



# Parent/Carer Guide

## ‘Our approach to the full re-opening of school in September’

### Contents

	Page
1. Intent	2
2. Phased return	2
3. Daily school routines	3
4. Curriculum	5
5. Assessment	6
6. Pastoral support	6
7. Contacting school	6
8. Behaviour	6
9. Transport	7
10. Protective measures	7

### Appendices:

A. Form names and locations	8
B. New school day timings	10
C. COVID19 FAQs	11

## 1. Intent

When we return in September our school's focus will be on:

- settling children back into school routines, making them feel wanted and part of our school community again, and making them feel safe and secure
- enjoying purposeful, stimulating, interesting teaching and learning, with an emphasis on re-instilling the 'love for learning', as well as addressing essential misconceptions/knowledge gaps arising from lock-down

We don't intend it to be:

- an environment where students are being critiqued for the work they haven't done or understanding they haven't got
- an environment where they are facing endless testing in order to establish what they know/don't know

Regardless of what has gone before, our key message is that we are going to work together to put it right.

## 2. Phased Return

On Thursday 3 Sept we will start welcoming back individual year groups, creating the time and space we need to introduce them to the new school routines. By Friday lunchtime, all year groups will be in lessons and getting used to their new ways of working.

On arrival, each year group will be met on top yard, registered and then escorted to the hall for a whole year assembly, before spending time with their tutor and starting lessons. In the assembly we will be talking about the protective measures in place, their importance and the role of everyone to help keep people safe.

Timings for the return of each year group are below:

### Thursday 3 September

	Arrive	Registration	Assembly	Tutor time	First lesson
Year 7	8.30 - 8.45	8.50	9.00	9.30 – 11.05	Lesson 3 (after break)
Year 8	10.25 - 10.40	10.45	10.55	11.25 – 12.25	Lesson 4 (after lunch)
Year 10	11.25 - 11.40	11.45*	11.55	12.25 – 1.25	Lesson 3 (after lunch)

\*Year 10 – please note, we've been able to bring this time forward from the time originally given in July, allowing lunch to be taken in school and an afternoon lesson.

### Friday 4 September

	Arrive	Registration	Assembly	Tutor time	First lesson
Years 7, 8 & 10	8.20 - 8.45	8.50	-	8.50-9.10	Lesson 1
Year 9	9.10 - 9.25	9.30	9.40	10.25 – 11.25	Lesson 3
Year 11	10.45 - 11.00	11.05	11.15	11.45 – 12.25	Lesson 2

It is very important that students arrive on time, both on the first day and all subsequent days. Latecomers will not be able to go straight to their tutor groups/lessons.

All students and parents/carers will be emailed their form group before the beginning of term, with the corresponding fire drill position (e.g. 7.1, 7.2, ...).

A list of form groups and form rooms can be found at Appendix A.

Everyone is to be in full school uniform, including proper school shoes. It will be more difficult for the school to loan uniform to students who turn up with missing items. All items should be labelled. Hair colour needs to be normal and any false nails removed (etc.).

On a day when your son/daughter has PE, they are encouraged to wear their PE kit to school. If wet, they should also bring a waterproof top and a plastic bag.

### **3. Daily School Routines**

The new school day timings can be found at Appendix B.

#### Entry into school

Students should arrive between 8.20-8.45 via the front entrance only. Staff will present to receive students.

Children arriving by bus/with a face-covering should remove it on entry to school and dispose of it in the bins provided. If it is reusable it should be placed in a sealed plastic bag (brought from home) and then placed in their school bag until the end of the day.

Bikes can be racked either at the back or the front of school in the morning. If students rack their bikes at the back of school, they will then be directed to walk around the perimeter of the school grounds to the top yard. If students are racking their bikes at the front of school, they will be instructed to do the same. At the end of the day the rear gate will be open, so they will be able to access their bikes in the normal way.

Students need to wait on the top yard/astro pitch before school.

At 8.45 the bell will sound and students are to assemble in their new fire drill places.

At 8.50 each form will be escorted into school by their tutor to begin their school day.

Some aspects of this relatively controlled start to the school day may be relaxed in due course, once students are more familiar with the way the school now operates.

#### Break/lunch routines

There will be a separate key stage 3 and key stage 4 morning break and separate play spaces for different year groups.

Key stage 3 classes will be picked up at the end of break/lunch and escorted to their next lesson by their teacher.

Key stage 4 students will move independently to their next lesson on the sound of the bell. There will be some no-go areas to protect other year groups.

Students should bring their own full water bottle each day - they will be able to refill it at school, providing they follow strict hygiene rules.

There will be the opportunity to buy food at lunchtime, but we will only be able to offer a very limited service at break time, so consider sending them with a snack. Some parents will want to send students with a packed lunch as well. Access to our eating venues will have to be strictly controlled.

Part of the school's hygiene controls is to operate 'cashless'. All parents will have been sent information to set-up a Parent Pay account. Please use Parent Pay to add money to your son/daughter's lunch account. If you require assistance please email [admin@meole.co.uk](mailto:admin@meole.co.uk)

### Movement routines

Hand sanitiser must be used on entry/exit to school and all rooms.

Key stage 4 students will be able to move independently to their next lesson, but should do so responsibly, taking care to socially distance.

Although key stage 4 students will be able to move around more freely, there will be no-go areas to minimise the chances of year groups mixing. Students will not be able to 'pop-in' to see staff in, in their teaching bases.

For all science rooms and those which are accessed via an outside door, students must queue and wait to be allowed in. For all other 'indoor' classrooms, Year 10 and 11 should enter the classroom straight away and get ready for the lesson. The reason for this is to minimise the number of students queuing in a corridor.

There will be a reduced number of bells. There will only be bells for the start of the school day and for the end of each break and lunch time. There will be no bells for the beginning or end of lessons. Students will be guided by staff on the finishing time for lessons.

Toilets: The school is employing two full-time cleaners to be in school all day (in addition to our normal cleaning team) and part of their duties will be to regularly clean touch points, toilets and stair rails as per DfE guidance.

### Lesson routines/layouts

At the beginning of each key stage 3 lesson, the teacher will ask for students to stand up, greet them with a 'Good morning/afternoon ...', wait for a class response (similar to assembly), allow them to sit down and then start the lesson. At the end of a key stage 3 lesson, students will pack away their lesson materials and take out their reading book.

There will be seating plan for each class and each classroom. Students should remain seated according to the plan, unless directed to move by a member of staff.

In many classrooms the layout has been altered to ensure there is sufficient space between the staff and students. Tables and chairs must not be moved unless directed to do so by a member of staff.

### End of the school day

There will be a staggered release of students at the end of the day. Year 7 will be released at 3pm, Year 8 and 9 at 3.05pm and Year 10 and 11 at 3.10pm. Students must not linger in school, unless waiting for a sibling or going to an after-school activity/lesson.

Students can exit from all gates in the normal way, including the back gate.

Those catching a bus must queue on the top yard at the end of the school day and wait to be escorted to the school bus. Whilst queuing, students should put on their face-covering (either a new disposable one or their non-disposable one from the morning).

#### **4. Curriculum**

All year groups will follow a broad and balanced curriculum. All students will have more double lessons to reduce movement and interaction in the corridors. We will be keeping year groups in their 'bubbles' as far as possible, thereby reducing the risk of having to send large numbers of students home should someone contract the virus.

A home-learning contingency plan will be put in place by each department should we need to send a year group home or close the school for a period of time because of an outbreak.

A new timetable has been created and will be given to students on their first day. We will continue to have a 2-week timetable (week 1, week 2). This new timetable will be with us for the foreseeable future.

##### **Key stage 3**

Years 7, 8 & 9 will be taught as forms in their form rooms. As the first half term goes on, we will create opportunities for access to more specialist rooms (e.g. science labs, D&T).

Teachers will move to the classroom to deliver lessons.

Teaching in key stage 3 will be mainly mixed ability, with some setting in maths, science and languages. This is not much different to normal.

##### **Key stage 4**

Students will move to their next lesson independently but socially distanced. In order to maintain year group 'bubbles' in key stage 3, they will be having lessons that would normally be in 'ordinary' classrooms (e.g. Maths, Geography, French) in different classrooms (e.g. Art, Science).

**Resources:** In order to reduce the amount of sharing that is needed, all students should bring a 'full' pencil case, including a number of black/blue pens, pencils, at least one red pen, glue, highlighter, coloured pencils/pens and a ruler. Students might also consider bringing their own calculator and protractor. We do have a school shop, so we can help resupply students as term goes on. You can now use Parent Pay to buy items from the school shop, which will then be delivered to children in school. We will be providing some basic resources for each classroom. All key stage 3 students are to have a reading book with them at all times. Key stage 4 students doing either I-Media or Computer Science can bring in their own ear phones to use in this class. All items brought into school should be named (wherever possible) so we can quickly and easily return any lost things.

**Homework:** Homework will be set as normal and students will receive their homework schedules in September. Year 7 will not be set any subject based homework until the 21 September, although they will be given a tutor task to ensure students are able to access Show My Homework (SMHW) correctly. Year 7 parental codes for SMHW will be given to tutors for distribution during the first week.

Marking and feedback: This important aspect of teaching and learning will take place, but there will be an increase in verbal rather than written feedback, and to groups of students rather than individuals.

Extra-curricular: There will be no lunchtime clubs for first 4 weeks, although there will be some activities after school (e.g. Astronomy, Spanish). Ideally these will be in year groups, but where that is not possible, additional protective measures will be put in place. Whilst we are keen to reinstate our full extra-curricular programme, this will be done incrementally and after a full risk assessment.

## **5. Assessment**

There are to be no formal assessments for Years 7-9 first 4 weeks, except for a reading age assessment. For Year 7 this will take place during the fortnight commencing 7 Sept, and for Year 8 & 9 this will take place during the fortnight commencing 5 October. No preparation is needed to this assessment and students need not worry about it unduly.

Year 11: The main Year 11 mock exam period has been moved from the end of the first term to after February half-term (week commencing 22 Feb for 3 weeks). There will be a 6-week revision lead in from the beginning January. The first term for Year 11 will be predominantly about teaching/re-teaching key concepts and knowledge, and addressing any misconceptions that have arisen during lock down. Any assessments necessary will take place during normal lesson time. There will be a 1-week mini-mock exam period in the last week of the autumn term for English, Science and Geography only. There will be no formal 6 week lead in, and all other subjects will be able to set 'normal' work during this period.

## **6. Pastoral Support**

The Heads of Year and the Pupil Intervention Team (Mrs Priestly, Mr Davie and Ms Johnson) will be based in B1 (Drama). The space will be subdivided and screened off so that individual meetings can occur and staff can speak with students privately. Student Support (now called the 'Well-being Team') sessions will still occur in their spaces and will be socially distanced.

## **7. Contacting school**

Parents/carers can continue to contact school in the normal way, however face-to-face contact (e.g. a meeting with a member of staff) is by appointment only. We will be using remote methods (e.g. phone calls, emails) to maintain contact with our parent body, and we ask that you do the same.

## **8. Behaviour**

We are very glad to be able to see all our staff and students back in school. There is no change to how we expect students to conduct themselves. As always they are asked to act with respect and courtesy towards their peers and school staff. On the first day, we will talk to them about the duty they have to keep everyone safe, including the importance of

respecting people's space. Staff in September will be endeavouring to remain socially-distanced (2 metres).

The school will not tolerate anyone who purposefully flouts our expectations, be it toward another student or member of staff.

## **9. Transport**

The top yard will not be available for drop-offs or pick-ups at the beginning or end of the school day, so if this affects you consider with your young person the alternatives. Limited parking is available just past the bus turning point before the turning for Stanley Road.

Students should not arrive at school earlier than 8.20am.

If you live close to school and your young person normally bikes in, consider leaving the bike at home and walking, in order to reduce the number of bikes on site.

## **10. Protective Measures**

Required Action	School Response
Clean hands thoroughly more often than usual	<ul style="list-style-type: none"><li>• Hand sanitiser on entry/exit to school</li><li>• Hand sanitiser available in every room</li><li>• Signage and active promotion of hand cleaning by staff</li></ul>
Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'	<ul style="list-style-type: none"><li>• Tissues available in all rooms</li><li>• All rooms have a lidded bin</li><li>• Signage and active promotion of 'catch it, bin it, kill it' by all staff</li></ul>
Introduce enhanced cleaning	<ul style="list-style-type: none"><li>• Cleaners and site staff ensure highly trafficked areas are cleaned regularly Toilets and touch points cleaned throughout the day</li><li>• Spray detergent and wipes available in every room for staff use</li></ul>

The most important thing everyone can do is to wash their hands/use gel regularly throughout the day.

Students are advised they should not wear Personal Protective Equipment (PPE) in schools. Face coverings will be removed before entry to school, as per DfE guidance.

All school activities will be risk assessed and these will be placed on the school's website.

The layout of each classroom has been considered and, where necessary, altered to ensure it suitably meets the DfE guidance for both staff and students.

The space and resources allocated to First Aid has been increased. Any student who reports to First Aid will have their temperature taken using an electronic thermometer. Any student suspected of having COVID19 symptoms will be moved into a separate room and their parents/carers contacted for an immediate pick-up from school. Advice will be available for the parent/carer on what to do next. The First Aid staff dealing with suspected cases will wear full PPE.

**Form Names and Rooms**

<b>Year 7</b>			
Head of Year: Mrs Kerwin			
Form Name	Form Tutor	Room	Assembly/ Fire Drill Position
7SH	Mrs Hickman/ Mrs Roberson	C2	7.1
7AR	Mrs Robinson	W6	7.2
7CB	Miss Morris	W4	7.3
7JH	Mrs J Hughes	C3	7.4
7FM	Mrs McGarrity	C1	7.5
7OR	Mr Roberts	W1	7.6
7RP	Miss Parsonage	W7	7.7
7SC	Mr Cox	C5	7.8
7MK	Mr Kirby	W5	7.9
7MB	Ms Bermudez	C4	7.10

<b>Year 8</b>				
Head of Year: Mrs Evans				
Previous Form Name	Form Name	Form Tutor	Room	Assembly/Fire Drill Position
7B1	8SL	Mrs Langley	B10	8.1
7B2	8PG	Mr Gardner	B8	8.2
7G1	8JJ	Mrs Jones	B6	8.3
7O1	8MA	Mr Alexander	B9	8.4
7O2	8SCH	Mrs Cheyronnaud	B7	8.5
7P1	8TP	Mr Pickard	B4	8.6
7P2	8CL	Mr Lawson	B3	8.7
7R1	8EW	Miss Wareham	B11	8.8
7S1	8DO	Mr Owens	B2	8.9
7S2	8SHA	Mr Harbourne	B5	8.10

<b>Year 9</b>				
Head of Year: Mr Smith				
Previous Form Name	Form Name	Form Tutor	Room	Assembly/Fire Drill Position
8B1	9PD	Mr Donoghue	E1	9.1
8G1	9SHU	Mrs S Hughes	A5	9.2
8G2	9ER	Mrs Riley	A4	9.3



801	9CN	Miss Nash/ Miss Roberts	A7	9.4
802	9ML	Mr Llewellyn	E4	9.5
8P1	9KH	Miss Hilton	A6	9.6
8R1	9CF	Mrs Fletcher	E5	9.7
8R2	9NW	Ms Woodhouse	E2	9.8
8S1	9DW	Mr Williams	E3	9.9

<b>Year 10</b>				
<b>Head of Year: Mr Leece</b>				
Previous Form Name	Form Name	Form Tutor	Room	Assembly/Fire Drill Position
9B1	10RH	Mrs Hurlstone	A11	10.1
9B2	10JM	Mrs Moore	A10	10.2
9G1	10GE	Mr Evans	S11	10.3
9O1	10HS	Dr Starnes	S10	10.4
9P1	10NC	Miss Cook	S9	10.5
9P2	10DT	Mrs Trow	S6	10.6
9R1	10BK	Mrs Kunne	D1	10.7
9S1	10KB	Mrs Brayne/Mrs Hare	S5	10.8
9S2	10AC	Miss Carlyle	D2	10.9

<b>Year 11</b>				
<b>Head of Year: Mr MacKenzie</b>				
Previous Form Name	Form Name	Form Tutor	Room	Assembly/Fire Drill Position
10B1	11JA	Mrs Andrew	DT1	11.1
10G1	11WW	Mrs Williams	DT2	11.2
10G2	11AG	Mr Grimes	A2	11.3
1001	11KBA	Mrs Bayliss/ Mr Chapman	M1	11.4
1002	11AJ	Mr Johnson	M2	11.5
10R1	11EBR	Mr Balmer/ Mrs Richardson	DT6	11.6
10R2	11MM	Miss Madden	A1	11.7
10P1	11ZT	Miss Thorley	DT3	11.8
10S1	11CH	Mr Hogben	A3	11.9

**School day timings**

	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
From 8.20	Students arrive top yard and Astro				
8.45	Assemble top yard				
8.50	Tutor Group	Tutor Group	Tutor Group	Tutor Group	Tutor Group
9.10	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
10.10	Break	Break	Break		
10.25	Lesson 2	Lesson 2	Lesson 2	Lesson 1	Lesson 1
11.10				Period 1 and 2	Period 1 and 2
11.25				Break	Break
11.30	Lesson 3	Lesson 3	Lesson 3	Lesson 2	Lesson 2
12.25	Lesson 4a	Lunch	Lunch		
13.00	Lunch	Lesson 4	Lesson 4	Lesson 2	Lesson 2
13.30	Lesson 4b			Period 3 and 4	Period 3 and 4
14.00				Lunch	Lunch
14.05	Lesson 5	Lesson 5	Lesson 5	Lesson 3	Lesson 3
Depart 15.00					
		Depart 15.05	Depart 15.05	Lesson 3	Lesson 3
				Period 5	Period 5
				Depart 15.10	Depart 15.10

## COVID19 FAQ's

### IMPORTANT CONTACT DETAILS

- School Office 01743 235961 and ask for Rob Carlyle or Jennie Fisher
- Phone NHS 119 to request a test or  
<https://www.nhs.uk/ask-for-a-coronavirus-test>

### What we will do if someone falls ill at school (suspected case of COVID19)

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense or taste or smell we will do the following:

- The student / staff member will be taken to the first aid office.
- They will be asked to wear a face covering, (if possible)
- Their temperature will be taken,
- They will be moved to a room which is well ventilated and behind a closed door.
- A separate bathroom will be provided if required which will be cleaned and disinfected after use.
- A parent/emergency contact will be contacted to collect their son/daughter and any siblings and take them home
- Parents / staff will be reminded to organise a test and to report the outcome of the test to the school immediately
- If a positive test result is received over the weekend use the out of hours mobile number to report it.

Risk assessed PPE will be worn by the first aider caring for the student/ staff member.

The school will record and keep the details of the suspected case for future management. The school will contact the Local Health Protection Team (HPT) and Public Health England (PHE).

If a positive test result is confirmed the school will liaise with PHE and HPT to identify close contacts of the positive case.

### What to do if a student is unable to attend school because they have COVID19 symptoms

Anyone who develops symptoms of COVID19, should immediately self-isolate. They should not attend school and should follow the steps below:

- Parent/Carer should notify the school of their absence by phone
- The person with symptoms should isolate for 10 days starting from the first day of symptoms and rest of the household for 14 days
- The student should get tested (contact details above) this also applies to any household member who develops symptoms
- Contact the school of the test outcome

### **Should a student come to school if a member of their household is unwell**

No. If a member of the household is unwell with COVID19 symptoms then the student should self-isolate for 14 days from the day the household member(s) became ill.

The household member with symptoms should be tested.

If the symptomatic household member tests negative, the student can return to school.

### **A student is now self – isolating and has been in contact before the isolation period with my child in/out of school.**

Your child continues to come to school.

If the school is notified of a positive test then all direct contacts of the students will be contacted and asked to self- isolate for 14 days from the original date of contact. We will talk you through this if necessary when we contact you.

### **If a student has COVID19 symptoms, gets tested negative, can they return to school even if they still have symptoms?**

If the student is NOT a known contact of a confirmed case the student can return to school if the result is negative, provided they feel well and they have not had a fever for 48 hours.

We will talk you through this when you receive the test result, if necessary.

### **If a student was identified as a contact of a confirmed case, receives a negative test result, can they return to school?**

No, the student should complete 14 days isolation. This is because they can develop the infection at any point up to day 14 (the incubation period for COVID19), so if a student tests negative on day 3 they may still go on to develop the infection.

### **If the school gets a confirmed case does it close?**

The school does not need to close on public health grounds. Schools will generally only need to close if they have staff shortages due to illness or being identified as direct contacts of a positive case. The school will liaise with PHE regarding any positive cases.

### **How can a parent arrange testing?**

The parent can arrange a test for any student by phoning NHS 119 or <https://www.nhs.uk/ask-for-a-coronavirus-test>

### **Will the school be informed of any test results?**

The school will be informed if a student or staff member tests positive as part of NHS test and Trace. The school will not be informed of any negative tests.

### **Should I get tested if I'm not showing any symptoms?**

No. You should only be tested if you develop symptoms.

### **What if I'm still unsure what to do?**

Don't worry, this is a confusing time for all of us. Contact the school using the details at the top, we'll be happy to help.