



## Guidance for partial reopening of The Cotswold School to Year 10 and Year 12 groups

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The planning for provision of some in-school time for students in Year 10 and Year 12 has been based on risk assessments – meeting the logistical requirements to keep students and staff safe – and timetable feasibility.

We have followed the latest government guidance in order to comply with advice on health and hygiene, wellbeing and social distancing.

Year 10 and Year 12 students may attend in accordance with the guidelines that we have set out, from 15<sup>th</sup> June 2020. Please refer to the following sections in this document:

- Structure of the teaching day for Year 10
- Structure of the teaching day for Year 12
- Answers to students and families' questions

Key government guidance, which has informed our planning, includes but is not limited to:

[Opening schools and educational settings to more students from 1 June: guidance for parents and carers; updated 1st June 2020](#)

[Opening schools for more children and young people: initial planning framework for schools in England; updated 12 May 2020; updated 1st June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings; published 12 May 2020; updated 1st June 2020](#)

[COVID-19: cleaning in non-healthcare settings; updated 15 May 2020](#)

# Structure of the teaching day – Year 10

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The school day will run from 9.00am to 2.30pm with a lunch break from 11.30am to 12pm.

There will also be a morning and afternoon break taken when appropriate for the teaching in that class.

Year 10s will be based in the Maths block.

A Year 10 timetable has been devised, which meets government guidance and logistical constraints, as only a quarter of the year group is currently permitted into school at any one time. The timetable is set on a rotation basis based on four blocks, giving each student two days of teaching across the core subjects in a fortnight. Students will be allocated to Quarter A, B, C or D.

## **Week 1**

Quarter 'A' will be in on Monday and Tuesday

Quarter 'B' will be in on Wednesday and Thursday

## **Week 2**

Quarter 'C' will be in on Monday and Tuesday

Quarter 'B' will be in on Wednesday and Thursday

This fortnightly rota will run for the four weeks from 15<sup>th</sup> June, with no Year 10 students expected in school during the last week of the summer term (commencing 13<sup>th</sup> July).

In these times, students will receive a half day of teaching in Mathematics, English, Science and their Humanities choice.

For options subjects, teachers will set their work via SMHW on a Monday for completion at home by Thursday each week and aim to hold a Microsoft Teams session on a Friday.

Each class is a pre-set 'bubble' with a maximum of 11 students and students stay in the same bubble for the entire term. There will be no mixing of students between bubbles at any time.

A 'bubble' will be under the constant supervision of a teacher.

Students will be sent their individual timetables. These timetables are not subject to change; students will not be able to 'swap' days due to the constraints of staying in 'bubbles'.

Desks will be arranged at least 2m apart and desks allocated to each pupil for the duration of this term.

Break and lunch times will be taken on the middle field – students remain in 'bubbles' with two supervising teachers per bubble.

## Structure of the teaching day – Year 12

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The school day will run from 9.00am to 2.30pm with a lunch break from 11.30pm to 12pm.

There will also be a morning and afternoon break taken when appropriate for the teaching in that class.

The timetable is set on a rotation basis, so that Year 12 students can come to school for three face-to-face subject days over a two-week period.

Most sessions will take place in the School Hall or Gym, where staff can teach whole subject groups on their day. Within these spaces there is plenty of room for social distancing.

Desks will be arranged 2m apart.

Small classes will be taught from the self-contained Languages block.

Additional classrooms PA1 / CS3 / DT4 and DT5 will be used for very small classes, infrequently, with at least a week's gap between teaching to allow the rooms to naturally decontaminate.

Year 12 assessment is moving to the week beginning 29<sup>th</sup> June.

Break and lunch times will be taken on the Green Lake field – with teachers always present, supervising and enforcing social distancing.

# Answers to students and families' questions

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## What time should I arrive at school?

- Year 10s should arrive at school for 8.45am and line up in your 'bubble' with your teacher for that day in the Avenue field. Students will be required to stay 2m apart at all times and will be under the constant supervision of their teacher. The teacher will walk the students to their classroom where they will find their named desk.
- Year 12s should arrive at school for 8.45am and head directly to their teaching venue and to a named seat.
- All students will be asked to wash their hands at temporary hand wash stations before entering their classroom block.
- Duty staff will be present to direct students and enforce social distancing.

## What happens at the end of the school day?

- Students will be escorted back to the Avenue field in their bubbles, from where they should observe social distancing as they either board their bus or leave the school site at 2.30pm.
- Parents/carers may use the leisure centre car park if your child is arriving and leaving by car but please do not park and wait. There is no parking or waiting in the bus turning circle.

## What should students bring with them to school?

- Bring the books and stationery required by the timetable for that day.
- There will be no shared resources, such as pens, made available in school.
- Bring your lunch, a snack and full water bottle. There will be no food to purchase on site.

## Should students wear school uniform?

- Students are asked not to wear school uniform but to come to school in clean clothes each day.
- Clothing should be appropriate for an education setting, i.e. no short skirts or shorts, no exposed mid-riff and appropriate footwear.

## Is it OK to bring my own hand sanitiser with me?

- Students are welcome to bring their own hand sanitiser to school.
- Hand sanitiser will be provided in every classroom and students will be asked to use it each time they enter the classroom.

## Can I wear a face mask?

- The Government recommends that face masks are NOT worn in an educational setting.

## What classroom will I be in and how many other students will be in that class?

- Year 10s will be in the Maths block (maximum 11 in the class and 2m apart) and each student will have the same desk for the duration of this term.

- The Maths block will operate a one-way system to ensure students do not mix between bubbles.
- Year 12s will be in the School Hall and Gym and will be taught in lecture style. Small classes will be taught in the self-contained Languages block and PA1, CS3 and DT4 and DT5.

#### **How will you ensure social distancing in the school setting?**

- Students will be under the constant supervision of a teacher, including at break times.
- Desks will be set at least 2m apart.
- Tape will be used to mark out 2m gaps in corridors and cordon off areas as appropriate.
- Notices will be put up to remind students of the rules about social distancing.
- Teachers will reinforce the rules at the start of each day.
- Fields will be marked with zones to help with social distancing during break and lunchtimes

#### **What will students be taught?**

- Year 10s will be taught core subjects (Maths, English, Science and their Humanities choice) in school. Option subjects will have work set on a Monday for Thursday completion each week. We are aiming to put in place a Microsoft Teams session on Friday. This will ensure students receive a meaningful face to face (or virtual face to face) with all their subjects over the course of a fortnight.

#### **How will we know what subject is being taught on what day?**

- Individual timetables will be sent to all Year 10 and Year 12 students. This will specify the days they are timetabled to be in school.

#### **Who will be teaching?**

- All lessons will be taught by specialist teachers, although it may be the case that you will not be taught by your usual teacher.
- Due to the logistical constraints of maintaining 'bubbles' this has not been possible in all cases.

#### **What will happen at lunchtimes?**

- There is no food available to purchase on site.
- All students are required to bring their own food and water as the canteen will be closed (other than for students who have been, and continue to be, attending on a full-time basis).
- Parents of students who usually have a free school meal currently receive vouchers to cover the cost of food.
- An area of the middle playing field will be allocated to each Year 10 bubble for their lunchbreak. Students will be taken to the playing field by their teacher, maintaining the 2m distancing. There will be no mixing of students between bubbles.
- Year 12s will be escorted to Green Lake field by their teachers, maintaining 2m distancing.

#### **What are the rules about using toilets?**

- Toilet breaks will be allowed during class time. Students will only be allowed to use the toilet one at a time. This will be co-ordinated and monitored by teaching staff on cover duty.

- Year 12 will use the Main Boys toilets, which will become shared use with designated cubicles for boys and girls. The cubicles are full-height, so privacy is provided. No further access to the main school block is allowed.

#### **Who should I talk to if I feel anxious?**

- Please talk to your 'bubble' teacher who will address your concerns.

#### **How will you clean the school?**

- Government advice is to clean all surfaces regularly that are frequently touched. The school has arrangements in place to clean all surfaces both before and after the school day.
- All rooms will be thoroughly cleaned at the end of each day.
- Toilets will be cleaned on the hour every hour.
- The Maths block will be closed from Friday until Monday, which also allows 72 hours for the classrooms to naturally decontaminate.

#### **What do I do if my child is sick?**

- Report as normal by phoning the school on 01451 820554 or using Parentmail.
- Tell us if the child has symptoms of coronavirus.
- If the child has symptoms of coronavirus, the school will require all people in that student's 'bubble' to follow isolation guidance, as below.

#### **What will the school do if a student displays symptoms of Coronavirus in school?**

- The student will be isolated to the sick room in the main building. Staff attending the sick person will be provided with PPE.
- PPE will consist of a mask, eye protection, gloves and an apron. All waste is double-bagged and left for 72 hours before disposing in main bins.
- All students in the 'bubble' will need to be collected and returned home and asked to self-isolate for 14 days. The rest of their household will only need to self-isolate if their child develops symptoms.
- The sick student will be asked to self-isolate for 7 days and take a Covid-19 test. The rest of their household will be asked to self-isolate for 14 days.
- The parents of the isolating 'bubble' students will be informed of the test results by the school.
- A negative test will mean those students can return to school and come out of isolation.
- A positive test will require those students to stay in isolation along with the rest of their household.

#### **How do I report an absence?**

- Report as normal by phoning the school on 01451 820554 or using Parentmail.

#### **What will the school do if a teacher has symptoms of coronavirus?**

- The teacher will be isolated to the sick room in the main building. Staff attending the sick teacher will be provided with PPE.
- PPE will consist of a mask, eye protection, gloves and an apron. All waste is double-bagged and left for 72 hours before disposing in main bins.

- All students in any 'bubble' that has been taught by the teacher in the past 5 days will need to be collected and returned home and asked to self-isolate for 14 days. The rest of their household will only need to self-isolate if their child develops symptoms.
- The sick teacher will be asked to self-isolate for 7 days and take a Covid-19 test.
- The parents of the isolating 'bubble' students will be informed of the test results.
- A negative test will mean those students can return to school and come out of isolation.
- A positive test will require those students to stay in isolation along with the rest of their household.
- Other teachers will not need to isolate as long as they have observed the 2m distancing rules at all times.

**What can we do to reduce the risk of transmission back into our home?**

- Students should shower and change clothes when they return home from school.
- They should follow social distancing rules both in and outside of school times.

**What can parents and carers do to reduce the risk of transmitting coronavirus?**

- Monitor your child's health and keep them home if they are ill.
- Teach and model good hygiene practices for your child(ren) and encourage frequent and thorough handwashing (for 20 seconds each time) with soap and water.
- Teach your child(ren) to cough or sneeze into their elbow or a tissue and avoid touching their face, eyes, mouth and nose. Use a tissue only once: then bin it.
- Reinforce the importance of social distancing and do not share any personal items with other children
- DO NOT send your child to school if they have any of the following symptoms:
  - High temperature
  - New persistent cough
  - Loss of smell or taste