be afraid if he/she sees staff in PPE.

PPE is only required in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained;
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE will continue to be used.

However, any member of staff who wishes to, can choose to wear PPE.

Food.

From September, students can continue to bring their own packed lunches and they can consume these at the designated break or lunchtimes in their internal or external zones. We respectfully request that parents/ carers should provide students with enough water for the whole day for at least the first week. **After that we are installing new contactless water bottle filling stations in the school and there are drinking water taps marked in all toilets.**

Norse, our catering provider, has planned to open its kitchens for hot and cold food from September and has approval for this plan from SHEQ (Health and Safety team) to ensure they are complying with all safety protocols.

Their suggested food offer is a limited 'hot and cold boxed offer' that can be prepared and delivered to students in the designated zones. As numbers increase, this service might evolve and be adapted to meet the changing demand.

Students who pay for their meals and those who qualify for free school meals will need to pre-order their meals preferably by the Friday of the previous week. The details of this ordering system will be released soon. Payment cannot be by cash or through students using the Rev-al machine in school. It should be done by Parent pay on-line or, for a brief time at the start of term until Parentpay is set up, through the Re-val machine with the school team assisting students with this payment.

The meal price will be a set £2.30. The hot menu content will include:

The provisional suggested hot menu is below but updates will be sent by Parentmail or posted on the school website;

Week 1

Monday

Mac 'n' Cheese with Rocket and Crispy Onions (v)

Or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

Tuesday

Kashmiri Chicken Curry with Steamed Rice

and Naan Bread

or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

Wednesday

Sticky Pork Stir Fry with Raman Noodles and Asian Broth

or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

Thursday

Spaghetti Carbonara with Garlic Bread

Or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

Friday

Battered Fish with Chunky Chips

Or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

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Week 2

Monday

Fragrant Keralan Chicken Curry with Rice

Or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

Tuesday

Spaghetti Bolognese with Garlic Flatbread

or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

Wednesday

Veg-Packed Paella with Flaked Salmon

or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

Thursday

Swedish-Style Meatballs in Gravy with Steamed Rice

or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

Friday

Battered Fish with Chunky Chips

Or

Jacket Potato with either

Cheese, Tuna or Baked Beans

Today's Dessert or Fruit Pot

The cold menu is below:

Monday

Ham Salad Sub Roll

or

Cheese and Pickle Sub Roll

Vegetable Sticks

Grape and Apple Fruit Bag

Today's pudding choice

Tuesday

Tuna Mayonnaise and Salad Wrap

or

Three Cheese and Spring Onion Wrap

Cucumber Sticks

Melon Wedge
Today's pudding choice

Wednesday

Chicken and Stuffing Baguette
Or
Cheese Salad Baguette
Carrot Batons
Apple
Today's pudding choice

Thursday

Ham and Salad Sub Roll
Or
Cheese and Pickle Sub Roll
Cucumber Sticks
Orange
Today's pudding choice

Friday

BLT Sandwich or
Falafel and Salad Wrap
Carrot Batons
Grape and Apple Fruit Bag
Today's pudding choice

Uniform.

According to DfE guidance, uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Thus, the expectation will be that all of our students should be in full school uniform and footwear when the school re-opens in September, and comply with the expectations and standards set out for hair and jewellery. **Parents/ carers are requested to check details of our uniform on line as we have changed our school skirt.**

Any parent/carer who needs financial assistance for the purchase of uniform or essential equipment, should contact Mrs Melhuish at office@sheringhamhigh.co.uk

We consider each case individually and do our best to help whenever we can.

Please note that students who have PE on their timetable will be allowed to come to school in appropriate PE kit for the **whole** of that day in order to relieve pressure on the use of changing room facilities. **Students should wear Sheringham High School PE kit or they can wear plain black tracksuit bottoms and a plain black PE top. Students are not allowed to wear leggings.** PE staff will inform GCSE PE students in Years 9,10 and 11 which lessons are practicals (PE kit required) and which are theory (school uniform) week by week.

Educational Visits

The DfE is still advising against domestic (UK) overnight and overseas educational visits at this stage. In the autumn term, schools can resume non-overnight domestic educational visits.

If we decide to offer these, it will be done in line with protective measures, such as keeping students within their consistent group, and the COVID-secure measures in place at the destination.

Schools can also make use of outdoor spaces in the local area to support delivery of the curriculum. Again, if we decide to offer this, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. No such trips or visits are currently being planned but, if they are, we will correspond fully with parents/carers.

Extra-curricular provision

At SHS we have inventive and popular extra-curricular provision.

The DfE recognises that continuing to offer this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups. We will carefully consider how we can make such provision work alongside the wider protective measures, including keeping students within their year groups or bubbles where possible and keeping the groups to no more than 15 with one or two staff members.

Group sizes may need to be smaller than 15 depending on a number of factors such as age of the students in attendance, size of the premises or the type of activity. These groups do not need to be the same as those created during the school day and can consist of students from different school settings but they should remain consistent for all sessions provided. We will keep students and parents/carers informed about the availability of such clubs as STEM, Snooker Maths and sports clubs. However, there will be no sports fixtures with other schools for the foreseeable future.

Homework Club will continue to run on Monday to Thursdays after school until 4.15pm in a suitable, safe space, which will be publicised in September. It will start on Monday 14th September.

Where parents/ carers use childcare providers or out of school activities for children, we would encourage you to seek assurance that the providers are carefully considering their own protective measures, and that you only use those providers that can demonstrate this.

As with physical activity during the school day, it is advised that contact sports should not take place.

Student Health and Well-Being

At the beginning of term, we will be delivering targeted assemblies to all students within their bubbles to support them with their health and well-being.

Supervising staff will be mindful of any students who may be feeling unwell and follow procedures accordingly.

Students will be encouraged to let members of staff know immediately if they are feeling poorly. Students will be informed of what the main symptoms are and who to report to if they develop symptoms, no matter how mild.

Staff will continue to check with students regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day.

Students will be encouraged to understand that it is normal to experience different physical and psychological reactions to the current pandemic and encouraged to discuss their questions and concerns with members of the student management team.

We will use our normal procedures to identify any student who is struggling with their emotional well-being and provide specific support for them with the relevant member of staff.

We will use tutor time in the mornings to remind students about where to find information and resources on line to support them to manage any anxieties but also give them the opportunity of face to face appointments with appropriately qualified staff.

Parents/carers have already provided relevant information including emergency contact details and medical requirements. We will ensure that relevant extra controls will be put in place on an individual basis. Mrs Ives has contacted all parents/carers of children with medical conditions but parents/carers should ensure they update her if there are any changes to individual circumstances.

Planning for emergencies

Fire assembly points will be in the yeargroup outside zones. Social distancing in lines will be applied. A fire drill will be planned as soon as possible in the term in line with the risk assessment.

Staff and students understand that, in an emergency, they must leave without delay but try to maintain yeargroup distancing.

First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and students in attendance.

Higher risk activities are avoided where it is possible; eg DT, PE practicals, some science practical lessons initially not offered.

First aid boxes (checked) are located in prominent places.

To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate.

Response to any infection.

We will ensure we engage with the NHS Test and Trace process and have established contact with the local Public Health England health protection team. We will ensure that staff members and parents/carers understand that you will need to be ready and willing to:

- book a test if they or their children are displaying symptoms. Staff and students 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 and should be helped to use any home testing kits.
- provide details of anyone with whom they have been in close contact if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace;
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if anyone in their household develops symptoms.

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, 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 which is locally accessible, fast and convenient.

By the autumn term, the DfE says that all schools will be provided with a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school. Advice will be provided alongside these kits.

We are asking parents/ carers and staff to inform us immediately 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.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 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 10-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.

Managing confirmed cases of coronavirus (COVID-19) amongst the school community.

We will take swift action if we become aware that someone who has attended our site has tested positive for coronavirus (COVID-19).

The foyer meeting room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff. The medical room has also been cleared of unnecessary items and soft furnishings, and can be used for minor issues unrelated to Covid.

Tissues, sanitiser and a waste bag have been provided in the foyer meeting room.

If a student develops symptoms he/she will be escorted to and will wait in the room that has been identified as soon as possible. The designated staff member will use the distance thermometer and close observation to assess the student's condition while the appropriate contacts are made.

In the unlikely event that a student spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move students and staff while that area is deep cleaned.

Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and will wash their hands thoroughly if they have contact with the person and after they have left.

If a person is symptomatic on the premises any cleaning or sanitary materials will be double bagged and tied and kept separately for 72 hours (secured from student access) before being disposed of with normal waste.

We will 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 us to guide us through the actions they need to take. Based on the advice from the health protection team, we will 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 contact - 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 then provide definitive advice on who must be sent home.

To support them in doing so, we will keep a record of students and staff in each group, and any close contact that has taken place between students and staff in different groups.

We will then send a letter to parents/ carers and staff if needed. Schools will not share the names or details of people with coronavirus (COVID-19) unless it is essential to protect others.

Household members of those contacts who are sent home **do not** need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently

develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period.
- if the test result is positive, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

The School will not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation.

We are confident that parents/carers will agree with the school that a child with symptoms should not attend school. If a parent/carer insists that a child attends school, then the school can take the decision to refuse access to school. All cases will be assessed individually.

Containing any outbreak.

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. However, it will not generally be necessary.

Even so, in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Remote Learning.

Whilst we are planning to be fully open from September and that all will stay well, we have also been instructed to plan for possible local lockdowns or other circumstances which would necessitate an immediate switch to full or partial remote learning.

Departments have worked hard to develop and hone their systems for delivering remote learning over the past weeks and months so we should be well set up for this eventuality using Show My Homework; our remote platform.

We are further refining our remote offer and departments are reviewing elements of the many on-line materials resources and lessons which can be used to supplement our remote offer for all students. Our Heads of Subject are working hard to map these against

departmental schemes of work so that students can be directed to the appropriate online lessons should they have to study from home. In this way we will be able to further enhance our 'video lesson' content where appropriate. **We have invested a significant amount of money on computer hardware which can be deployed to particular students should there be other disruptions to on-site teaching and learning.**

Operational Implications

Behaviour

The school's behaviour policy will apply as usual. The Isolation Room will still be used appropriately and safely.

Teachers can issue lunchtime restrictions as usual. Whole school detentions on Fridays after school will also continue unaffected.

Recycling

The recycling systems in classrooms are temporarily suspended.

Attendance

In March when the coronavirus (COVID-19) outbreak was increasing, the DfE made it clear that no parent/carer would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks students falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will, therefore, be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents'/ carers' duty to secure that their child attends regularly at school where the child is a registered student 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.

Students who are shielding or self-isolating

There will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of students will be able to return to school. However:

- a small number of students may 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 paused on 1 August. This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding;
- 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 unable to attend;
- some students 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).

We recognise that, where a student is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education and we will monitor engagement with this activity.

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

Students and families who are anxious about returning to school.

We understand the potential concerns of students, parents/carers and households who may be reluctant or anxious about returning and will attempt to put the right support in place to address this. This may include students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain medical conditions.

If parents/carers of students with significant risk factors are concerned, we recommend they contact the school immediately to discuss their concerns and hopefully we can provide reassurance of the measures we are putting in place to reduce the risks in school. In the first instance, parents should contact Mrs Ransome using the office@sheringhamhigh.co.uk email to discuss concerns and to work with her to draw up a plan.

Attendance Planning.

The School will;

- Communicate attendance information and expectations.
- Identify students who are reluctant or anxious about returning to school and develop plans for re-engaging them.
- Use catch-up funding and support systems to support families to return students to school.
- Work closely with external agencies.

Supply teachers and other temporary or peripatetic teachers

The School will continue to engage supply teachers and other supply staff during this period. Supply staff and other temporary workers *can* move between schools, but we will minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and students.

Other support

Volunteers may be used to support the work of the school. Where Trust schools are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of keeping children safe in education. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups will be kept to a minimum, and they will remain 2 metres from students and staff where possible.

Safeguarding

Schools in the Trust will be revising the child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more students. Schools will have regard to the statutory safeguarding guidance, keeping children safe in education and will refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance.

Designated safeguarding leads (and deputies) will provide support to staff and students regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services will work together to actively look for signs of harm.

The Designated Safeguarding Lead and other members of the student management team will liaise with other agencies such as Children's Services, the School Nursing Service and CAMHS teams, as appropriate to ensure students are supported with safeguarding issues and or their well - being.