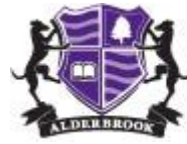


September Reopening: Information for Parents and Carers Updated 15.07.2020



**Alderbrook
School**
AMBITION | BRAVERY | KINDNESS

Refined guidance – full guidance to follow week beginning 24th August

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 initial 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. We have risk assessed all areas of the school and school life and have consulted with our Health & Safety Advisors at Southalls who carried out a site visit on Wednesday 15th July.

This document should be read in conjunction with the FAQs for Parents and Carers document and should enable you to make initial plans for September. Further more detailed guidance will be issued week beginning 24th August. Information regarding the first few days of the school year will also be sent separately. The first few days in school will be dedicated to ensuring students feel comfortable following the new school procedures and processes, and that we work with students in a process of recovery and reconnection.

Essential information for students, parents and carers

The start of term in September

The first 2 days of the school year will be staggered to enable all students to safely return to school. We understand that all parents will be eager for their children to return to school after a long absence, but we hope you will understand the need for us to welcome new cohorts of students in Years 7 and 12, many of whom have not yet had a chance to visit the school due to the cancellation of induction days in June and July. The school year will therefore start for each year group at the following dates and times:

Thursday 3rd September: Year 7, Year 8, Year 12 only

Arrival times:

Year 7: 8.30am

Year 12: 9.15am

Year 8: 9.30am

Friday 4th September: All students

Arrival times:

Years 7 and 8: 8.30am

Year 9: 8.30am (for first session at 8.40am)

Year 10: 9.15am

Year 11: 9.30am

Year 13: 9.45am

Year 12: 10.45am

These first 2 days will be crucial in giving the students time to get used to new procedures and routines that we will have to put in place. We will spend a lot of time on these days focusing on recovery and reconnection with school.

We understand that some students may need to come on a morning bus if they are accompanying a younger sibling – contingency plans will be put in place for these students. We thank you for your support on these days. On Monday 7th September the school day will start at 8.30am for all students.

Journey to and from school

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. School buses will be running in September. Further details regarding the buses can be found in the FAQ document.

Uniform

All students will be required to wear full school uniform. Further guidance is available in the FAQ document. When a student has PE, our current plan is for students to wear their PE kit all day to avoid use of changing rooms. If we do action this plan, students will also be required to wear their school blazer. We will confirm our decision with the final guidance.

Equipment, food and drink

We need to reduce the sharing of equipment amongst students and between staff and students. Therefore it will be more important than ever that students have the correct school equipment on them, and that they replace anything that goes missing themselves. Please encourage your child to pack their bag the evening before, making sure they have everything that is needed and making a point to stock up periodically. This list has been revised from last year following our recent risk assessments, so please do double check it.

All students must have:

At least two black or blue writing pens.

Pencil and rubber.

Green pen for self marking.

Coloured pens/highlighters.

Ruler.

Glue stick to keep all marked work together.

Calculator.

Reading book.

All students Years 7 - 11 will be given a Student Planner. They must bring this each day. All Year 7s will be given a Knowledge Organiser pack, and they must also bring this each day. If lost, a planner can be purchased on Parent Pay, and supplied from Pupil Reception.

Students must bring the equipment they require for lessons into school in a bag.

If students wish to bring snacks and lunch 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. Each year group will have access to a designated canteen/servery; the same hot and cold options will be available at each servery at break and lunch times.

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.

Hand sanitiser will be provided and all students will be expected to use it when entering buildings and classrooms. If your child has an allergy that would mean they are unable to use this, you are required to email your child's details to the school office.

Health and Safety Guidance

Arrival and Departure from the school site

- 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.
- Upon arriving at any building or classroom, students will be asked to use a hand sanitiser.
- Procedures will be in place to prevent groups gathering at the gates or on the school site.

Minimising contact and mixing

- Each room will be set up to avoid contact and mixing, with furniture removed where necessary and seats facing the front of the room.
- A zoned off teaching area will be marked out in each classroom.
- Each year group will be allocated a canteen/servery, break area (internal and external) and toilet block for unstructured times.
- 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 should, wherever possible, be for a pre-arranged appointment - we may be unable to accept any visitors onto site without notice.

Teaching Spaces

- All teaching spaces will have hand sanitiser, surface cleaner and wipes, tissues and a bin.
- 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.

Movement around school

- All non-essential movement around school will be avoided.
- Movement around the site will be one-way, with all areas clearly signposted and staff on duty at key points.
- Students will have a zoned inside and outdoor space for break and lunch time.
- Clear procedures will be in place for students when they need to use the toilets or attend first aid.
- Additional staff will be on duty to support break time for 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

- Students will be able to bring in snacks and lunch – 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.
- All food served in the school canteens/serveries will be 'grab and go' with packaging disposed in the bins provided.

Toilets

- During lessons, students will use an allocated toilet block, depending on where they are being taught. Year groups will be allocated a toilet block for break and lunch time.
- 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, including all hard surfaces and frequently touched surfaces.
- 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 where they can be supervised before they are sent home with a parent or designated adult.
- 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. Please see the FAQs document for more information.
- Where there is an increased risk eg Providing First Aid, the school will provide appropriate PPE.