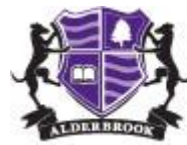


Partial Reopening: Information for Parents and Carers

Updated 10.06.2020



Alderbrook School
AMBITION | BRAVERY | KINDNESS

Increased provision for Years 10 and 12

The principles behind our plans

Our first priority is to protect the safety of every student and staff member at Alderbrook School. The intention of this document is to provide students and their parents/carers with information about attending school, and how staff and students can help to minimise the risk to our community. We cannot completely eliminate the risk of anyone contracting Covid-19. We can, however, work together to minimise the risk for all.

While the information below is not exhaustive, we hope it will give you a clear overview of the plans already in place to minimise risk. This document should be read in conjunction with the FAQ for Parents and Carers document.

The first session with all students when they return to school will include an overview of procedures on the school site, and a focus on their wellbeing. There will be opportunities for students to speak with key staff individually if they require additional support.

Updates to this document since first publication

We have added a section below with key information that students and parents/carers need to be aware of - please read this carefully. We have also made some minor changes to our health and safety guidance below, including a removal of the need for all students to have their temperature checked on arrival. This decision has been led by our risk assessing and the government guidance, which now states: "Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying COVID-19. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to COVID-19, and where to get further advice." Parents should not send their child into school if they are displaying any symptoms of COVID-19.

Essential information for students, parents and carers

Journey to and from school

School buses are not currently running. We are encouraging as many students as possible to walk or bike to school. A number of parents have indicated that you will drive your children to school - we will only be allowing cars onto site that have a permit or if someone has a medical need or vulnerability. Please consider a safe drop-off point away from the school gates to avoid congestion.

Year 10s should arrive on site between **8.45am and 8.55am** - it is important that students are not early or late. Students should enter the site arrive via the Blossomfield Road entrance.

Year 12s should arrive on site between **12.45pm and 12.55pm** - it is important that students are not early or late. Please look at the attached information to see whether to access the site via Blossomfield Road or Dingle Lane.

Uniform

Year 10 are required to wear normal school uniform.

Year 12 are not required to wear a suit. They must dress smartly Monday - Thursday. The usual 'dress down Friday' will be in place.

Equipment, food and drink

Students must bring the equipment they require for lessons into school in a bag. Year 12 are able to bring personal devices or laptops if this is their normal way of working but these are their own responsibility. No equipment can be shared between students.

There are plenty of contactless hand sanitiser stations across the site.

If students wish to bring snacks to school, they will be able to eat these at the designated break times. Students should bring a bottle of water with them to school.

No catering facilities are available.

Underlying Health Conditions

If your child has any underlying health conditions that the school may not be aware of, please contact the school as soon as possible so we can update our records.

Health and Safety Guidance

Arrival and Departure from the school site

- To reduce mixing with students from St Peter's or Tudor Grange, all students in Year 10 will enter using the 2 pedestrian gates at the Blossomfield Road entrance.
- Year 12 will arrive via an allocated gate, Dingle Lane or Blossomfield Road, closest to their teaching room, as outlined in the attached information.
- Year 10 and Year 12 will arrive and leave the school site at different times, to avoid mixing.
- Upon arriving at the teaching room, students will be asked to use a hand sanitiser at one of the stations outside the room.
- Students will be directed straight to their classroom (this information is contained in the attached documents).
- At the end of the school day, students will be asked to use hand sanitiser before leaving their final lesson. Students will be encouraged to go straight home, maintaining distance from their peers.
- Walking and cycling to and from school will be encouraged.
- Unless a child has a medical need or other vulnerability, cars will not be able to drive onto the school site. Most cars that are eligible have been issued with a permit.

- A number of parents have indicated that they will be driving their children to school; please arrange a drop off away from the school gates to avoid congestion.

Minimising contact and mixing

- Each room will be set up to avoid contact and mixing, with furniture removed where necessary and remaining furniture at least 2 metres apart.
- A zoned off teaching area will be marked out in each classroom.
- Students in Year 10 will be arranged into 'pods' with 3 small groups of approximately 10-15 attending each day. These groups will be taught in different parts of the school site and there will be no mixing between groups.
- Each group of students will have their own classroom, break area and toilet block.
- Students in Year 12 will attend one lesson in a day in a set subject group. These groups will be taught in one classroom and there will be no mixing between groups.
- Visitors will not be able to come onto the school site without a pre-arranged appointment. Any contractors on site follow strict protocols. If parents need to come to reception this must be by pre-arranged appointment, we are unable to accept any visitors onto site without notice.

Teaching Spaces

- Each group of students will only use one teaching room on any day. For Year 10, students will remain in the same room for English, Maths and Science.
- All teaching spaces will have socially distant fixed seating and students will sit in the same place at all times. Desks and chairs will not be moved from their location.
- Students will use large rooms for teaching spaces, with additional room for movement when required.
- Most rooms used for teaching have external entrance/exit. Where this is not possible, rooms are spaced out so that only one group will use an internal route to any room.
- Windows will be left open during the lesson unless it disrupts the learning.
- Stationery and equipment will not be shared. Students should bring in their own stationery. Spare equipment will be available in packs for students to keep.

Movement around school

- All non-essential movement around school will be avoided.
- Some areas of the school will become one-way.
- Clear procedures will be in place for students when they need to use the toilets or attend first aid.
- Students in Year 12 will not have a break time. They will leave the site immediately after their lesson.
- Students in Year 10 will have 2 10-minute break times between lessons. They will have to remain in their classroom or in the area immediately outside this classroom (this area will be marked).
- Additional staff will be on duty to support break time for Year 10 in each area of the school.

Personal Hygiene

- Hand Sanitising stations will be available in each teaching space and across the school site. Students will be encouraged to use these regularly.
- Students will be provided with regular opportunities to wash hands.
- Students will be encouraged to bring their own tissues to school, and follow the 'catch it, kill it, bin it' advice.
- Bins will be provided in every classroom and emptied regularly.

Food

- The school will not be providing any catering services due to the added risks.
- Students will be able to bring in snacks for break time – these must not be shared and any waste immediately disposed of in the bins provided. These bins will be regularly emptied during the school day.
- Students should bring a bottle of drinking water onto the school site. Water fountains will not be available.

Toilets

- During lessons, students will use an allocated toilet block. This will be clearly marked. Each toilet block will only be available for one group of students/staff.
- Unless in emergencies and to limit mixing, staff will only let one student go to the designated toilet at any one time.

Cleaning

- Cleaning schedules are planned to ensure all rooms are regularly cleaned.
- All classrooms will be deep cleaned every day, before a new group uses them the following day.
- Toilets will be cleaned regularly during the day.
- All surfaces will be regularly cleaned to avoid spread through surfaces.
- Cleaning materials will be provided in each area of the school site being used.

Minimising contact with anyone who is unwell

- Anyone displaying COVID symptoms will not be permitted to attend.
- Temperatures will be taken if students present symptoms or appear unwell.
- If anyone becomes ill with COVID symptoms while on the school site, they will be moved to the COVID isolation room and then sent home. They will be advised to isolate for 7 days and take a test.
- Any member of the school community who tests positive will need to inform the school immediately. The school will take the advice of Public Health England and inform all parents/carers.
- Where there is an increased risk eg Providing First Aid, the school will provide appropriate PPE.

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