

## Student Guidance Document, including Covid Code of Conduct (CCC)

<p style="text-align: center;"><b>COVID-19 Conduct Contract</b> <b>for students attending school from 15 June 2020</b></p>
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Dear Student and Parent/Carer,

The school is partially re-opening for selected students, whilst maintaining our comprehensive online curriculum for all other students. In the first instance the school will be open for some year 10 and year 12 students. Those who are unable to comply with the COVID-19 Conduct Contract and those who have medical conditions which classify them under the government guidelines as 'Highest Risk' should remain at home until advised otherwise. This applies also to those who have somebody in their household who is classified as 'Highest Risk'. There are other complex reasons why a parent/carer may wish to keep their child at home and continue to access online learning only, such as the children of black and ethnic minority families who have been identified as higher risk to COVID-19. Please let us know if this is the case.

In these instances, work will continue to be set on Show My Homework and on Teams for the students to complete at home. Our primary concern at this time is the health of the students, staff and their families. In order to keep everybody safe and reduce the likelihood of infection, a set of non-negotiable expectations that are additional to the usual code of conduct and positive behaviour management policy has been put in place and must be observed by **all** members of the school community. This is a worrying time for us all and we hope that this contract will help to alleviate some of your concerns regarding your child returning to school.

***Parents and carers must not send their children to school with any symptoms of illness, however mild, including fever, diarrhoea, nausea, sore throat, cough, loss of smell/taste, rashes etc. The school reserves the right to refuse entry to any student where there are legitimate concerns regarding the health of a student. It will be the parent's responsibility to collect the child within a 30-minute period where the child becomes unwell or appears unwell.***

We expect every person in school to behave in a respectful and co-operative way which fully supports the principles of this COVID-19 Conduct Contract. There will be a zero-tolerance approach to deliberate or willful breaches of this contract. Where a child refuses to comply with the COVID-19 Conduct Contract, following contact from the Key Stage office, parents/carers must collect the child within a 30-minute period. This is non-negotiable and is in place to protect the wellbeing and health of our school community.

Please be aware that all staff members including providers of school transport will have a copy of this contract and as such it is in operation at all times, from leaving home to arriving back home if travelling by bus.

In order to return to school, you and your child must agree to abide by all the parameters below. If you or your child are unable to agree to each separate statement in this contract, then your child should not return to school until social distancing measures are relaxed by the government or the school asks you to return.

Our contract is to be found on the following two pages and at the end of this letter are appendices which offer further useful and important information.

<b>Contract</b>
<b>Transport to and from school</b>
<p>I agree to observe social distancing on the journey to and from school by:</p> <ul style="list-style-type: none"> <li>• <u>If travelling by bus:</u> Remaining 2m from the next person whilst waiting at the bus stop and on the way to the bus stop</li> <li>• Getting on the bus one person at a time leaving a 2m distance between each person</li> <li>• Sitting on separate seats to other passengers</li> <li>• Where possible, sitting in alternate rows on the bus</li> <li>• Remaining in my seat throughout the journey to and from school</li> <li>• Getting off the bus one person at a time leaving a 2m distance between each person as I get off and until I get home.</li> </ul> <p><u>If travelling by car:</u></p> <ul style="list-style-type: none"> <li>• I the PARENT agree to drop off my child in the designated area, whilst observing the one-way system on the school field.</li> <li>• I the PARENT agree to collect my child at the end of the day between 12.40pm and 12.50pm from the Leisure Centre</li> <li>• I the STUDENT agree to observe social distancing by remaining 2m from the nearest person on my way into school from the car, and on my way to the car from school.</li> </ul>
<b>Arrival at school</b>
<p>I agree to:</p> <ul style="list-style-type: none"> <li>• Wash my hands on my arrival to school</li> <li>• Where possible, provide my own hand sanitizer (school supplies are limited)</li> <li>• On arrival proceed straight to the tennis courts to take up my place in the tutor line marked at 2m intervals.</li> <li>• If arrival is late, proceed straight to reception.</li> </ul>
<b>Health screening and early collection</b>
<p>I the PARENT agree to the following:</p> <ul style="list-style-type: none"> <li>• To the school carrying out health screening as required</li> <li>• To collect my child from school, within 30 minutes should the school deem that they appear to have become unwell.</li> <li>• To keep my child at home should they display even the mildest symptoms of any illness</li> <li>• To collect my child from school within half an hour should they refuse to comply with the Covid 19 Conduct Contract</li> </ul> <p>I the STUDENT</p> <ul style="list-style-type: none"> <li>• Agree to take part in any health screening and comply with the outcome of this screening</li> </ul>
<b>Movement around school and in lessons</b>
<p>I agree to observe social distancing at all times when in school by:</p> <ul style="list-style-type: none"> <li>• Remaining 2m from the nearest person whilst moving around the school, in lessons, at the start and end of the day, between lessons and at break time.</li> <li>• Observing the designated entry and exit points for each room</li> <li>• Observing the one way systems in place</li> <li>• Entering and exiting classrooms via the outside door (where possible)</li> <li>• Observing social distancing of 2m per person in all areas of the school including toilets and corridors.</li> <li>• Complying with the allocated seating arrangements in the class (will be very small classes with 2m between seats)</li> <li>• Remaining seated at the end of lessons until dismissed by the teacher one person at a time</li> </ul>

#### Break time

I agree to abide by the new arrangements for break time by:

- Bringing my own food and drink for breaktime.
- Staying in my classroom until instructed to leave.
- Remaining at 2m social distance when moving as part of a group.

#### Hygiene and Uniform

I agree to maintain my own personal hygiene by:

- Washing my hands thoroughly with soap for 20 seconds after I have used the toilets, and where possible in lessons (at the instruction of the teacher)
- By using hand sanitizer, where possible, at the end of lessons
- Wearing clean, summer school uniform each day [Blazers are not required]. Students are recommended to wear an outdoor coat/school hooded sweatshirt. Please remember to wear uniform that can be washed and dried as soon as the child returns home.
- Not wearing scarves or other facial coverings other than face masks (these are optional)
- Not wearing any other gloves or PPE other than optional disposable plastic gloves
- Coughing/ sneezing into a tissue or into the crook of my arm
- Avoiding touching unnecessary surfaces
- Avoiding touching my face

#### Toilets

I agree to observe the rules and regulations as directed below:

- To use **only** the toilets designated for my college; B Block Only
- Washing my hands thoroughly with soap for 20 seconds after I have used the toilets.
- To observe social distancing in toilets areas by staying 2m from the nearest person
- To use the toilet at the start of the day and during the designated break time
- To strictly avoid congregating in the toilet area and only entering the toilet area when this complies with social distancing (a queuing system will be in place)

#### General conduct

I agree to observe the follows rules and regulations:

- To follow my **new** timetable as instructed
- To avoid lateness
- To do as adults ask without question
- To work hard and to the best of my ability in all lessons even if my normal teacher is not in the room.
- To stay focused and let others learn
- To behave in a respectful, co-operative manner at all times
- To bring my own equipment to school with the understanding that I will be unable to borrow any.

#### Visitors to school

I agree to support the following:

- There will be no visitors permitted on the school site
- As a PARENT if I wish to communicate with the school, I will do this by email or by telephone. I will NOT come onto the school site except to drop off or pick up my child by car and in this instance I will stay in my car.

#### Fire bell and Lockdown

- I the STUDENT agree to comply with the rules and procedures regarding lockdown and fire emergencies as instructed.
- I agree to maintain social distancing in these instances

It is important to emphasize for the parents/carers of year 7, 8 and 9 students in particular, that maintaining our online curriculum is of the highest priority. It is for this reason that the schedule we have designed is very light touch, with only 35-45 year 10 students and 6-18 year 12 students, which with our Key Workers and vulnerable children will amount to on average, around 60 students each day. There will be 6 or 7 from around 70 teachers in school, leaving the overwhelming majority of teachers available for online learning. They will be assisted by a small team of support staff to ensure social distancing is maintained.

I must also make clear for the parents/carers of year 10 and 12 students that we will not be able to offer lessons with all regular class teachers. Larger groups will be split into sub-groups to ensure social distancing, so other subject specialists will support to ensure that students have effective guidance and support. We will inevitably have members of staff who have one or more vulnerable people in their household who are shielding and will not be able to come into school. Where possible we will use technology to include them in the lesson. In exceptional circumstances there may be some subjects we are simply not able to offer, and those will continue with online learning.

In addition, as students are being allowed to use PPE if they wish to do so, they may find that some staff, to whom the same principles apply, also choose to use PPE in their lessons. Where there are students with hearing impairments who need to lip read, this will be taken into consideration.

Our plans will continue to evolve and develop, and I will write to you again when I have more information. However, in advance of this, I wanted to reassure you all that an immense amount of thought and care is going into determining when and how our students return to school, and that the safety of students, staff and their households remains our top concern.

Risk Assessments drawn from this information will be uploaded to our COVID-19 microsite in the coming days, and every student will receive an individualised schedule for their lessons for the half-term by the end of this week.

In the meantime, I would like to take this opportunity to thank you all for your immense efforts in supporting your children continue their studies at home.

I am sure that we are all looking forward to more normal times.

My very best wishes to you all.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Hadley-Pryce', written in a cursive style.

**Dave Hadley-Pryce**  
**Head Teacher**

## **Appendix A**

### **Guidelines for parents and students**

#### **A. Transport – travel to school**

- Where possible, parents should bring students to school by car to reduce overcrowding
- Students should maintain social distancing at bus stops
- Students should board bus one by one, maintaining social distancing
- Students should seat themselves one to a pair of seats on alternate rows - where possible leaving a full empty row of seats between themselves and the next student behind or in front
- When leaving the bus, they should maintain social distancing by remaining seated until the students in front of them have moved to at least two metres and are not standing still
- Students will enter through the main pedestrian gates and assemble in the marked areas on the Tennis Courts. Sixth Form students will assemble outside E Block in the SLT Parking area.
- Students should maintain social distancing when walking into the school and should go straight to their allocated classroom
- Students should not arrive to school any earlier than 8.40am

#### **B. Transport – travel from school**

- Students will exit the school either on the school buses, walk/cycle home or be collected by their parents at the Leisure Centre (accessed via the road as the school gate to the leisure centre will be locked)
- Where possible, parents should collect students from school by car at 12.40pm at the Leisure Centre to reduce overcrowding on buses
- Students travelling by bus will get straight onto buses – again seating themselves one to a pair of seats on alternate rows - where possible leaving a full empty row of seats between themselves and the next student behind or in front
- If bus is not waiting in bus bay, students must queue vertically adjacent to the fence on the grass area opposite the main car parking area. Students must maintain social distancing if waiting for transport
- Students should then board buses one by one, maintaining social distancing
- When leaving the bus, students should maintain social distancing by remaining seated until the students in front of them have moved to at least two metres and are not standing still
- Students should maintain social distancing when walking from the bus to their homes

#### **C. Health considerations for parents, including screening on arrival**

- Only Year 10 & 12 children will be permitted in school during the trial period. No siblings will be allowed from other year groups unless they are in the group of vulnerable children or children of Key Workers
- All 'Higher Risk' children (see Appendix B), as well as those children who live in households with a 'Higher Risk' person, must remain at home, irrespective of whether an official letter of designation has been received.
- Parents must not send students to school with any symptoms of illness, however mild, including fever, diarrhea, sickness or nausea, sore throat, cough, loss of taste/smell, rashes.
- Students may be screened for symptoms on arrival at school. Students will be asked about how they are feeling prior to being escorted to their classroom.
- By sending a child to school, the parent is consenting to any medical checks or screening the school feels is necessary in order to maintain the safety of the school community.

- The school reserves the absolute right to refuse entry to any student to the school where there are legitimate concerns regarding the health of a student.
- It will be the parent's responsibility to collect immediately (within one-hour maximum) from school any child who appears unwell or develops any symptoms during the school day.
- Students waiting to be collected by parents for health reasons will be isolated in room E6, Near the school reception area.
- Appropriate PPE has been ordered for the use by First Aiders only, when treating students suspected / showing COVID-19 symptoms. Any students with medical issues will be sent to E6, where 4 bays will be setup and medical supplies all readily available for First aiders.

#### **D. Uniform/behaviour**

- The safety of students and staff is the primary and overriding concern
- The school is reopening for selected students only - students can be sent home for any reason - including health or behavioural reasons (i.e. exclusions not necessary)
- Summer school uniform should be worn for safeguarding reasons (journey to and from school / site security). Blazers are not required. Students are recommended to wear an outdoor coat/school hooded sweatshirt. Please remember to wear uniform that can be washed and dried as soon as the child returns home.
- Face masks will not be provided by school, but where available, may be worn
- Headscarves / biker masks etc. are not appropriate.
- Return to school guidance, including the COVID-19 Conduct Contract, will be shared with students, parents and bus drivers in advance
- If a student is sent home, for whatever reason, parents will be required to collect them immediately

## **Appendix B**

### **Extract from 'Guidance on shielding and protecting extremely vulnerable person from COVID-19'**

People falling into the extremely vulnerable group include:

1. Solid organ transplant recipients.
2. People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

## Appendix C

### Extract from 'Coronavirus (COVID-19): implementing social distancing in education and childcare settings'

#### How to implement social distancing

To help ensure that the risk of virus spread for both staff and children is as low as possible, education and childcare settings that remain open should:

- tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)
- consider how children arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport
- ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible
- stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering
- discourage parents from gathering at school gates
- try to follow the [social distancing guidelines](#)

Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.

We are asking you to:

- think about how the above can be implemented in your education or childcare setting
- make sure anyone who is feeling ill stays at home (for residential special schools and colleges, this means self-isolating as a school or college 'household' if a resident is ill). See the [guidance on isolation for residential educational settings](#)
- ensure all staff and children:
  - wash their hands with soap and water for 20 seconds frequently
  - are encouraged not to touch their faces
  - use a tissue or elbow to cough or sneeze and use bins for tissue waste
- ensure help is available for children and young people who have trouble washing their hands
- inform parents and communities about the measures that you are taking and get their help to implement them, including ensuring they have seen the [parent Q&A](#)
- engage parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to [guidance on cleaning of non-healthcare settings](#)
- for children and young people with an EHC plan, work with the local authority as well as with parents to decide how best to continue supporting these children and young people to stay healthy

The Department for Education (DfE) will work with schools, childcare settings, and local authorities, to ensure that adequate supplies of personal and domestic cleaning products are available to schools. We will issue further detailed guidance for settings regarding the supply of personal protective equipment to settings that require it.

We know that education and childcare settings may face additional costs as a result of coronavirus (COVID-19). We will put in place a new process that allows us to reimburse schools for exceptional costs that they face as a result.

What parents can do:

- talk to their children about coronavirus (COVID-19), social distancing and handwashing (there is some useful student friendly advice on the local NHS website, which has been created by the Speech and Language team - <https://www.hacw.nhs.uk/sltCOVID-19>)
- follow [guidance for households with possible coronavirus infection](#)
- do not gather at entrances or in playgrounds, and model social distancing so that their children learn good practice

## Appendix D

### Extract from 'Guidance: Planning guide for primary schools'

#### Annex B: Principles for staff

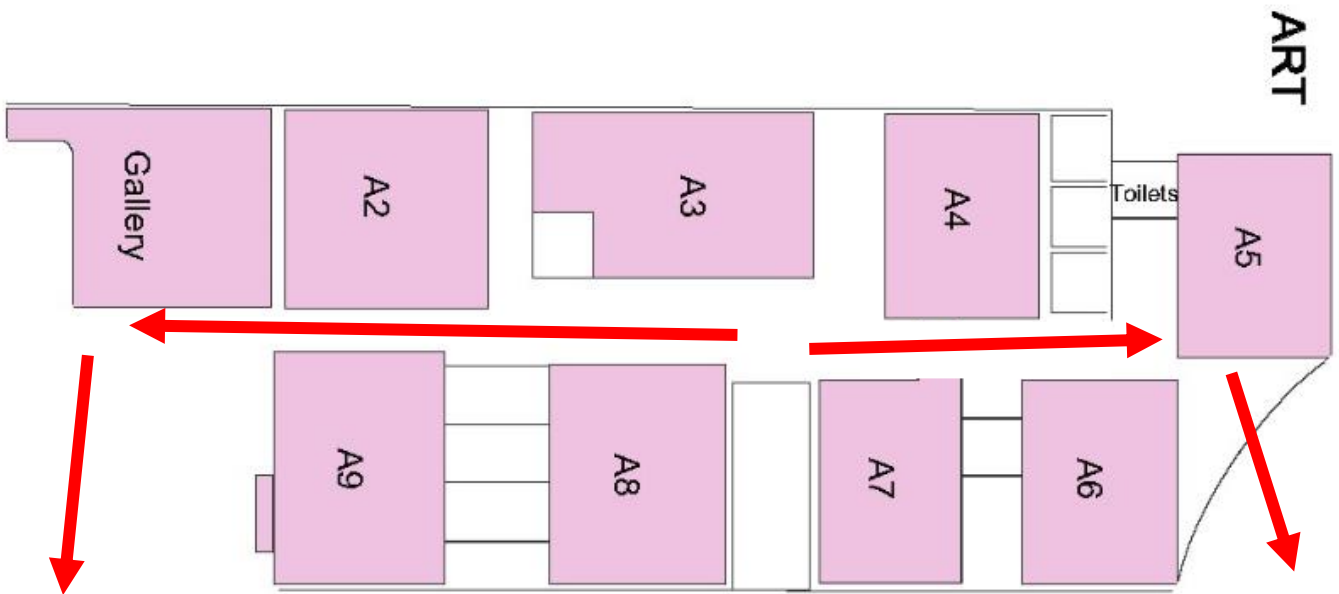
**Note:** As secondary school specific guidance has yet to be published this is included to assist staff in framing their think in preparation for year 10 and year 12 sessions.

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.



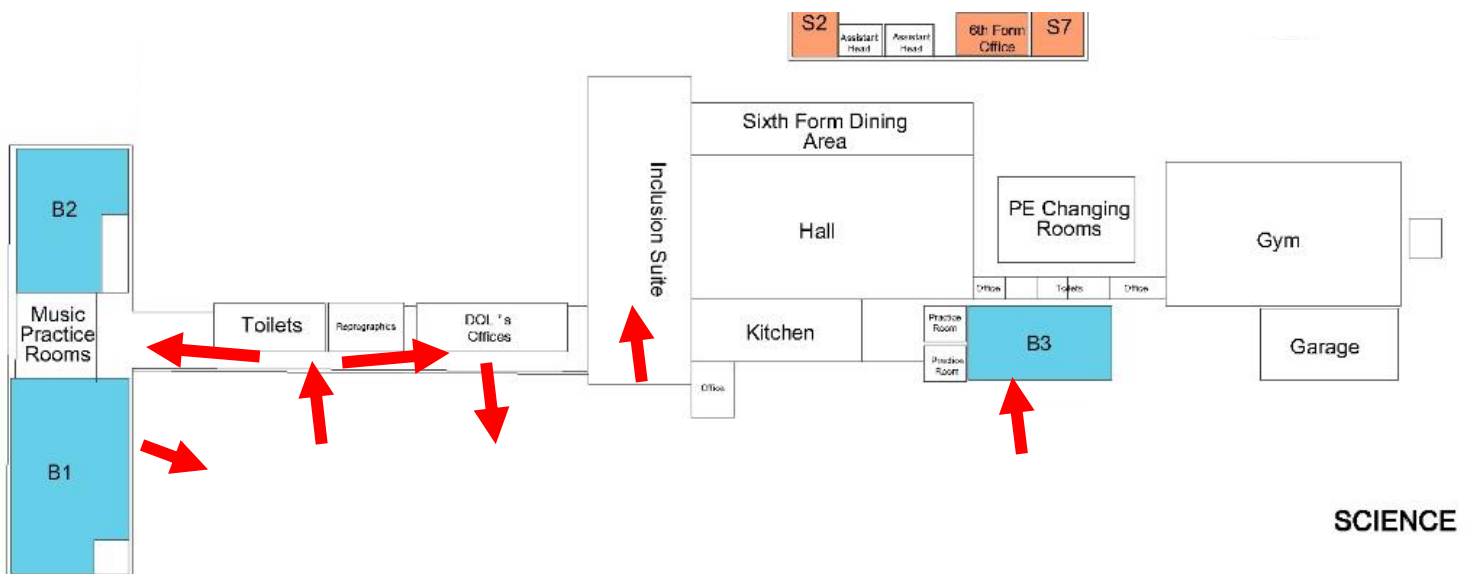
## Appendix E

### A Block



Student & Staff to enter A Block via main double doors located between A8 / A7, on the floor will be a centre divide. Students or staff to go either left or right down the corridor (one-way flow). Students and staff to exit out of doors located at the end of A located by Gallery and A5. Only one toilet to be open in A Block to be used by **Staff only**.

### B Block



SCIENCE

### Music / Toilets

Students & Staff to enter by ramp door near toilets, toilets to be used and exit via door by HOY office (morning routine). For lessons in Music, students to enter via same door and go down to B2. Students to exit via B1 through fire door onto playground.

### **\*NOTE\***

**The door between HOY to entrance foyer will be sealed and not accessible by anyone**

### IT Suites

Students & Staff to enter via fire escape by A Block into B4, where students will go through to their required room (B5/B7). To exit students to go downstairs, and exit via B1 through fire escape same as students.

### Keyword Students

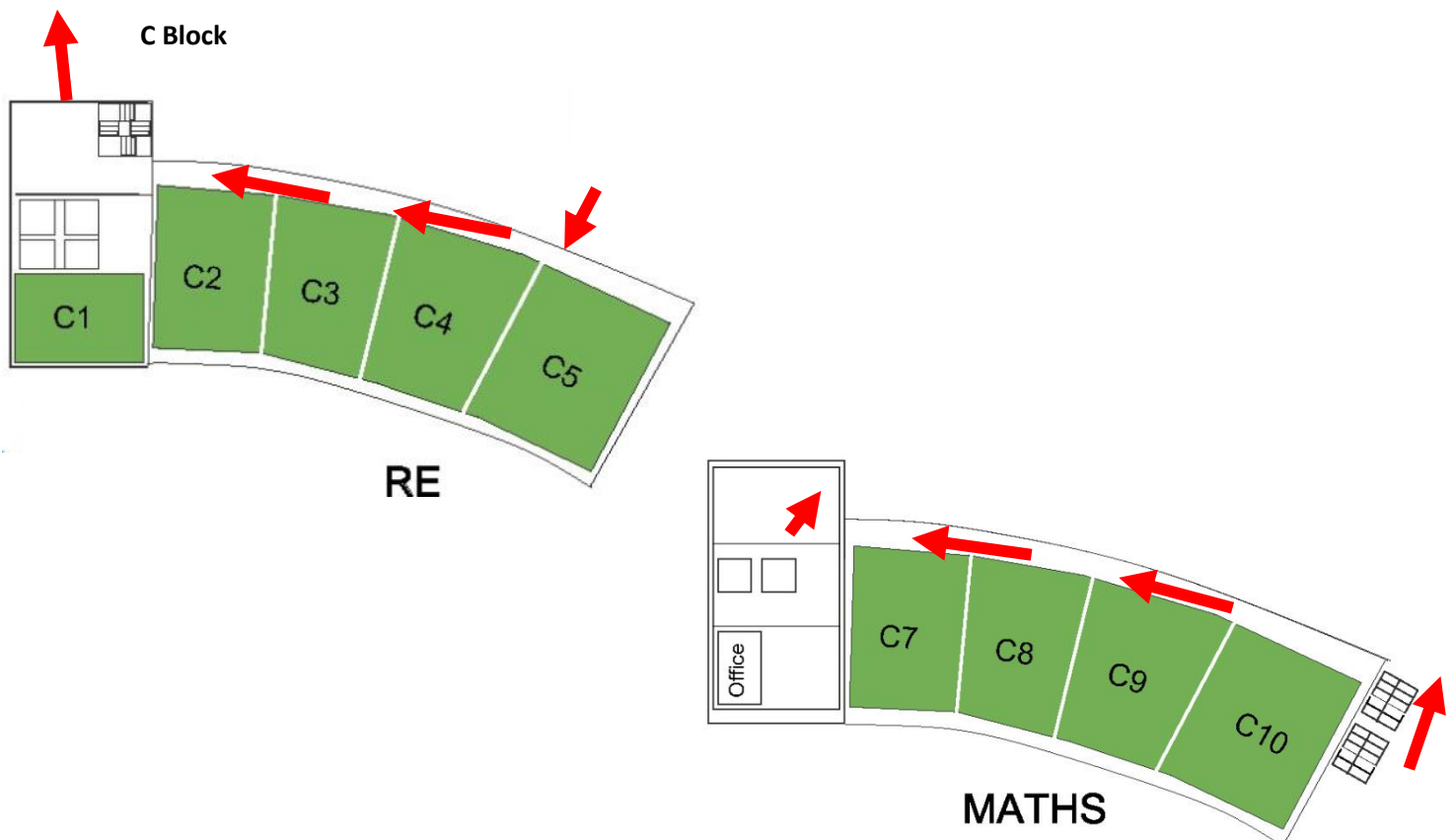
Keyworker students will be located in B8, students to enter via automatic doors and go up stairs to B8, students will exit via the same route downstairs and out through automatic doors

### B3

Lessons in B3, students will enter and exit via the fire escape near the water tower into B3.

### **\*NOTE\***

**The doors to the hall will be sealed both sides, the PE Corridor and entrance doors will remain locked. The staff room & bridge will be locked and tape put from the stairs to wall preventing access.**



### Ground Floor

Students & Staff to enter via single door by C5 and go down corridor towards entrance foyer.  
Students to exit via automatic doors under bridge.

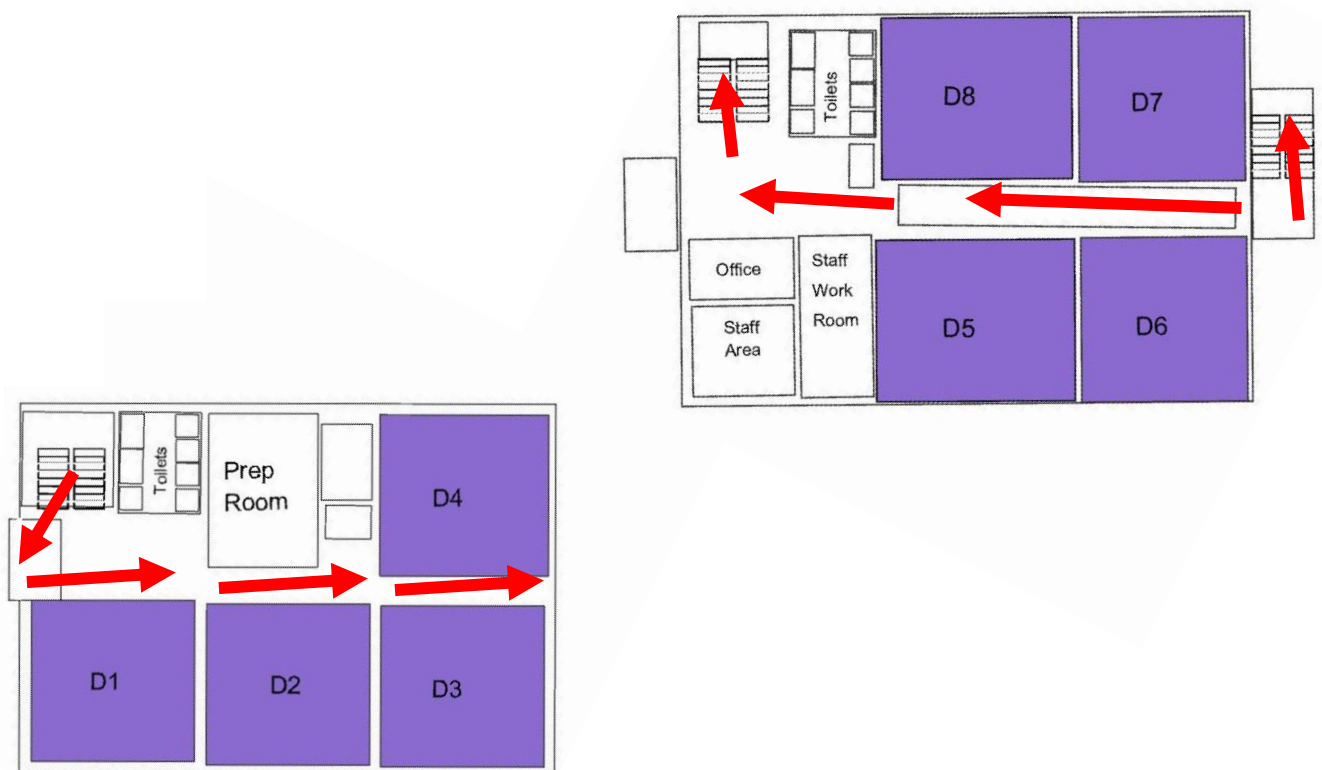
### First Floor

Students & Staff to enter via fire escape by C10 and go down corridor towards stairwell. Students to exit via stairwell and out of automatic doors.

### **\*NOTE**

**Entrance to bridge will be sealed – Lift not to be used**

### **D Block**

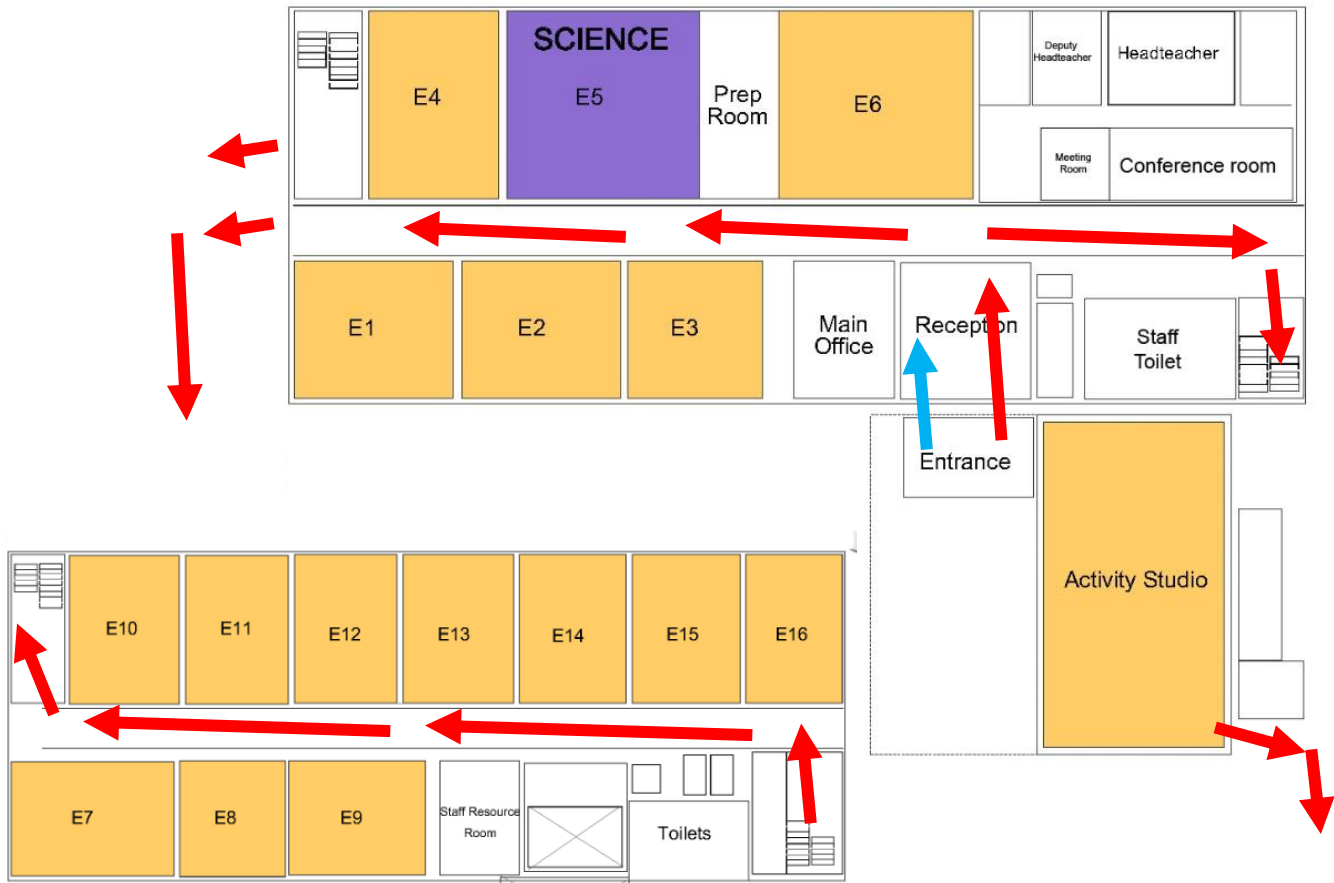


Students & Staff to enter via main automatic doors, going down corridor toward D4. Access to first floor via stairwell at rear of building (Grey staircase). Students & staff to exit via stairwell at front of building and back out automatic doors.

### **\*NOTE\***

**Science PD Room and toilets to be locked and out of bounds to students & staff**

## E Block



Students & Staff to enter via right hand door at main reception of E, floor markings to indicate centre in line will pillars. Students to go down past conference room and up stairwell to access top floor. Students to go down towards lower E block rooms, by turning left after piano (as marked on floor)

Students on ground floor classrooms to exit via fire doors at the end of corridor, students on top floor to exit down stairwell nearest E10 and exit fire doors in stairwell.

Any students or staff in Activities Studio to exit via fire escape near teachers' desk.

### **\*NOTE\***

**Visitors & parents to enter via left hand doors of main entrance to access reception only and leave through same doors. E Block small kitchen, conference and meeting rooms to be locked.**