

Return to School September 2020

Guidance for Students and their Families

In line with government guidance [Guidance for Full opening: Schools – GOV.UK](https://www.gov.uk/guidance/guidance-for-full-opening-schools) all students will return to school full time in September. We are looking forward to welcoming our students back to Priestnall School and have been working hard to ensure that everyone feels safe.

Please note that in cases where students were attending school on a part time timetable, the Director of Studies will be in touch with families to discuss how their child will return to school.

When returning to school, it is essential that students adhere to the following guidance. This is to ensure that all members of Priestnall community are safe and to ensure we are following government guidelines. This guidance will be shared with students on their return to school.

1. Student Wellbeing

- We understand that students may be anxious about returning to school.
- Students' wellbeing is of paramount importance.
- If parents/carers or students are concerned about returning to school or need support with their wellbeing, they should contact their Learning Co-ordinator, Senior Learning Co-ordinator or Director of Studies in the first instance.
- In school we offer counselling and support via our school Therapist, our Wellbeing Centre and Beacon Counselling. Referrals are made via the child's Senior Learning Co-ordinator.
- Families can receive support via Kooth.com, their GP or by accessing the Wellbeing page of our website which contains lots of information and links to other outside agencies.

2. Entering and Leaving School

- Students must NOT come into the school building if they have a high temperature, persistent cough or change to, or loss of, taste or smell.
- Students must NOT come into the school building if anyone in their household has the above symptoms.
- Students will, as far as possible, be kept in year group bubbles. However, we cannot guarantee that students will not mix with other students in different year groups.
- Arrival to school will be staggered to avoid year groups mixing. Students will therefore arrive to school as follows:

Year Group	Arrival Time	Entry Point
Year 11	9.00	Student entrance
Year 10	9.00	Science carpark entrance
Year 7	9.05	Student entrance
Year 8	9.10	Student entrance
Year 9	9.10	Science carpark entrance

- Student must NOT arrive to school before their allocated arrival time. This is essential to avoid students meeting together in large crowds prior to the school day beginning.
- Students must go straight to their Period One lesson during which registration will take place.

- Hand sanitiser will be available at all entrance/exit points. Students must use it on entry and exit.
- Students must follow a new one-way system around school. This will be in place to reduce contact among students in different year groups. Students will be reminded of the one-way system via posters and arrows.
- The end of school will also be staggered. Students will therefore leave school as follows:

Year Group	Leaving Time	
Year 11	3.15	Student entrance
Year 10	3.15	Science carpark entrance
Year 7	3.10	Student entrance
Year 8	3.05	Student entrance
Year 9	3.05	Science carpark entrance

- On dismissal, students must make their way home straight away. They must NOT wait for students in other year groups.
- Parents/carers should not drop students off on Priestnall Road or in the school carpark. This restriction is in place to reduce the number of people near the school site. Where bespoke arrangements have been in place to drop off and collect children, these arrangements can continue.
- Parents/carers must not come onto the school site without phoning school first to arrange a visit or make an appointment. Reception can be contacted on 0161 4327727 between 8am and 4pm.
- Parents/carers must not come into Reception to drop off items such as PE Kits or lunchboxes. The only exception to this is the dropping off of medication.

3. Socially Distancing and Staying Safe

- Students must not mix with students in other year groups. And students should keep their distance within groups.
- Students must also not touch other students and Priestnall remains a non-contact school.
- Students must practise good respiratory hygiene by following the government's guidance: Catch it, Bin it, Kill it.
- Students who use public transport to get to and from school must legally wear a face covering.
- If students are taken ill with Covid 19 symptoms, they must take a test and self-isolate for 7 days. Their household must isolate for 14 days. Parents/carers should inform school straight away if a test is being sought and then again when they have the result.
- Students should limit the amount of equipment they bring into school each day and should not lend anything to anyone else. Students should bring a bag, pencil case, lunch box if appropriate, water bottle and their books. Mobile phones are also allowed but must be switched off and stored in bags prior to entering school.
- In the event of a fire, students will assemble in year groups as follows:

Year Group	Location	Specific Entry Point?
Year 7	Carpark outside Café Mersey	No

Year 8	Astroturf	Front gate by Science carpark
Year 9	Astroturf	Back gate by field
Year 10	Tennis court	Front gate
Year 11	Tennis Court	Gate by the Science carpark

4. Removal of face coverings

- Students who travel to school by bus must legally wear a face covering.
- They must not touch the front of their face covering during use or when removing them.
- On arrival to school, students must sanitise their hands and remove their face covering unless they wish to continue wearing it for the school day.
- Disposable face coverings must be placed in a covered bin and hands sanitised again.
- Reusable face coverings must be placed in a plastic bag so they can be taken home. Students must then sanitise their hands again.
- Posters at entry points will remind students of these rules.

5. School Uniform

- Students must return to school in September in full school uniform. Our school website contains further details of required uniform or you can contact your child's Director of Studies for more information. Parents/carers experiencing financial difficulty can apply to Stockport Council for a clothing grant via their website.
- We advise that students wash their hands with soap for 20 seconds on arrival to home and change their clothes.
- Students may wear masks and gloves if they choose to.
- Unfortunately, students will not have access to lockers at the start of term. This will only be a temporary arrangement.

6. Lessons and Form Time

- Students will be given their new timetable on their first day back to school.
- Lessons will run as normal with students moving to different classrooms. However, as many lessons as possible will last for two hours to reduce movement around school.
- Students attending lessons in the following classrooms will line up in outside spaces instead of going straight to their room. Their teacher will then collect them and escort them to the lesson:

Classroom	Line up
V2	Pond Quad
V5	Pond Quad
V11	Cypress Quad
I11	Science carpark
I12	Science carpark

- When students arrive to their classroom, they must go straight in and stand behind their chair. This is to prevent students queueing in large groups in corridors.
- As an interim measure, form time at 8.50 and 1.55 will be suspended. This is to reduce the amount of movement around school. The register will be taken in Period One and Period Five.

- Once a week, a lesson will be replaced with a form period. This is to ensure that students still have regular contact with their Learning Co-ordinator.
- Students will not attend assemblies in the Main Hall. The assemblies will be streamed via Microsoft Teams to classrooms.
- Year 7 students will be taught in their form groups for all lessons. Students may then be organised into sets later on during the academic year.
- Year 8 students will be taught in their numeracy groupings for all subjects. These groupings are mixed ability and do not contain more than 30 students.
- The majority of students in year 9 will be taught in Science sets for all subjects. This is reduce the movement of students between different sets.
- The majority of year 10 students will be taught in the same group as this academic year for their core subjects and will be put into new groups for their options classes.
- Year 11 students will be in the same sets they have been in this academic year.
- Students must bring their own equipment and exercise books as sharing of resources is strictly forbidden. Students must not bring in scissors.
- Students will be provided with anti-bacterial wipes to clean any equipment they have borrowed such as paint brushes at the end of each lesson.
- Students may bring their own sanitiser or wipes but anti-bacterial sprays are strictly forbidden.

7. Teaching and Learning

- Until government guidance changes about social distancing, teaching and learning is going to look very different. Teachers will be able to teach from the front of the classroom only. This means they will not be able to move around the room assisting students with their work.
- Students will be responsible for looking after their own exercise books as teachers will not be able to routinely collect them in.
- Assessed work will be completed on A4 paper and handed in to be quarantined for 48 hours before it can be marked and returned.
- Teaching Assistants will be able to support students from a two metre distance.

8. Social Time

- We had already made plans to move to split breaks and lunches from September to reduce over crowding in the cafes. Breaks and lunches will therefore take place as follows:

Time	Year 7	Year 8	Year 9	Year 10	Year 11
8.50 - 9.15	AM Reg	AM Reg	AM Reg	AM Reg	AM Reg
9.15 - 10.15	Period 1	Period 1	Period 1	Period 1	Period 1
10.15- 10.35	Breaktime	Breaktime	Breaktime	Period 2	Period 2
10.35-11.15	Period 2	Period 2	Period 2	Period 2	Period 2
11.15-11.35	Period 2	Period 2	Period 2	Breaktime	Breaktime
11.35-12.35	Period 3	Period 3	Period 3	Period 3	Period 3
12.35-1.15	LUNCH	LUNCH	LUNCH	Period 4	Period 4
1.15-1.35	Period 4	Period 4	Period 4	Period 4	Period 4
1.35-2.15	Period 4	Period 4	Period 4	Lunch	Lunch
2.15-3.15	Period 5	Period 5	Period 5	Period 5	Period 5

- During social time, students will use the Café Moor toilets only.
- Students will use the following cafes and outdoor spaces at social time:

Year Group	Allocated Cafe	Allocated outdoor space
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Year 7	Café Moor	Back field and basketball courts
Year 8	Café Chapel and Café Norris	Quad outside Café Chapel
Year 9	Café Mersey	Area outside Café Mersey
Year 10	Café Chapel and Café Norris	Quad outside Café Chapel
Year 11	Café Mersey	Area outside Café Mersey

- Part of Café Moor will be cordoned off to allow access to the toilets. Students do not need to use separate toilets as per the government guidance.
- Students will not be able to use the cashless catering cash machine. Parents/carers must use Wisepay's website to put money on their child's account.
- Students must sanitise their hands on entry to the cafes and also on their way out.
- Students will continue to pay for their food using their fingerprint. The scanner will be wiped down after each use.

9. Behaviour

- Students are expected to behave respectfully by listening to instructions and thinking about the impact of their actions on others.
- Students are expected to follow the one-way system around school, using the correct entry points into classrooms and the correct stairs. They are also expected to sanitise their hands on entry and exit to school and before lessons and at social time. Students who deliberately and/or persistently break these rules, will receive a serious sanction. This is because the rules are in place to keep everyone safe.
- The new rules and procedures will be explained to students on their return to school. Signage around school will help students to remember the new rules and one way system.
- A Covid 19 Behaviour Policy which supplements our current Behaviour and Rewards Policy has been adopted and is available to view on our website.

10. Cleaning Routines

- Classrooms; all shared areas such as cafes and toilets; and high traffic areas such as door handles will be cleaned thoroughly and regularly. See our risk assessment on the school website for further details.
- Sanitiser, wipes and tissues will be available in all rooms.

11. Medical needs and illness

- The First Aid Room will be open every day and usual.
- If a child is taken ill during the school day and we think they have Covid 19 symptoms, they will be isolated in an isolation room and looked after by a first aider wearing PPE while we wait for the child's parent/carer. A Covid 19 test must then be sought and the child must not return to school until the test result has been received. Parents/carers should refer to <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> for further information. Parents/carers must inform school when they have the test result.
- Everyone who has had contact with an unwell child must wash their hands for at least 20 seconds with soap and running water or use hand sanitiser.