



# FAMILY GUIDANCE YEAR 11

Welcome Back September 2020

Bishop Justus Church of England School  
*Success through Faith, Love and Learning*

Last updated: 28th August 2020

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## Welcome

Dear Bishop Justus Parent/Carer,

We hope you find this guidance useful. It comes as part of a number of communications sent out to you all since schools began to re-open in June. This booklet was first used with Year 12 and 10 and, more recently, Years 7 and 8. This latest publication has changed again to include detail for September re-opening for all students.

The government has announced its plans to fully re-open all schools to all pupils in the Autumn term. In line with this announcement, we plan to open our school in September to all staff and students. This guidance will outline our plans on how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Our focus will move slightly to ensuring we can safely deliver education to our students to the best of our ability. And whilst we settle into a new way of working, although this will be very different, we have responded well to the challenges and will continue to assess and adapt as we move forward.

This guide is designed to help families understand how school will change when we return.

Our planning is based wholly on UK Government guidance. This was accurate at the time of publication. We will update this document as necessary.

Further details can be found online.

[www.gov.uk/coronavirus](https://www.gov.uk/coronavirus)

Specific education advice can be found online.

[www.gov.uk/coronavirus/education-and-childcare](https://www.gov.uk/coronavirus/education-and-childcare)

I look forward to welcoming students back in September.

**Mr. S. Murphy**  
**Headteacher**

## Bringing children back

### Year 11

Students will return to school at staggered times.

Year 11 students will return to school on **Friday 4<sup>th</sup> September** and will start school at 9.00am and finish at 3.15pm.

Students are expected to bring their planner, pen, pencil, ruler, rubber and a calculator every day. They will also need to carry all relevant exercise books for that day as teachers will not be collecting books in. At the beginning of term, students will be given a whiteboard pack containing a whiteboard, pen and rubber. They will need to take care of these and bring them to school each day.

All students are expected to carry reading books with them at all times as part of their equipment.

Breakfast club will not be running in the Autumn term and updates will be sent home once this changes.

No food will be served during break in the first instance, therefore we suggest students bring a snack in if they wish to do so.

Food will of course be served at lunchtimes; these times will be staggered for each year group. Please note we cannot accept any cash for school lunches therefore please ensure you have your log in details for Wisepay.

Students who have PE, dance or drama on their timetable should wear their school PE kit all day – no changing facilities will be open until we advise otherwise.

Lockers will not be in use in the Autumn term, therefore we are suggesting that children may require larger bags, particularly as teachers will be asking students to have their exercise books with them at all times. Teachers will not be taking books in to mark (see later section about teaching and learning).

We are very grateful to our Friends of Bishop Justus who have funded a pack for every student in school, to include a small whiteboard, a pen and a rubber in a named wallet. We are also very thankful for the funding of a number of graphic tablets for teachers to use in school as they teach, both items ensuring that all students are included in lessons, despite the need for teachers to socially distance.

### Student Health

Throughout our planning, your child's health and safety has been the most important thing to us. However, the government guidance has now changed and those who had been previously shielding are no longer required to do so from the 1st August. However, some children may not be able to attend school as a result of following medical advice or maybe temporarily absent where required to shield again should the rate of infection increase.

Do **not** send your child to school if they have COVID-19 symptoms. S/he must not attend school for at least 7 days from first developing symptoms unless the pupil has a COVID-19 test and receives a negative test result.

Do **not** send your child to school if s/he lives in a household where a member of the household has developed COVID-19 symptoms or has tested positive for COVID-19. Your child must self-isolate for 14 days from the date when the individual with the symptoms first developed them.

Do **not** send your child to school if they have been designated as extremely clinically vulnerable or clinically vulnerable **and** has confirmation from medical professionals that he/she must not attend school.

- Families **must** inform the school if their child has any specific medical needs.
- Families **must** inform the school if their child has been designated as 'clinically vulnerable' or 'extremely clinically vulnerable' and has medical advice to remain shielding. Confirmation of this will need to be sent to the school.
- Families **must** notify us if they, their child or any family member in the same household, displays any symptoms of coronavirus.

The school attendance policy has been updated to reflect this, with these additions:

1. A pupil with COVID-19 symptoms must not attend school for at least 10 days from first developing symptoms unless the pupil has a COVID-19 test and receives a negative test result. In such cases, absence will be authorised.
2. A pupil who lives in a household where a member of the household has developed COVID-19 symptoms or has tested positive for COVID-19, must self-isolate for 14 days from the date when the individual with the symptoms first developed them. In such cases, absence will be authorised.
3. A pupil has been designated as extremely clinically vulnerable or clinically vulnerable and has confirmation from medical professionals that he/she must not attend school. In such cases, absence will be authorised. Please notify our school Attendance Officer with this information.

This will remain the case until we receive further government guidance or advice from Public Health England, and is subject to change if there is an increase in local transmission rates or a localised outbreak of the virus.

### Bereavement

We are very much aware some families may have suffered recent bereavement. If this is the case and you feel your child would benefit from additional support, please get in touch with us. We have a number of staff who have recently received bereavement training in school.

## Organisation

### Arrival

We are very much looking forward to having Year 11 students back in school. Families should provide the school with any changes in contact details, including telephone number and email.

Mr. Boughton Reynolds wrote to you all on Wednesday 15<sup>th</sup> July to explain that school attendance will be mandatory from the Autumn term. A student who has been designated as 'extremely clinically vulnerable' or 'clinically vulnerable' **and** who has confirmation from medical professionals that he/she must not attend school will be entered as an authorised absence.

If your child is expressing concerns regarding their return to school and you feel they would benefit from a pastoral phone call to ease transition please contact Miss McNamara, Assistant Director of

KS4, via email [mcnamarah@bishopjustus.bromley.sch.uk](mailto:mcnamarah@bishopjustus.bromley.sch.uk) to arrange. Please contact on or before Wednesday 2<sup>nd</sup> September and the year team will endeavour to contact prior to Friday's return.

### Transport to school

Where possible we are strongly encouraging students to walk or cycle to school. Please speak with your children about the measures they can take to reduce risks when using public transport. Students who cycle to school will be able to park in our new cycle shelter that is being installed in August, close to Astro 1. Even where journey times may be longer on foot, families are still asked to consider this option carefully.

Further to the transport secretary's announcement on 4<sup>th</sup> June, wearing face coverings has been compulsory on public transport since the 15<sup>th</sup> June.

Mobile phones should be turned off and put away before entering the school site. The school policy remains the same, in regards to mobile phones.

### Drop-off

As a temporary measure parents will be allowed to drop-off on the school site. There is a one-way system in place on the school site. **The speed limit is 5 mph.**

- Enter via the main gates;
- Continue straight ahead;
- Turn in the area designated to your left;
- Drop off students;
- Please leave immediately.

**Please do not pick your child up from the school site** at the end of the day. We do not have the capacity for cars to be waiting for children to leave the school. If you are picking children up, please use the roads surrounding the school.

The school will review this temporary measure early in Term 1.

### Communication with families

Maintaining our high levels of communication during this time will be a challenge.

Follow-up telephone calls can be arranged with our staff however, initially, there will be no face-to-face contact between teachers and families. All communication should take place via telephone or email. Families should contact the office to arrange a conversation with the teacher via [admin@bishopjustus.bromley.sch.uk](mailto:admin@bishopjustus.bromley.sch.uk) or telephone 0208 315 8130.

Whilst parents and carers are temporarily welcome on the school site to drop off at this time, only employees and students can enter the school building.

### Special Educational Needs and Disabilities

Children with special or additional educational needs, medical needs or existing reasonable adjustments will have their access to the setting risk assessed with their families. Risk assessments will be shared and discussed with teachers.

The SENCO is Mr. Jeremy O'Donovan. Matters can also be referred to the Headteacher via [michelle.crussell@bishopjustus.bromley.sch.uk](mailto:michelle.crussell@bishopjustus.bromley.sch.uk)

All teachers are very much aware there may be students, including those with special educational needs and disabilities, who display symptoms of stress or anxiety and may need additional support.

## Uniform

Full school uniform to be worn on returning to school in September.

## Timetable

To minimise contact, students will be in year group bubbles. Years 7 & 8 will largely remain in the same classrooms with Years 9-11 having minimised movements according to option subjects. The movement around school will follow a one-way system, which will be clearly signposted. Teachers will be required to move between classrooms to minimise the movement of students. The key principle behind this plan is to reduce contact through a combination of keeping individuals in groups and keeping groups separate AND through maintaining distance between individuals in the groups where possible, whilst delivering the curriculum.

The lesson times for **Year 11** will be as follows:

Periods	Times
Form time	9.00am
Period 1	9.10am–10am
Period 2	10am–11.20am - This period will include a 10 minute break
Period 3	11.20am–12.20pm
Period 4	12.20pm–1.50pm - This period will include a 30 minute lunch break
Period 5	1.50pm–2.50pm
Form time	2.50pm–3.15pm

### Year 11 Tutor Rooms

11B	G304
11C	G308
11D	G303
11E	G307
11N	G312
11S	G311
11Y	G316

During the times where staff are changing over, Year 11 students should take this opportunity to engage with our literacy programme by **reading their chosen book**.

Year 11 outdoor zone at break time, lunch time and before school is **Astro 2**.

Year 11 lunch servery area is **The Sports Cafe**.

Year 11 will end their school day at **3.15pm**.

Break & lunch times will be split for students. Students will remain in their bubbles for break times including outdoor zone areas.

Year group	Break – 10 minutes	Lunch – 30 minutes
7, 9, 10, 12	Rolling break starts from 10.40am	Rolling lunch starts from 12.10pm
8, 11, 13	11.10am	1.20 pm

As you can see from both tables above break time is incorporated into the time allowed for Lesson 2 and lunch time is incorporated into lesson 4. Our Form Tutor sessions as children return will be key to all students understanding this new school day structure.

### **Routine approaches**

In order to maximise good health and hygiene, we will be observing some routine approaches throughout the day. These include:

- Teachers and assistants handwashing on arrival, on departure;
- Everyone handwashing on access or egress to and from each designated learning space;
- Everyone handwashing before going outside and after going outside.

Form tutors will use a greeting routine every morning to welcome children into the classroom which demands that students wash their hands immediately on arrival and departure or use the sanitiser dispensers.

### **Student toilet facilities**

Students will access their nearest toilets via a short length of corridor from their classroom. Children should only use toilets allotted to their classroom and only when available. Toilets should be flushed. Students should wash their hands afterwards using liquid soap and only use paper towels to dry their hands on. Towels should be disposed of in the bin provided. Disabled toilets should only be used for students who have a disability.

We have increased the cleaning regime of toilets as well as staircase hand rails and common touch points throughout the day.

## **Classroom management**

### **Routine**

In order to maximise good health and hygiene, we will be observing some systemic approaches throughout the day. These include:

- Colleagues handwashing on arrival, on departure;
- Colleagues hand sanitising upon entrance and exit to each learning space used;

Teachers delivering Lessons will use a greeting routine to welcome students into the classroom which includes a reminder for pupils to wash their hands or use the sanitiser dispensers upon arrival into the class.

### **Teaching and Learning**

Teachers will be teaching from the front of the class in a designated space. This space will be clearly marked and students are not to enter this space.

- Teachers will not be able to move around the room to look at students' work. Students will use the green/amber/red pages in their planners and also mini whiteboards to feedback on their learning.
- Teachers cannot collect in books or work. Students will be asked to submit work using Show my homework. This may include taking pictures of classwork once students get home.
- Students will have a set seating plan in lessons.
- Classes will look different from last year as we try and minimise movement around the school.
- Teachers will move between classes and classes will be taught by specialist teachers.



- Teachers will be using lots of different forms of assessment including low stakes testing, quizzes and questioning.
- Students must have a reading book with them at all times and will be reading at multiple points in the day.
- Classroom doors and windows will be kept open.
- Students should ensure they are familiar with all their online logins as we will be continuing to make good use of online resources.
- Students are expected to bring their planner, pen, pencil, ruler, rubber and a calculator every day. They will also need to carry all relevant exercise books for that day as teachers will not be collecting books in. At the beginning of term, students will be given a whiteboard pack containing a whiteboard, pen and rubber. They will need to take care of these and bring them to school each day.

### Drinking water

As part of their personal equipment, **all children should bring a water bottle to school** which can be filled up via the water fountain in the school courtyard. Children should only drink water from their own water bottle.

### Ventilation

Windows and external doors will remain open where possible. Air-conditioning will be turned off.

### Stationery

Children should bring their own stationery as outlined in the bullet points above and this must not be shared with others.

### Behaviour management

We will continue to use the school Behaviour Management Policy in school, however, expectations will change to reflect new arrangements in the school.

Adults will teach children our new expectations and use reward rather than consequence:

- Following new routines for:
  - Arrival or departure;
  - Hygiene, such as handwashing and sanitising;
  - Respiratory hygiene, e.g. catch it, bin it, kill it (blowing your nose);
  - Use of toilets;
- Following expectations about:
  - Coughing or spitting;
  - Not sharing stationary equipment or items such as drinking bottles;
- Moving around the school as per specific instructions, for example using the one-way system.
- Staying in designated outdoor lunchtime zones.
- Using designated lunch time queues.
- Immediately informing an adult if they are experiencing symptoms of coronavirus.

We understand a change in expectations will be difficult for some students, so will manage this with kindness, care and compassion. We will be patient as children adjust.

## Outside the classroom

### Movement around the building

Corridors will be operating a keep left, one-way system with signage to support this. Queues will be dispersed. Posters around the school will support this. Whilst students from different year groups will be kept apart, brief transitory contact, such as passing in a corridor will occur and is considered low risk. The school will operate a strict one-way corridor system as signposted.

### Shared spaces

The main hall, 6<sup>th</sup> Form study centre or dance studios will be not used for assemblies until further notice.

### Settling in

Form tutors have been asked to plan to provide opportunities for:

- students to talk about their experiences of the past few weeks;
- offer supportive one-to-one conversations with trusted adults;
- talk about how academic study has progressed including sharing the views of other teachers about this with students.

The different experiences students will have had at home will play a large part in how easily they re-adapt to returning to school. Tutors will be striking an appropriate balance between reintegrating students into a reassuring and familiar work ethic on the one hand and identifying and taking the time to address individual concerns or problems on the other.

## Health and Safety

The health, safety and well-being of your children is very important to us.

### Overarching hierarchy of measures

All health and safety procedures and protocols fall within an overarching hierarchy of measures.

These are:

1. Avoid contact with anyone displaying symptoms;
2. Ensure frequent handwashing and good respiratory hygiene practices;
3. Ensure regular cleaning of settings;
4. Minimise contact and mixing.

### Policies and procedures

All appropriate health and safety checks will be undertaken before the building reopens.

Key policies and procedures will be updated to reflect guidance during the pandemic.

Updated policies will be available on our website.

### Handwashing

Students and adults will have access to handwashing facilities throughout the day. We will provide:

- Handwashing facilities;
- Paper towels;
- Liquid soap.

Teachers should wash their hands for at least 20 seconds following the appropriate guidance.

In the same way, students should also wash their hands for at least 20 seconds. Everybody should wash their hands regularly, and certainly no less than those lesson change over times stated in the timetable.

### Respiratory practices (blowing your nose)

Everyone should have good respiratory practices. This means “catch it, bin it, kill it”. Students will be directed to use a disposable tissue, place it in the bin then wash their hands.

Adults will support any child that might need it.

- Disposable tissues will be available in every classroom;
- ‘Lidded bins’ will be available in dedicated locations for medical and intimate care.

### Personal Protective Equipment (PPE)

In addition to washing facilities and sanitiser, adults have access to third tier personal protective equipment for times when a student is taken ill or when they are supporting a student who needs one-to-one support, this will include:

- Disposable gloves;
- Disposable plastic aprons;
- Sanitising wipes.

Cleaners have access to second tier personal protective equipment:

- Surgical masks;
- Disposable gloves;
- Disposable plastic aprons.

Adults who provide additional medical or intimate care have access to first tier personal protective equipment in ‘dedicated locations’:

- Surgical masks;
- Eye protection;
- Disposable gloves;
- Disposable plastic aprons.

Dedicated locations are:

- Medical room (staff);
- The new backstage changing area (students).

Adults will only use personal protective equipment when it is appropriate so as not to divert important resources away from health and social care settings.

### Procedure for managing symptoms

Any student displaying symptoms will be immediately referred to the first-aider and moved to the new backstage changing area which includes a separate toilet. If symptoms are present, the student’s family will be asked to collect them.

Adults supervising the designated medical rooms must wear appropriate personal protective equipment (first tier) and observe a minimum two metre distance. Windows will be open but the door closed.

Areas accessed by a potentially infected child will be thoroughly cleaned once vacated. Used equipment including all PPE will be disposed of immediately.

If students are sent home with symptoms, the family should self-isolate. The child cannot return to school for 14 days unless they subsequently test negative for coronavirus.

The adults and students with whom the child had contact will be sent home to self-isolate. These staff members and students cannot return to school for 14 days unless the child who displayed symptoms subsequently tests negative for coronavirus.

We will inform families if a student who came into contact with their child has shown symptoms and the outcome of any test.

Only healthy children and adults, without symptoms and not self-isolating, may attend school.

The decision to send a child to school lies with the family.

The decision to send a child home lies with the head.

Specific coronavirus health advice for children is available online.

[www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children](http://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children)

If a child is over 5 years, families should use the NHS 111 online coronavirus service.

[www.111.nhs.uk/covid-19](http://www.111.nhs.uk/covid-19)

## Cleaning

### Materials

Ample cleaning materials are in stock for the school.

### Cleaning schedule

Most cleaning takes place at the end of the school day. Additional cleaning takes place throughout each day, including cleaning of toilets. A deep clean will always take place throughout holiday periods.

Enhanced hygiene will focus on:

- Surfaces (especially those that students are touching, including workstations)
- Desks and chairs;
- Doors and handles;
- Toilets, sinks and taps;
- Bannisters and light switches.

Staff working in classrooms will be able to support good hygiene practices throughout the day by:

- Maintenance of good hygiene practices in the classroom;
- Wiping down surfaces after some activities if needed; (Antibac wipes will be provided)
- Understanding what resources have been used.

Cleaners will undertake ongoing activities over the course of the day. These include:

- Emptying bins and 'double-bagging';
- Cleaning dedicated and specialist spaces after use;
- Cleaning specific resources;
- Safely disposing of waste (in line with guidance).

## Site management

### Visitors to site

All non-essential visits to site have been postponed. Face-to-face meetings are being cancelled or replaced with telephone calls and online meetings. Essential visitors must sign in using our system at Main Reception and must leave a contact telephone number and details of who they are visiting.

Other visitors to site will be managed in our reception area. All visitors should report to reception and state their business. Requests for meetings will be taken and subsequent telephone calls arranged at a later date. Packages will be left in the reception area for collection when cleared.

- The reception glass will remain closed at all times;
- No visitors to school are allowed inside the building without approval from the head.

### **Contractors**

Some contractors will be visiting the site however they will not meet children or teachers and assistants. Their employer has submitted appropriate paperwork to us to demonstrate they meet the requirements laid out for their sector by UK Government. Contractors are given an induction on protocols by a premises officer before starting any work.

### **Fire drill**

We will update procedures for a fire drill during the pandemic. Fire takes precedence – we will exit the building as normal.

### **Training**

There is a training programme for all employees to help them deliver these new expectations. Policies and protocols are regularly updated to reflect current guidance from UK Government, local authority and education trust. Colleagues will be notified of such updates. Training is provided on the safe use of the PPE used by the school.

### **Monitoring**

#### **Well-being**

We will regularly review our approaches to minimise any detrimental impact on children's well-being. This includes regular discussions with teachers and assistants.

#### **Black, Asian and Minority Ethnic (BAME)**

We will regularly review our arrangements to ensure those children who belong to a Black, Asian or other Minority Ethnic background do not face any disproportionate risk of catching coronavirus when attending school.

#### **Employee health**

Colleagues complete a regular health survey and update us of any changes. Colleagues will inform us immediately if they have symptoms or need to self-isolate.

#### **Testing**

We support colleagues with testing to determine whether they are fit to return to work.

## Afterword

We hope you find the detail in this guide useful and reassuring.

This document has been written in compliance with guidance from UK Government and reviewed against guidance from Public Health England and other professional bodies.

We will regularly review this document as guidance is updated and our practices develop. Feedback on practice is always welcome.

Training and support for colleagues and students in the application of this guidance will be ongoing.

We thank everyone for all they are doing to support our community at this challenging time.