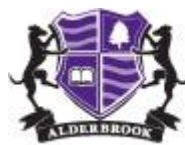


September Reopening: Information for Parents and Carers Updated 25.08.2020



**Alderbrook
School**
AMBITION | BRAVERY | KINDNESS

Guidance on the safe reopening of Alderbrook School

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 updated FAQs for Parents and Carers document, and the Health & Safety Risk Assessment, both of which can be found on the school website. 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.

NB: Please ignore the information about school day timings on the Parent App; the information on the App is preset and we are unable to change it. Please follow the guidance on timings here:

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

8.30- Year 7 A-K surnames go to Malley Hall
L-Z surnames go to Cartwright Hall

NB: Staff will be stationed across the site to direct students to these areas.

9.15- Year 12 All go to Cartwright Hall

9.30 – Year 8 Forms 1- 6 go to Malley Hall
Forms 7-11 go to Sports Hall

Friday 4th September: All Students

8.15-8.30 – Year 7 and 8 - Go to straight to form room

8.30- Year 9 Forms 1 – 6 go to Malley Hall
Forms 7-11 go to Cartwright Hall

9.15- Year 10 Forms 1-6 go to Malley Hall
Forms 7-11 go to Cartwright Hall

9.30 -Year 11 Go straight to form room

9.45- Year 13 All students go to Cartwright Hall

10.45 Year 12 All students go to form room

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 – a suitable space will be made available 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.

The School Day

Please note that the timings of the school day are slightly different to previous years; all students will be issued with these timings on their first day of term. The timings below begin on Monday 7th September and will be reviewed at the end of the Autumn term.

Year 7/8/10		Year 9/11/12/13	
Period 1	08.30-09.30	Period 1	08.30-09.30
Period 2	09.30-10.30	Period 2	09.30-10.30
Break	10.30-10.55	Form	10.30-10.55
Form	10.55-11.20	Break	10.55-11.20
Period 3	11.20-12.20	Period 3	11.20-12.20
Lunch	12.20-12.50	Period 4	12.20-13.20
Period 4	12.50-13.50	Lunch	13.20-13.50
Period 5	13.50-14.45/50	Period 5	13.50-14.45/50

NB: Years 7, 8 and 9 will finish the school day at 2.45pm and Years 10, 11, 12 and 13 will finish at 2.50pm. This is to ensure more staggered movement when students leave the school site.

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. We have installed additional frames to enable more students to lock their bikes up while on the school site; we will increase these further if there is high demand for bike storage.

Before School, Break and Lunchtime: Zones for students

Students should not arrive onto the school site before 8.15am. Students can arrive by Dingle Lane or Blossomfield Road entrances – we have risk assessed that it will be safer for students to arrive via their normal gate, as opposed to arriving via a designated gate, so as to avoid students congregating to wait for friends. Once students arrive they must go straight to their lessons where teachers will be stationed. If students do arrive too early they can go to the allocated below - they will not be allowed inside school buildings.

NB: Year 7 and 8 have designated zones on Cartwright Playground, this is clearly marked out on the ground.

		Year 7	Year 8	Year 9	Year 10	Year 11	Year 12&13
8.15-8.30	Location	Cartwright playground	Cartwright playground	Cartwright football pitch	Malley playground	Malley rugby pitch	Area outside The Edge
Form Time	Time	10.55-11.20	10.55-11.20	10.30-10.55	10.55-11.20	10.30-10.55	10.30-10.55
Break	Time	10.30-10.55	10.30-10.55	10.55-11.20	10.30-10.55	10.55-11.20	10.55-11.20
	Servery	Cartwright canteen	Malley	Cartwright canteen	Malley food cube	Malley	The Edge
	Outdoor space	Cartwright playground via fire exit canteen	Cartwright playground via Quad and Malley exit	Cartwright playground via fire exit canteen	Malley playground	Malley playground via Malley fire exit	Sixth Form Quad
	Wet weather	Canteen & Cartwright Hall	Malley Hall	Canteen & Cartwright Hall	Sports Hall	Malley Hall	The Edge/IS rooms
Lunch	Time	12.20-12.50	12.20-12.50	13.20-13.50	12.20-12.50	13.20-13.50	13.20-13.50
	Servery	Cartwright Canteen	Malley	Cartwright Canteen	Malley food cube	Malley	The Edge
	Outdoor space	Cartwright playground	Cartwright playground via Quad and Malley exit	Cartwright playground	Malley playground	Malley playground via Malley fire exit	Sixth Form Quad
	Wet weather	Canteen & Cartwright Hall	Malley Hall	Canteen & Cartwright Hall	Sports Hall	Malley Hall	The Edge/IS rooms

One way system

Students and staff will need to follow the one way system at all times. Signs and markings have been put up around the school to guide students and staff. The attached map shows schools one way system. Black arrows indicate the main flow through Malley and Cartwright. Other colours are local arrangements for other parts of the site.



Pupil Reception

Pupil Reception will only be open for students who are arriving to school after 9.30am, Year 7 students or for students who are signing in and out for appointments. Students are not permitted to go to the Pastoral Managers office. The pastoral team will be located in the playgrounds and allocated areas for their year groups before school, at break and at lunchtime, and alternative arrangements will be made if students need to speak with the pastoral team. Alternative arrangements have been made for students requiring first aid and administering medicines, and these will be shared with students on the first day of term. Students who need to attend First Aid on a daily basis will be issued with a pass.

Uniform

All students will be required to wear full school uniform. When a student has PE, students are to wear their PE kit all day to avoid use of changing rooms. Students will also be required to wear their school blazer.

A few reminders:

Trousers

Girls are only permitted to wear trousers from Early Years. These trousers have the Alderbrook "A" logo sewn in on the waist band. Students are not permitted to wear any other trousers.

Hoodies

Students should not be wearing hoodies of any sort (including PE) underneath their blazers or as a coat. All hoodies will be confiscated. If students are cold, they should wear thermals under their shirts.

Trainers

Students should not be wearing trainers unless they have a note from a medical professional. If students wear trainers to school, they will be expected to wear shoes given to them by pastoral staff.

Blazers

Blazers must be worn at all times.

Braids

Students must ensure that they have a braid sewn on to their blazer pocket.

Nails

Acrylic nails and extensions are banned from school regardless of the colour, this is due to Health and Safety. Students are not permitted to wear nail polish and will be asked to remove it by pastoral staff.

Studs (including Nose)

Students are permitted to wear one pair of discreet studs in their ears. Nose studs and all other studs are banned from school. This includes plastic clear nose studs. This is due to Health and Safety.

Jewellery

Students should not be wearing rings or any other jewellery.

Eye Lashes & Make up

Students should not be wearing fake eyelashes or excessive makeup.

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
- Scientific 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 as no water fountains will be available. Each year group will have access to a designated canteen/servery (as outlined in the table above); 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.

Meetings with Parents and Carers on the school site

Meetings with parents and carers on the school site will be kept to a minimum during the Autumn term. We are working on plans to set these up remotely where possible, and will release further information in due course. When a meeting does need to happen in school, this will be by pre-arranged appointment only to ensure an appropriate space can be booked. We will confirm arrangements for information and parents evenings as soon as possible.

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.