

**Queen Elizabeth's
Grammar School,
Horncastle**

Re-opening Plan

September 2020

1. Introduction

In order to respond to the Government's aim that all children return to school full-time at the start of the 2020-21 academic year, the following plan has been developed. In consultation and partnership with the other schools in the Horncastle Education Trust, the plan has been developed by adhering to the following four principles:

- An obligation to ensure the safety of children, staff and parents
- A commitment to the welfare and well-being of children and staff
- An undertaking that the necessary planning will be measured and considered
- Make the best possible decisions based on the evidence and guidance available and within the limitations set by the school's location and locality

The situation remains fluid and as such, this plan may be subject to change. We continue to monitor any changes to Government advice and guidance. See the following links for the most recent versions:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Return timeline

Tuesday 1 Sept – staff training day

Wednesday 2 Sept – staff training day

Thursday 3 Sept – Y7, 8, 11, 12 and 13

Friday 4 Sept – Y7, 9, 10, 11 and 13

Monday 7 Sept – All year groups return to school

2. System of controls

A risk assessment process has been undertaken across the Trust, taking into account the above guidance and has been based on the PHE system of controls to help prevent the spread of COVID-19 below.

<https://www.horncastleeducationtrust.org/wp-content/uploads/Draft-HET-Coronavirus-Risk-Assessment-12-full-opening-Update-210720.pdf>

The system of controls are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

PREVENTION

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school:

- *Students, staff and other adults will not be allowed in school if they have received a positive test in the last 10 days;*
- *Anyone developing symptoms during the school day will be sent home, told to self-isolate for 10 days and arrange a test. Members of their household should self-isolate for 14 days;*
- *If a child is awaiting collection, they will be kept in isolation in Meeting Room 1 or 2. If they need to go to the toilet, they will use the facility in reception. This room will be cleaned after use using standard cleaning products;*
- *We will not routinely take the temperature of students.*

2. Clean hands thoroughly more often than usual:

The virus is killed when on skin through washing with soap and running water or by using hand sanitiser. We will ensure that students clean their hands, primarily using hand sanitiser, regularly during the school day including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Through discussion with staff and observation during the day, school leaders will monitor the extent to which this is happening to ensure good practice is followed.

- *Additional supplies of materials and equipment have been obtained to ensure we can undertake and support additional cleaning/hand cleaning;*
- *Hand sanitiser will be available in all classrooms and in some specific communal spaces, for example, reception, canteen and Sixth Form Centre;*
- *All toilets will have a supply of soap and paper towels, and there will be signage to remind staff and students to wash their hands, in addition to information explaining how to clean hands correctly;*
- *We will offer to provide personal hand sanitiser for students for whom we receive Pupil Premium funding;*
- *Soap and paper towels will be available in some classrooms with sinks.*

3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach:

- *All classrooms will have tissues available for staff and students should they be needed;*
- *Face coverings will not be required by students or staff when in school; however, students and staff will be permitted to wear a face covering if they wish in communal spaces only. It is important to remember that face coverings must be worn correctly - this requires cleaning of hands before and after touching, including removing or putting them on, and the safe storage in individual, sealable plastic bags between use. It remains the case that face coverings are not recommended for use in classrooms.*
- *Windows should be left open in classrooms and offices at all times, unless it disrupts the learning;*
- *There will be displays in each classroom to promote the ‘Catch it, bin it, kill it’ initiative;*
- *Doors, other than fire doors, will be left open whenever possible to promote good airflow around the room.*

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach:

- *All classrooms and offices will have a supply of cleaning wipes. At the end of a lesson where a student is then moving to a different classroom, they will be given a wipe to clean their desk and chair. Wipes should be distributed from the front of the classroom. Teachers will wipe down their desk, chair and other items, such as remote controls, that they have touched. Wipes should be disposed of in the bins provided in each room.*
- *As usual, a thorough deep clean of the school will be undertaken during the summer holidays in preparation for return in September. All systems will have been checked and all statutory compliance will be up to date. Flushing will have been maintained and all health & safety checks completed prior to opening (refer to site checklist).*
- *The cleaning schedule across the school will be enhanced during the school day. We will pay particular attention to frequently touched areas and surfaces, such as light switches, stairwells and door handles;*
- *We will increase our day time cleaning staffing to ensure a cleaner is on site from the start of the school day until staff and student leave at the end of the day;*
- *Different groups will not need separate toilets, but we will ensure that toilets are cleaned more frequently;*
- *All rooms and corridors will be cleaned at the end of each day.*

5. Minimise contact between individuals and maintain social distancing wherever possible:

Grouping of children

Minimising contacts and mixing between people reduces transmission of coronavirus. Our overarching principle when planning is to reduce the number of contacts between children and staff while delivering a broad and balanced curriculum.

We will group children as consistently as possible, using 'bubbles', whilst maintaining access to as normal a curriculum as possible.

- *Year 7 bubble: Students will remain in their form groups for all lessons apart from Games. Lessons will take place in the same room unless specialist equipment is needed for curriculum delivery (PE, Games, Music, Technology, Art, Citizenship, and Drama).*
- *Year 8 bubble: Students will remain in their form groups for all lessons apart from PE and Games. Lessons will take place in the same room unless specialist equipment is needed for curriculum delivery (PE, Games, Music, Technology, Art, Citizenship, and Drama). Maths and English will initially be taught in form groups, but different groupings may be introduced later in the school year.*
- *Year 9 bubble: The curriculum becomes more personalised as students study their own MFL options, and English and maths are setted. Students will move between classes more to accommodate this, but will remain in consistent classes for humanities and science lessons.*
- *Years 10, 11, 12 and 13 bubbles: The personalised nature of students' subject choices means that groupings cannot be maintained between subjects; however, students will*

be in classes with students of that year group with the exception of A-Level Drama (small groups where distancing will be maintained).

When using larger bubbles, the other measures from the system of controls become even more important to minimise transmission risks. The approaches of separating bubbles and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will keep their distance from students and other staff as much as they can, ideally 2 metres from other adults. A one-way system will be in operation in all internal corridors and stairwells to facilitate this, with the direction of travel marked on the floor.

Contractors for essential maintenance will be carefully planned to minimise any potential interaction with staff and students. All government guidelines will be adhered to.

The school day

We will reshape the school day when students initially return in September so that they are able to spend some time with their Form Tutor at the start and end of each day. We will retain a six lesson day and all students will have a morning break and lunch break, though not all year groups will have these at the same time.

The school day when students first return to school will look like this:

Y7-9		Y10-13	
Tutor Time	8.55-9.15	Tutor Time	8.55-9.15
Lesson 1	9.15-10.05	Lesson 1	9.15-10.05
Lesson 2	10.05-10.55	Lesson 2	10.05-10.55
Lesson 3	10.55-11.45	Break	10.55-11.15
Break	11.45-12.05	Lesson 3	11.15-12.05
Lesson 4	12.05-12.55	Lunch	12.05-12.55
Lunch	12.55-13.45	Lesson 4	12.55-13.45
Lesson 5	13.45-14.35	Lesson 5	13.45-14.35
Lesson 6	14.35-15.25	Lesson 6	14.35-15.25
Tutor Time	15.25-15.35	Tutor Time	15.25-15.45

We will evaluate how long book-ending the day with Tutor Time needs to remain in place, and will then move to the following school day:

Y7-9	Y10-13
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AM reg	8.55-9.15	AM reg	8.55-9.15
Lesson 1	9.15-10.05	Lesson 1	9.15-10.05
Lesson 2	10.05-10.55	Lesson 2	10.05-10.55
Lesson 3	10.55-11.45	Break	10.55-11.25
Break	11.45-12.15	Lesson 3	11.25-12.15
Lesson 4	12.15-13.05	Lunch	12.15-13.05
Lunch	13.05-13.55	Lesson 4	13.05-13.55
Lesson 5	13.55-14.45	Lesson 5	13.55-14.45
Lesson 6	14.45-15.35	Lesson 6*	14.45-15.45

*60 minute lesson to accommodate staggered end of day

Measures within the classroom

Staff, including Teaching Assistants, will maintain distance from their students, ideally 2 metres, staying at the front of the class, and away from their colleagues. In particular, staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. Students will also be reminded to maintain distance and not touch staff and their peers where possible.

We have made adaptations to many of our classrooms to support distancing where possible, including the removal of unnecessary furniture and soft furnishings out of classrooms to make more space or the rearrangement of furniture to space desks within a room. Students will sit side by side, facing forwards in all classrooms.

Equipment and resources are integral to teaching and learning. For individual and very frequently used equipment, such as pencils and pens, it is expected that staff and students have their own items that are not shared. Classroom based resources can be used and shared within the bubble; shared equipment will be cleaned regularly, along with all frequently touched surfaces, and students will clean their hands, desks and chairs after using shared text books. Resources that are shared between bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Students must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Bags are allowed in school, though students will not have access to lockers or bag racks. Students can take books and other resources home, although unnecessary sharing should be avoided. Teachers should consider carefully whether they can avoid taking books and resources home when planning activities, by using online methodologies for submission of work.

Lunch and break times

There will be a morning break and lunch break for all students, though these will be staggered, so that not all students have their breaks at the same time. Students will have access to the canteen during the lunch break only, so may wish to bring a snack for the

morning break. Students should bring their own water bottle, ideally one large enough to provide sufficient water for the day.

Students will access the canteen in their bubbles, with specific windows during a lunch break designated for a particular bubble. During the later lunch break, Years 7, 8 and 9 will come to the canteen in that order and be given a 15 minute window to make their purchases. During the earlier lunch break, Years 10, 11, 12 and 13 will come in that order and be given a 10 minute window to make their purchases.

Students will be able to take their bags into the canteen. Before entry to the canteen, students will be expected to make use of the hand sanitiser station at the entrance. The canteen will be serving hot and cold food, though the range will be more limited. We will continue to use cashless catering, though this will be managed using student names and the student photographs held on our MIS. Students in Y7-11 will use their uniform cards for identification, and those in the Sixth Form will use their student ID cards (which will be issued at the start of term), rather than the use of fingerprints. The Food Cube will not be open and vending machines will remain turned off. Serving staff will be able to maintain their distance from students; those staff who are operating the tills, where distancing is not possible, will be protected by a sheet of Perspex between them and the students.

The canteen is not sufficiently large to accommodate different bubbles of students, nor is there the capacity to clean tables and chairs between different bubbles. Therefore, once food has been purchased, students will need to take their purchases and consume them outside. If the weather is poor, students should go to their lesson 3 room at break time and their lesson 4 room at lunch time.

Students in the Sixth Form will not be allowed to leave the school site during the lunch break. If students wish to complete work or sit quietly during this time they may use the Sixth Form Centre (places will be limited based on the number of tables and chairs available) or ILC, otherwise they should go to their designated area on the school field.

In order to reduce the potential contact between students, students will not be permitted to play football on the field during break and lunch times.

Measures elsewhere

Bubbles will be kept apart as much as possible; we will avoid large gatherings such as assemblies with more than one bubble.

We have roomed lessons so that bubbles are kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, by rooming in this way we will avoid creating busy corridors, entrances and exits. We have introduced staggered break and lunchtimes to support this, and bubbles will have designated areas on the school field for their use during these times.

Whilst students will be allocated a locker, their use will not be permitted at the start of the year to reduce the number of contact points in school. We will review this decision as the national guidance is updated. Locker keys currently held by students from last academic year will be collected at the start of the Autumn Term and reissued at a later date.

Outdoor furniture, such as benching, should not be used. We will remove as much furniture as possible. That which remains will be taped of so that staff and students know that it is not to be used.

When Sixth Form students have a study period, they will be expected to work quietly in one of the following spaces where they will work in rows facing in the same direction:

Year 12: Upstairs in the SFC or the back of the SFC for ICT access (laptop trolley)

Year 13: Downstairs in SFC or the ILC for ICT access. If these spaces do not have sufficient capacity during the timetable cycle we will identify an additional space for students to work.

The number of visitors on site will be kept to a minimum and where this can happen outside of school hours, they should. Meetings with parents will take place in the designated meeting room near reception; any parents wishing to meet with a member of staff must call to make an appointment beforehand. We will aim to minimise the number of contractors visiting the site during the working day, though will ensure we undertake all essential checks; where attendance out of school hours is not possible, contractors will be briefed on the school's expectations regarding safety before entry to the buildings. Where possible, contractors will be accompanied during their time in school by a member of the site team. All visitors will be required to sign in and out at reception, including a telephone number to allow us to implement the Test and Trace system should this eventuality be required.

Staff will remain on the school site during lesson time (some PE lessons may take place off-site) each day. We strongly encourage staff not to leave the school site during their lunch break to reduce the number of people they come into contact with. Any member of staff who leaves the school site will need to adhere to hand cleaning protocols upon their return.

Transport

Our timing of the start and end of our school day is limited by the transport plans and patterns and we are therefore unable to stagger these times significantly. The government is encouraging, where possible, for travel to school be by walking, cycling or private car. Staff and students should not car share (unless a family group) so that contact and social mixing are reduced.

We have worked in partnership with the local authority who have the statutory responsibility for 'home to school transport' for many of our students, as well as a vital role in working with local transport providers to ensure sufficient bus service provision.

Our approach to transport aligns as far as possible with the principles underpinning the system of controls set out earlier.

- When boarding buses, staff who escort their classes at the end of the day will support transport providers manage students so they are grouped together on transport, and where possible this will reflect the bubbles that are adopted within school;*
- Where available, students will be required to use hand sanitiser upon boarding and/or disembarking;*
- Buses will be available for students to board in two phases at the end of the day to ensure adequate distances between vehicles;*
- We expect all students to wear a face covering on dedicated school transport if they are able to do so. By law, people aged 11 and over must wear a face covering on public transport. Although, this law does not apply to dedicated school transport, Public Health England recommends that children aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. This does not apply to those who are exempt from wearing a face covering on public transport. Where face coverings have been lost or damaged during the day we will keep a small contingency supply in school.*

- *Transport drivers must focus on driving vehicles safely, and so are not responsible for overseeing whether children are following advice and guidance. Parents and carers are responsible for ensuring children understand how to use transport safely, and children themselves are responsible for acting upon this, where they are able to.*

Arrival at school

Students arriving by bike, walking or in a private car should ensure they do not arrive earlier than 8.30am. Parents dropping students off by car will not be able to access the school site so will need to park nearby and drop their child off there. This could cause significant congestion in West Street and we advise all parents to identify a suitable safe drop off and pick up point near to the school, but not directly outside it.

Any student or member of staff wearing a face covering for their journey to school should remove this before they enter the school buildings. When removing a face covering, remove it from behind (do not touch the front of mask). Temporary face coverings must be disposed of in the designated bins. Contents of these bins will be kept for 72 hours and then disposed of in normal waste. All reusable face coverings should be stored in a personal plastic bag and be retained by the individual.

Students should clean their hands when they arrive. This may be using soap and running water or using hand sanitiser as they enter their form room. Once in their Form Room, students should remain there until the start of the school day.

A protocol will be in place to monitor the arrival of students to ensure that face masks are removed and disposed of correctly and that hand cleaning takes place.

Departure From school

We will stagger the way in which students are dismissed from their classes at the end of each day. Those students in Years 7-9 will be dismissed at 3.35, whilst those in Years 10-13 will leave at 3.45. Those staff teaching during lesson 6 will escort their classes to the main drive where they will oversee their departure from the school site, ensure they board the correct bus or wait in the correct area for their bus. Whilst these arrangements will be our norm, for the first few days of term Y7 will be dismissed from lessons at 3.30 so that they can learn the new routines.

Those students travelling home on foot, bike or in a private car, should leave the school site as quickly as possible. There should be no waiting with friends who are travelling by bus or friends from other year groups. Those students travelling by taxi should make their way to the front car park to be collected.

At the end of the school day, buses collect students in two 'waves'. If a student's bus is in the first wave, they should board the bus as quickly and safely as possible, following the instructions of the bus driver and maintaining their bubbles from the school day. If a student's bus is in the second wave, students should wait in the designated space for their year group on the tennis courts, before being called by a member of staff to board their bus. If the weather is poor, students should use the Main Hall instead of the tennis courts. There should be no students waiting along the main drive.

Unless there are planned meetings in the school diary, all staff should leave the site by 4.15pm to facilitate cleaning of the site for the next day and to ensure that contact between the cleaning team and other members of staff is limited.

6. Where necessary, wear appropriate personal protective equipment (PPE):

The majority of staff in school will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- *Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained;*
- *Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used;*
- *For first aid instances when social distancing cannot be maintained.*

We will follow the guidance on [safe working in education, childcare and children's social care](#) relating to how PPE should be used and what type of PPE to use. All staff who may need to wear PPE will be provided with training. We recognise that PPE is not a substitute for good hygiene practices and hand cleaning continues to be essential.

RESPONSE TO INFECTION

7. Engage with the NHS Test and Trace process

Staff members, parents/carers and students will need to be ready and willing to:

- *Book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school.*
- *Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.*
- *Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).*

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

By the autumn term, we are assured we will be provided with a small number of home testing kits to give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.

Following testing, parents and staff should inform school immediately of the results of a test:

- *If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*
- *If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense*

of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Where a child displays symptoms of Covid-19 during the school day, they will be isolated in Meeting Rooms 1 and 2 before being collected and taken home. Other students feeling unwell, or those injured, will be housed in the medical room. We will continue to ensure there is support available from a member of staff who is trained to provide first aid. We note the information from the Health & Safety Executive regarding an extension to the validity of first aid qualifications and have also provided our staff with access to an online refresher course.

All school community members are strongly encouraged to download and use the NHS Track and Trace app.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community:

If we become aware that someone who has attended school has tested positive for coronavirus (COVID-19) we will contact our local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace:

*East Midlands Health Protection Team
Public Health England
Seaton House
City Link
Nottingham
NG2 4LA
Tel: 0344 2254 524 (option1)
Out of hours advice: 0344 2254 524*

We will work with the health protection team to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- *Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*
- *Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- *Travelling in a small vehicle, like a car, with an infected person*

The health protection team will provide definitive advice on who must be sent home. To support this we will keep a record of students and staff in each group, and any close contact that takes place between children and staff in different groups.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#).

9. Contain any outbreak by following local health protection team advice:

We will work with their local health protection team who will be able to advise if additional action is required.

3. School Operations

Attendance

School attendance will be mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- Parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- Schools’ responsibilities to record attendance and follow up absence;
- The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.

We obtain information from parents which includes underlying health issues when a student joins our school, parents are encouraged to update us whenever circumstances change. We maintain a record of students with health concerns in order that we can provide appropriate support. We have reviewed the list of students with underlying conditions and have identified those where there may be an additional vulnerability to coronavirus, our pastoral care team are alert to the needs of these individuals.

Whilst the majority of students will be able to return to school, we recognise that:

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- Some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health

professional before returning to school in September (usually at their next planned clinical appointment).

Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will ensure they have access to remote learning. Where children do not attend school as parents are following clinical and/or public health advice, absence will not be penalised.

We will revert back to using SIMS for roll call at the start of the day and at the beginning of each taught lesson. We will continue to maintain records of absence, specifically where suspected corona symptoms are identified, in order to implement the Test and Trace system and monitor any absence trends enabling us to act promptly should a suspected outbreak occur.

Workforce

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on coronavirus (COVID-19) related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. It remains the case that government policy advises those who can work from home to do so. This will not be applicable to most school staff, but where a role may be conducive to home working we will consider what is feasible and appropriate. All staff have been supported through individual risk assessments and are encouraged to continue dialogue with senior leaders should their circumstances change or any concerns arise. We will continue to maintain records of absence, specifically where suspected corona symptoms are identified, in order to implement the Test and Trace system and monitor any absence trends enabling us to act promptly should a suspected outbreak occur.

Staff who are clinically vulnerable or extremely clinically vulnerable

The measures we will put in place mean the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We anticipate that this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.

We will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. This will be considered on an individual basis. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are pregnant

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), such as BAME colleagues. If staff with significant risk factors are concerned, we will discuss their concerns, complete an individual risk assessment and, as far as is practically possible, accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Supply teachers and other temporary or peripatetic teachers

Where needed, we will continue to engage supply teachers and other supply staff. Supply staff and other temporary workers can move between schools, but we will ensure we minimise the number of visitors to the school. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and students.

Educational visits

In September we will be able to resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. In the first instance, we will limit these visits to those which are directly linked to completion of examination specifications, eg, fieldwork.

As always, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and refer to wider advice on visiting indoor and outdoor venues: [health and safety guidance on educational visits](#).

School Uniform

Our uniform expectations will be the normal school uniform (though students may wear short sleeved shirts and blouses if they wish), except on days when students have PE/Games. On these days students should come into school in QEGS PE/Games kit and will be allowed to wear any plain navy blue/black tracksuit bottom or plain navy blue/black leggings during the school day. In the advent of bad weather, students should bring spare QEGS kit to change into after their lesson.

Mobile Phones

We will return to our normal policy regarding mobile phones.

Toilets

Different bubbles will not need to be allocated their own toilet blocks, but toilets will be cleaned regularly and students must clean their hands thoroughly after using the toilet.

Water Fountains

We would encourage students to bring a water bottle with sufficient water for the day or purchase a drink from the canteen at lunch. All water fountains in the school will be replaced in school before September so that they are suitable for refilling bottles, rather than the swan-neck style.

Fire Drills/Alarms

Our normal arrangements will remain in place regarding the closing of windows and doors and of having Fire Marshalls. Students will be escorted by their teacher to the field and line up in their Form Groups, whilst ensuring distancing between individuals and bubbles. Registers will be compared with those held at reception for a roll call by Form Tutors. Arrangements for fire drills/alarms will be shared with staff during the September days and with students as part of their first day in school.

Parents' Evenings

We will schedule our normal programme of Parents' Evenings for the year, which will be published as part of the school calendar. We are not anticipating holding these in school at the present time, to reduce the number of people on school site, but hope to hold these using video conferencing.

Preparation for Staff

Before returning to school information regarding safety measures and expectations of staff will be sent out. There will be an opportunity for additional questions to be asked via email before the start of the school year. Communication will be key to ensure that all staff feel confident in the measures taken by the school.

Two training days will take place at the start of September. The focus of this training will be on logistical arrangements, wellbeing, safeguarding and curriculum planning (face to face and remotely).

SLT will 'check-in' with all members of staff during the first few days back in school in order to check their wellbeing and address any worries they may have. Support from external sources, such as Education Support (Tel: 08000 562 561), advertised to staff through email and displays in Staff Rooms.

Where colleagues continue to work from home, Line Managers will maintain contact through email and phone calls, and check that appropriate work plans are being followed, including regular breaks, and identify any additional support that may be needed.

Governance

The Local Governing Body will continue to meet at times indicated in the Trust's calendar for the year and will be structured to ensure they are able to meet their statutory duties in addition to the school's response to Coronavirus; these will continue to be held remotely. The Headteacher will continue to meet frequently with the Chair and Vice-Chair of the Local Governing Body to discuss arrangements in place at the school; these will be held remotely.

4. Curriculum, pastoral support and behaviour

Curriculum

Classroom Based Learning

Students in all year groups will continue to access a broad and balanced curriculum. We do not anticipate a reduction in this breadth compared with other school years. Upon their return, students will undertake a combination of new learning and a review of their remote learning. Our future curriculum planning for individual subjects will be informed by this assessment of students' starting points and building on their existing knowledge and skills, in particular making effective use of regular formative assessment.

Research conducted by the Education Endowment Foundation (EEF) strongly suggests that compensating for the negative impact of school closures on student learning will require a sustained response. It is highly unlikely that a single approach will be enough and we will consider how to align our approach to the use of Catch-Up Funding with Pupil Premium Funding and our broader school improvement priorities. Our approach will be rooted in research evidence so that we spend any funding effectively; we will make use of the research undertaken by the EEF, and where appropriate and needed, we will engage with the National Tutoring Programme to provide tutoring sessions and coaches for disadvantaged students.

We will consider when best to place summative assessments, such as mock examinations and internal examinations, so that students have time to return and settle at school, whilst ensuring students and staff are informed and able to work towards and prepare for external examinations.

Music lessons

We recognise that there may be an additional risk of infection in environments where students are singing, chanting, playing wind or brass instruments. We will reduce this risk by selecting carefully which instruments are used within lessons and positioning students side-to-side. During lessons, we will avoid the sharing of instruments, and ensure good ventilation. The smaller practice rooms adjacent to the music classroom will be used with the door open and only one student at a time. Where instruments are used, we will ensure that they are cleaned between use by different students using the wipes and disinfectants available.

Students will continue to receive one-to-one music tuition, if requested and available. Lincolnshire Music Service is planning for this to take place remotely for the tuition it provides. Piano tuition will continue to be taught face to face by our own peripatetic teacher; we will ensure that there is a 2 metre distance between tutor and student at all times and that pianos and stools are thoroughly cleaned between each lesson.

PE lessons

As with all lessons, students are expected to clean their hands before PE lessons; in addition, they will also need to clean their hands at the end of the lessons. All changing rooms will have hand sanitiser stations. At the end of each lesson, students will be expected to use a wipe to clean the area where they have changed.

We aim to keep our physical education curriculum as broad as possible whilst following the measures in the system of controls. Students should be kept in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will be avoided.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying particular attention to cleaning and hygiene. Where they are available, we will continue to make use of external facilities, such as the AstroTurf, in line with government guidance for the use of, and travel to and from, those facilities. Provision for Sixth Form Games will be limited to activities on-site or where direct supervision can take place.

All activities will be risk assessed and this process will make use of the following advice:

- *Guidance on the phased return of sport and recreation and guidance from Sport England;*
- *Advice from the Association for Physical Education and the Youth Sport Trust.*

We are currently not planning any work with external coaches and anticipate that fixtures with other schools and between forms will be cancelled for the foreseeable future. In school, the majority of sports clubs and activities will also be postponed until further notice.

We will make use of all of our changing facilities to ensure that they can be cleaned between being used by different classes and that students remain within their bubbles whilst they are changing. It will be important that students remember their own PE kit as borrowing kit will be problematic. Any kit that is borrowed by a student will be washed in school immediately after use in school.

Students will not be able to use showers after their lesson.

Art lessons

We will adapt our schemes of learning to focus on work which does not require the sharing or resources, for example, pencil work or use of coloured pencils where students can bring their own from home. This is most likely to be effective in KS3; however at GCSE and A-Level, students will need to use a greater variety of resources. We will accommodate this by ensuring that where items, such as paint brushes, are used by a student they are left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Resistant Materials lessons

We will adapt our schemes of learning so that some practical work will be replaced with teacher demonstration of techniques or the nature of the materials used will change so that work can be completed at desks rather than work benches. Where practical work is undertaken, if the class size is too large to maintain a 2 metre distance between students, this will be on a rota basis across a class so that students can work individually at workstations to maintain distance, with tools, safety goggles and surfaces cleaned meticulously between students.

Food & Nutrition Lessons

We will adapt our schemes of learning so that some practical work will be replaced with teacher demonstration of techniques or the nature of the tasks will change so that work can be completed at desks rather than workstations. Where practical work is undertaken, if the class size is too large to maintain a 2 metre distance between students, this will be on a rota basis across a class so that students can work individually at workstations to maintain distance, with equipment and surfaces cleaned meticulously between students.

Drama lessons

Group sizes in Years 10-13 are small, so with some small changes to the schemes of learning, practical work will be able to form part of the learning activities undertaken by students as distancing will be able to be maintained. For Y7-9, larger class size means that this will not be possible so lessons will be taught in classrooms where students will make use of recorded live performance to develop their understanding and knowledge.

Science lessons

We will adapt our schemes of learning so that some practical work will be replaced with teacher demonstration of experiments unless the group size is sufficiently small to maintain distancing. Where practical work is undertaken, equipment and surfaces cleaned meticulously between students.

The Library

The library will remain in use as a teaching room and, as with all classrooms, desks will be arranged in rows, unnecessary furniture and soft furnishings will be removed. Students will not be allowed to handle books on the shelves; the front of bookshelves will be covered with clear plastic so that books spines are visible to students, but will mean that the books themselves cannot be touched. The plastic sheeting will be cleaned regularly. If a student wishes to borrow a book, the book will be collected by the Librarian for them. Books that have been borrowed should be returned to the box at the bottom of the Library Stairs; this will be emptied each day and the contents quarantined for 72 hours. If the box becomes full more quickly, the box will be emptied by a member of staff wearing gloves and the books quarantined in the Library. The Talking Newspaper project will not restart whilst the current measures are in place.

Remote Learning

Remote education may need to be an essential component in the delivery of our curriculum for some students who are unable to attend school. Plans will be developed on an individual basis for this. In the case of a local lockdown, we will ensure students educated at home are given the support they need to master the curriculum and make good progress.

We will focus our remote teaching on the development of threshold knowledge we have identified in schemes of learning as requiring explicit instruction, supported by independent practice and learning activities. The quality of this instruction is paramount in improving students' understanding; we will therefore use approaches that students have indicated are most engaging and useful in a way that is efficient and ensures no replication of teacher workload.

Online lessons teaching threshold knowledge will take the format of spoken teacher instruction supported by a visual aid such as a PowerPoint or Word document. An identified member of staff in each subject area will plan and deliver these lessons, as well as prepare the independent learning resources to be completed by students between online lessons, for a particular year group or key stage. There is no expectation that online teaching will be live, but should be recorded and saved centrally for students.

Individual class teachers will continue to provide support for students in their own classes should this be needed as they complete the independent learning tasks.

Specific assessment tasks will be identified for each year group, with feedback provided to students by their class teacher. We will continue to use a wide range of different assessment techniques.

Pastoral support

Students' experiences over the last few months will have been very varied. For some, it will mostly have been a safe and enjoyable time; for others, it will have been challenging or potentially traumatic. We are used to supporting their students through the challenges that they face in life, though the current situation may amplify those situations.

We appreciate that all students will need help and support when they return to school. Our provision of pastoral support for all students will be designed to:

- *Support the rebuilding of friendships and social engagement;*
- *Address and equip pupils to respond to issues linked to coronavirus (COVID-19);*
- *Support pupils with approaches to improving their physical and mental wellbeing.*

Our Form Tutor and Head of Year structure will be pivotal to this work. For the first two days of the school year we will organise for around half of the school population to be in attendance on each day to provide time for induction and (re)integration to school life. In addition we have restructured our school day to incorporate time with Form Tutors at the start and end of each school day. These arrangements will be reviewed each week to determine how long they need to remain in place. We will provide more focused pastoral support where issues are identified that individual students may need help with, drawing on external support where necessary and possible.

Our PSHE curriculum will be delivered with a clear focus on ensuring that important topics missed during the previous academic year are covered, and with an initial emphasis on coping with change, healthy relationships and emotional well-being.

Counselling services will be available in school, and will be provided for students and parents who are in need. We will fully engage with external services to support students and their families. Additional signposting to services, such as Kooth.com, are visible on the school's website and displays around school. We will continue to offer anonymous reporting of concerns through Whisper on the school website.

Where students or staff are affected by the loss of friends or family, we will follow our Bereavement Policy, and ensure support is provided. Counselling can be provided and additional services from Lincoln Grief & Loss Counselling can be arranged. Where a member of staff's health is affected, a referral to Occupational Health may be made.

Behaviour

Whilst attending school, students should follow the normal QEGS code of conduct. In addition, they must:

- *Follow the rules for arriving at and leaving the school site;*
- *Observe the one way markers in corridors and maintain a 2 metre distance from all members of staff;*
- *Clean their hands on entering and leaving school, before and after eating and at other times when directed by staff;*
- *Avoid physical contact at all times – no hugs, shaking hands, etc.;*
- *Students should wipe surfaces, including tables and chairs, and resources when directed;*

- *Move to and from classrooms via an outside route if possible.*
- *At breaks & lunchtimes go outside to their designated areas if the weather is good and go to their designated room if the weather is poor;*
- *Do not share belongings, including mobile phones, water bottles or food with others;*
- *Maintain a sensible approach in the toilets, maintaining distance from others, particularly those from another year group;*
- *If using a computer, wipe down the keyboard & mouse after use;*
- *In classrooms, sit in the designated chair at all times; students should not leave their seat. If they require assistance, they should put their hand up and ask;*
- *Keep their belongings with them at all times;*
- *Normal school rules relating to the use of mobile devices will apply;*
- *Whilst hand sanitiser will be available in school, students may wish, for their own peace of mind, to carry their own supply;*
- *When travelling to and from school by bus, observe all safety guidelines including sitting within their designated bubble and remaining seated throughout the journey;*
- *To reduce the risk of infection coming into school, students will be expected to observe government guidelines in relation to social distancing and gatherings of groups of people when not in school.*

Any student who commits serious or persistent breach of our COVID-19 protection rules will be sanctioned using the full range of sanctions available.