



Learning at Wollaston School – Guidance for Students: Protective Measures Whilst Attending School (Systems of Control.)

This Guidance replaces all other versions and comes into effect from **1st September 2020**.

Our Aim: The best education possible, in the safest way possible.

We are looking forward to welcoming all students to start the new academic year at Wollaston School in September 2020.

In order to protect every individual and each other, our school will be organised in a very different way to our usual way of working. The arrangements have been made to keep all of us as safe as possible and to reduce the risk of transmission of coronavirus.

It is absolutely essential that every individual follows all of this guidance at all times. Both individually and collectively, we all have a role to play in keeping ourselves and each other safe.

Any student who does not follow this guidance and increases the health risks to others, will be subject to immediate sanction and possible exclusion.

Personal Health Advice to Minimise Coronavirus Risk

- Do not come into school if you have any of the symptoms of coronavirus, including a fever, a continuous cough or a loss of taste or smell. Please arrange to be tested at the earliest available opportunity and email office@wollaston-school.net to advise of both your initial symptoms and the test result.
- Please do not come into school if you have been told to self-isolate by the track and trace service, if someone in your household has symptoms of coronavirus or someone in your household has received a positive test result. Inform your Head of Year or email office@wollaston-school.net of these circumstances at the earliest possible opportunity.
- Wash your hands regularly or use hand sanitiser where this is more appropriate.
- Practice good respiratory hygiene by using tissues and the “catch it, bin it, kill it” approach.
- Please maintain a distance from other students where possible and always maintain a distance of 2 metres from staff.
- The use of PPE and face covering is not recommended in school settings.

Transport to and from School

- School bus routes will be in operation with all usual pick up points.
- School buses will have dedicated seating areas for each year group. Please only sit in the correct spaces.
- Face coverings are suggested on school transport – but not single use masks as these are not able to be disposed of on the school site. Please ensure that face coverings are then stored in your bag until you leave the school site.
- If you use public transport to arrive at school, you must follow all social distancing procedures, including wearing a face covering. Single use masks are not able to be disposed of on the school site. Please ensure that face coverings are then stored in your bag until you leave the school site.
- If you walk to school, please try to maintain social distancing, particularly from those in different year groups (who are not siblings).
- You can be dropped off at school and enter the building on arrival via your designated entrance route.
- It is recommended that you have a personal hand sanitiser bottle with you to ensure that you hands are clean when entering and leaving the school site. There are also hand washing facilities available and hand sanitiser in each classroom.

Arrival at School

Each year group will have an allocated entrance and exit route (these are listed below). It is important that you use these to avoid contact with other year groups. Tutor rooms will be open from 8.30 am each morning.

- **Year 7:** Science Gate
- **Year 8:** Main Entrance
- **Year 9:** VI Form Gate 1 (will be clearly signed)
- **Year 10:** Gate near the Canteen
- **Year 11:** Science Gate
- **VI Form:** VI Form Gate 2 (will be clearly signed)

School Organisation

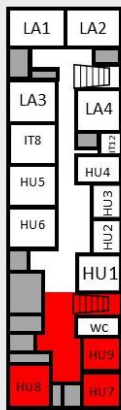
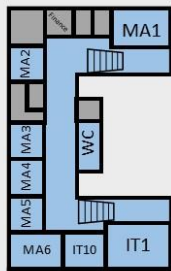
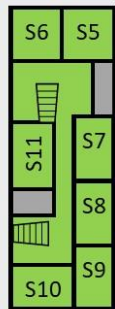
In order to facilitate a safe return of all students to Wollaston School and implement the Government's recommended system of controls, there will be substantial changes to our normal routines. Some of these methods will be less convenient than our usual practices, and we recognise that this is, by necessity, an imperfect system. However, the following arrangements represent the most effective balance between providing you with a high-quality education and minimising risk.

- In order to minimise the contact between students; the school will be organised into year group sized "bubbles." The VI form will count as a single bubble.

- Bubbles will be defined by both the students within that Year group and the geographical area (Zone) of the school that they are permitted to occupy.
 - You will not be allowed to mix with students in different bubbles. This means that there is to be no contact whatsoever with students in different year groups.
 - In order to maintain the integrity of each bubble, you will be strictly forbidden from entering the geographical zone of a different bubble.
 - In order to ensure delivery of our curriculum by specialist teachers, staff can move between bubbles freely. However, their contact with numerous students means that they must always maintain a 2-metre distance from others.
 - Assemblies are likely to be delivered on TEAMS or ZOOM, to be played in each tutor room.
 - You will have all of your lessons delivered in the rooms within the zone of your allocated bubble.
 - At lesson changeover, teachers will move bubbles and zones, whereas students will remain in their bubble but may have to change rooms / groups within their zone.
 - There are two areas of the school that will not be part of the bubble or zone system.
1) Student Services. 2) The Canteen and Pronto catering outlets.
 - Access to Student Services will only be through having a completed yellow slip.
 - Access to the Canteen and Pronto will only be at the designated time for each bubble.
 - There is no access to cash loading of canteen cards. Money on accounts must be arranged through the online ParentPay system.
 - Provision of food will be limited and there may be longer wait times than usual. Students who are entitled to free school meals will be given priority.
 - You may prefer to bring a packed lunch for convenience.
 - There will not be access to communal water fountains. Please bring enough water with you each day.
 - There will be clear signage around school to indicate which entrances / doors / classrooms / toilets / pathways / social spaces are allocated to each bubble.
 - There will be a colour system in place to clearly identify year group bubbles and zone. These will be clearly signed, and details are shown below:
- **Year 7 – Green**
 - **Year 8 – Red**
 - **Year 9 – Yellow**
 - **Year 10 – White**
 - **Year 11 - Blue**
 - **VI Form – Orange**

A summary of the bubble and zone arrangements are as follows:

Year Group	Entrance / Exit	Teaching Space	Large Space	Outdoor Space 1	Outdoor Space 2	Toilets	Canteen Access
7	Science Gate	Science	Gym	Science playground	Small field near mobiles & hard court.	Science / Gym	Second Half P4 12.20
8	Main Entrance	English near DR2 + HU7, 8 & 9 +IT3	DR2	Middle section of field – access between Astroturf areas.	Quad Area.	Lower Hums	10.45 – 11.00 (First part of break)
9	VI Form Gate	LRC / English near PA block, PSC, Performing Arts.	DA1 & DR1	All of Upper section of field. Access from gate near Music	N/A	Performing Arts / New English	12.45- 1.05 (First Part of Lunch)
10	Main Entrance	MFL & Hums (Not HU7,8&9)	Sports Hall	Upper Astro	Seating next to Upper Astro	Upper Hums	11.00- 11.15 (Second Part of break)
11	Science Gate	Maths & D2, IT6	Main Hall	Lower Astro	Areas adjacent to Main Hall	Maths	1.10 – 1.30 (Second Part of Lunch)
VI Form	VI Form Gate	ATSC / ADT + LA5 D1 (Mobiles 1&2 as overspill)	ATSC	Area near VI Form Car Park	Area between ADT & ATSC	ATSC / D&T	Free periods / 1.10pm (Pronto only)



Year 7	Year 8
Year 9	Year 10
Year 11	6 th Form

Upper Floor



Ground Floor

Timings of the School Day

- The school day will operate with different timings than is usually the case.
- This will enable you to have the opportunity to visit food outlets during the day, whilst preserving bubble arrangements.
- There are also slightly longer break and lunchtimes to facilitate this – and to recognise that students and staff will be working in a different and more intense manner during this period.
- The amount of teaching time should remain the same as previously – as there will be far less movement around the site and therefore less time taken in start of lesson routines.
- Times are designed to be simple and easily remembered. Each will be marked by a bell.
- The new timings are illustrated below:

School Day Timings		Canteen Access	
Registration	08:50		
1	09:15		
2	10:00		
Break	10:45	10:45	Year 8
		11:00	Year 10
3	11:15		
4	12:00	12:20	Year 7
Lunch	12:45	12:45	Year 9
		13:10	Year 11
5	13:30		
6	14:15		
Buses	15:00		

- A bell will sound 2 minutes before the scheduled end time of the next lesson.
- This is to serve as a cue to complete the lesson and be ready to begin the next lesson at the scheduled time.

What to Expect in Lessons

The requirements to maintain social distancing will have a significant impact on teaching and learning practice. By necessity, this will involve a reduction in the amount of active, practical work and will instead focus on whole class teaching, discussion and more individual work. All rooms will be laid out to support students sitting in rows, facing the teacher.

- At the start of each lesson you will need to find and stay in your allocated seat, have the appropriate book and a pen ready and await instructions from your teacher.
- Each room will have access to hand sanitiser, tissues and a waste bin.
- Windows will be open to allow for maximum ventilation.
- Where possible, doors will be open, to minimise the need to touch door handles.
- Where possible, shared resources will not be used.
- You must bring in your own equipment (stationery, pens, calculators etc.)
- You will be expected to take home exercise books and bring these in each day. This is to avoid multiple people touching items.
- Teaching in classrooms should not require for you to move around the room. However, for some lessons in larger spaces (such as PE or Drama), or when outside, you may be asked to move around to facilitate your learning.
- All rooms will be set up so that students will sit in rows facing the front of the classroom. There will be no group or paired work as speaking directly face to face is an increased risk.
- Most discussion tasks will need to be conducted on a whole class level – or through written media, such as the use of mini whiteboards
- If you receive 1-1 support this will still be provided, but usually by an adult standing to the side, or slightly behind you. A 2-metre distance will be maintained where possible.
- In the first instance, you will not get changed for any lesson or activity, except a change of footwear for PE. You should bring trainers in your bag on a day when you have PE on your timetable. This approach will be regularly reviewed as we receive further guidance on how we may safely manage changing rooms.
- Lessons which may encourage physical exertion and heavy breathing will only take place outside.
- Practical subjects (such as drama) may use the large space in each bubble, but care will be taken to ensure appropriate social distancing.
- Electronic submission, rather than work in books, will become the default mode for marking and assessment of work. It may be that this takes the format of work submitted at home, or as an emailed photograph of work completed in an exercise book.
- All staff and students must work together to ensure that classrooms are tidy at the end of each lesson.

Ensuring Good Behaviour: Be Ready to Learn

- You must bring to school all your own stationery, which must include a pen, pencil, ruler and scientific calculator in a pencil case.
- You will be given a personal mini whiteboard, pen and eraser which you must bring each day and to each lesson.

- It is essential that all students and staff adhere to all guidelines at all times.
- We will have very high expectations of conduct during lesson changeovers to ensure that all students and staff avoid unnecessary contact.
- When changing rooms within your bubble, please leave as you are dismissed, immediately enter your new classroom, sit down in your allocated seat and place all equipment on your desk and be ready to begin the lesson.

- In light of our new way of working, this does mean some changes to our behaviour expectations for students.
- The expectations of behaviour will be displayed in every room using the following poster.
- During the first week of September, we will spend time explaining the new routines and expectations in order that these are clear and well understood.
- In order that every individual is safe, we will deal firmly with any breaches of the behaviour expectations, especially any behaviour which potentially endangers others.
- We will also deal very firmly with any disruption to learning. We have lost a considerable amount of lesson time and every student has the right to work in a positive learning environment.

Classroom Expectations



Health, Safety and Medical Procedures

- You should not come into school if you are unwell.
- Please see the first page of this document for advice on symptoms which may suggest coronavirus infection or visit <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- If a you feel unwell during a lesson – please alert your teacher as soon as possible.
- You will then leave the classroom and be given a location to wait for a member of staff to escort you to receive first aid / medical assessment.
- This will be provided by a member of staff who will be wearing PPE.
- If Coronavirus symptoms are suspected, there is an isolation room for students to await collection. Advice will be given to the parent collecting about the required next steps.

- Further advice will then be provided to students and staff in the bubble if this is required.
- If you require regular medication – you will receive a yellow slip to visit student services at an allocated time.

- In case the fire alarm should sound, the assembly points are in most cases, as per the designated outdoor zones for each bubble:
 - **Year 7 – Science Playground**
 - **Year 8 – Middle Area of School Field**
 - **Year 9 – Top Area of School Field – near the Performing Arts block.**
 - **Y10 - Upper Astro turf**
 - **Year 11 – Lower Astro turf**
 - **VI Form – Upper Astro turf**
 - **Staff not with a “bubble” tutor group – Lower Astro turf**

- Should we need to evacuate the buildings, you should assemble in tutor groups and be registered in the usual way.

The guidelines above should be strictly adhered to and I recognise that they represent a very different way of working at our school, especially as we highly value our close and collaborative working relationships.

However, if we all read, understand, learn and follow these guidelines fully, we will all be able to attend school in a manner which is both relaxed and carefully organised. By being clear on what needs to happen, our hope is that we can encourage our school to operate in a way which is emotionally close, supportive and friendly, whilst maintaining strict physical distance.

Your support and co-operation are greatly valued.