



## Cambridge House Grammar School

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### Return to School Information Parents/Guardians/Pupils/Staff

This information incorporates the principles and expectations as set out in the guidance received on Thursday 13 August 2020 from the Department of Education. You should have received a letter from the Office of the Minister on 13 August 2020, outlining what is expected for a safe return to school.

The school has in place a Risk Assessment Document, which will be used to determine any changes needed as the term progresses.

#### 1. Social Distancing

Social distancing measures fall into two broad categories: increasing separation and decreasing interaction. The actions we will take are as follows:

1. Strict social distancing requirements between pupils will be relaxed but will remain in place between adults (at 2m) and between adults and pupils. Pupils must not approach teachers within the 2-metre range.
2. Key Stage 3 pupils will be in 'protective bubbles' throughout the school day. They will remain within the same classroom with designated seating arrangements in place. Teachers will move to classes rather than pupils to teachers.
3. Years 11-14 will have designated areas for break and lunch; they will be expected to maintain social distancing as far as possible. Movement and interactions within these year groups will be minimised. Designated fixed desk places will be applied in subject rooms.
4. Pupils should not enter school before 8.30am.
5. Parents/Guardians/visitors are discouraged from entering the premises for any reason; however, where it is felt necessary, permission is required from a member of the school's senior staff. This may be done by ringing the school office and identifying the reason. Parent/visitors must follow the school's COVID-19 protocols; these are signposted at the front entrance.
6. Key Stage 3 pupils will use the side entrance to go to their rooms; Key Stage 4&5 will use the front entrance. On arrival at school, all pupils are required to wash their hands thoroughly before going **directly** to their first timetabled/designated classroom and sit at their personal workplace. Hand washing will be a repeatable discipline throughout the day.
7. A one-way system will operate within the school buildings; this will be clearly signposted.
8. Classrooms will be arranged to optimise distance between pupils. The opening of windows will be encouraged to increase natural ventilation.
9. All pupils will remain on-site during the school day, apart from those travelling to other schools (KS5) and individual pupils in KS5 who have permission to leave early.
10. School Evacuation procedures will be revised to provide for the maintenance of social distancing.
11. Pupils whose behaviour is contrary to the social distancing measures in place will be sanctioned under the school's Positive Behaviour for Learning Policy (COVID-19).
12. Pupils, who need to remain after school, to be collected by parents/guardians, must follow the following guidelines:
  - Pupils in Key Stage 3 should remain in their 'bubble' rooms until collected;
  - Pupils in Key Stage 4 should go to the Library until collected.

**A senior member of staff is on duty until 4.30pm. Pupils must be collected before this time.**

**If pupils are to be collected after 3.20pm on a regular basis, school must be notified before term starts.**

## 2. Hygiene and Physical Protection

Regular and thorough attention to hygiene is essential to deter the spread of the virus. Adequate handwashing facilities will be available for all pupils; pupils will be reminded about the importance of thorough handwashing. Pupils, staff, contract users and visitors will be required to maintain personal hygiene throughout the day.

1. Pupils and staff must wash their hands thoroughly on arrival at the school setting. This requires washing for 20 seconds and drying thoroughly, particularly when entering /leaving areas of the building and always before eating.
2. Hand sanitisers will be available at each school entrance to facilitate initial entry.
3. Bins with bags, will be provided in classrooms and other key locations around the school for the hygienic disposal of tissues and other waste.
4. Measures are in place to ensure statutory and technical compliance with health and safety guidance.
5. Key points in the school will be cleaned more regularly by Building Supervisors during the school day; this will include toilet areas, light switches, bannisters and door handles.
6. Staff and pupils should bring their own individual and frequently used items, e.g. pens and pencils.
7. Every effort will be made to ensure there is no sharing of resources within classrooms. Pupils should bring their own materials into school and only touch their own materials over the course of the day.
8. Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.
9. Pupils to bring only essential items to school each day, e.g. lunch boxes, coats, books, stationery.
10. Pupils are permitted to bring bags to school; only the materials needed for the specific timetable of the day should be included. Bags must be retained by the pupil over the complete duration of the school day. Locker facilities will not be available.
11. Any shared resources which need to be touched by numerous stakeholders, e.g. high control Controlled Assessments, will be appropriately cleaned or used as part of a controlled rotation.
12. Pupils are required to have their own personal sanitisers, anti-bacterial wipes and tissues.
13. Pupils will be expected to take responsibility for the hygiene of their own classroom workspace. This is of importance at KS4&5, where pupils will be moving to subject specialist areas.
14. Wipes are available for staff to clean staff keyboards, mouse and desk at the end of each period.
15. Pupils are required to wear face coverings e.g. corridors.
16. Face Visors are available for all members of staff if required.
17. Where face coverings are necessary e.g. staff working as First Aiders, they **MUST**:
  - Cover both nose and mouth;
  - Be changed when they become moist or damaged;
  - Worn once and then discarded- hands must be cleaned after use;
  - Not be dangled around the neck;
  - Not be touched once put on, except when removed carefully before disposal.
18. Pupils whose behaviour is contrary to control infection measures in place will be disciplined in line with the school's Positive Behaviour for Learning Policy (COVID-19).
19. Pupils are encouraged to arrive with a clean uniform everyday with regular washing of shirts and blazers.

## 3. School Transport

Limited transport provision will be available for eligible pupils who require it in the year groups returning to school on 24 August 2020. A full service will resume on 1 September 2020. Home to school transport, on public bus services, should only be used where there is no alternative available.

It is mandatory for all pupils aged 13 and over, to wear a face covering on public transport. It is also strongly recommended that all pupils regardless of age should wear a face covering on all buses, trains or taxis for the journey to school.

1. In the first phase of school return, there will **only** be a shuttle bus **in the afternoon, for Year 8 pupils, who have bus passes**. Other year groups will exit the school at different times and walk to the station, if this is their mode of transport. Pupils should be prepared for all weather circumstances. Parents need to be aware that, while there will be a Patrol Person at the end of Cambridge Avenue, extra care is needed by pupils crossing over the Old Galgorm Road junction. Pupils will be reminded of the need for personal safety care; it is crucial that parents reinforce Road Safety with their children.

2. Pupils who arrive in school, having used school transport, e.g. morning shuttle buses, must dispose of their face coverings in a covered bin, available at each entrance. Pupils using reusable face coverings must carry an appropriate plastic bag they can take home with them. Pupils should complete all this prior to washing their hands. A further face covering should be used when travelling home on public transport.
3. Parents/guardians must ensure that their child knows that if they become aware of COVID-19 symptoms, while on board a vehicle, they should either inform the transport driver and school staff **immediately** on arrival at school. The school will then activate the procedures to deal with a pupil who may be showing COVID-19 symptoms. This process is detailed in section 7.
4. It is the responsibility of parents/guardians to ensure that their young people travelling to school clean their hands before leaving their home. Where transport providers have made a sanitiser available on board a vehicle, this should be used.
5. In order to minimise potential risks in pupils sharing foods or drinks while on board transport, no pupil should eat or drink, while on board transport, unless it is for medical reasons.

#### **4. School Meals Catering Services**

When school opens on 24 August 2020, all pupils will be required to have a packed lunch. The school meals service will not reopen for priority groups until 1 September 2020.

1. There is a stay on -site policy for pupils during lunchtime.
2. There will be no sale of foodstuffs, including from the canteen.
3. Pupils are required to bring their own packed lunch and anything they require for breaktime.
4. Canteen facilities will not be available other than for the preparation of lunches for those entitled to free school meals.
5. Staff should use their own eating crockery and cutlery; this must be cleaned straight after use.
6. Vending machines will not be available.

#### **5. Curriculum Delivery**

It is our intention to provide a full curriculum delivery as normal. At Key Stage 3 this means some slight changes to the manner of delivery, in order to preserve the bubble protocols.

1. Pupils in KS4&5 are encouraged to maintain a social distance, where possible, within the capacity and delivery of their subjects.
2. PE will remain in place for all year groups. Where weather permits, this will take place out of doors. For KS3 pupils it will provide a welcome change from their constant classroom environment.
3. Pupils may come into school in their PE uniform on the relevant days to minimise the need for changing.
4. Pupil work should be submitted electronically where appropriate.
5. Pupils who must isolate will be able to follow class using on-line access.
6. Mobile devices may be used for learning purposes at the teacher's discretion. Any misuse of such devices will be sanctioned under the school's normal protocols.
7. In the event of local or wider school closures we will revert to the delivery of remote learning.
8. Measures to reduce the risk of infection during Music lessons will be implemented, including ongoing use of virtual lessons.
9. Extra-curricular activities will be resumed in a phased process, following agreement by the Senior Leadership Team. Parents will be informed of the developments and details.

#### **6. Pupil Attendance**

Attendance at school is mandatory for pupils from the week beginning 31 August 2020.

1. There may be pupils who have health conditions or who live with people who have health conditions. It may be possible for pupils to continue to learn from home due to being clinically vulnerable, if they are able to provide evidence of an underlying medical condition.
2. If evidence cannot be provided in terms of either the specific medical condition or that learning is not being completed, then school will record attendance as unauthorised absence.
3. Pupils who are extremely reluctant or anxious to return to school must be identified by parents/guardians to allow individual return to school plans to put in place. These can only be as a short- term measure and must be part of a blended learning approach.

## 7. People who become Symptomatic onsite

Anyone displaying any COVID-19 symptoms **must not attend school**.

1. Where an individual in the school community **tests positive** for coronavirus, the Principal will contact the Education Authority and PHA immediately.
2. School will work with the relevant agencies to manage the response.
3. Anyone who displays symptoms of coronavirus, or who has tested positive in the last seven days must not enter the school grounds.
4. Staff, pupils and parents that if they or anyone they are living with, displays signs of coronavirus, they must self-isolate, seek a test and follow the test and trace protocol as made clear in Government Guidelines.
5. Any unwell individuals in school will be sent home immediately. Contact with school must be maintained and regular updates provided by parents/guardians.
6. The school does not routinely take the temperature of pupils; however, it is advisable that this be undertaken at home.
7. Parents/Guardians of an unwell pupil are informed of the situation as soon as possible by a member of staff.
8. Where contact with a pupil's parents/guardians cannot be made, the pupil will remain isolated, in a designated location, used only for this purpose, until a named contact can collect the pupil.
9. Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. The First Aid Room 2 has been re-designated as an isolation room. If, for some reason, it is not possible to isolate the pupil, they will be moved to an area that is at least two metres away from others.
10. Pupils requiring the toilet during this time will use the gender-neutral toilet facilities on the first floor. Post use cleaning will be in place.
11. PPE will be worn by supervising staff, if they cannot maintain a two -metre distance.
12. All areas used by the individual pupil will be cleaned by the Building Supervisors as soon as the pupils has left the premises.
13. No medication will be given to ease any symptoms, in line with school policy.
14. Individuals at school, including staff, who have been in close contact with someone, **who has tested positive**, will be sent home immediately.
15. Close contact is defined as:
  - Direct close contacts- face-to-face contact with an infected individual for any length of time, within one meter, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin);
  - Proximity contacts- extended close contact (up to two metres for more than 15 minutes) with an infected individual;
  - Travelling in a car with an infected person.
16. A record is maintained of pupils and staff within each bubble and any close contact between individuals at school.
17. If required, all parents/guardians, are informed of a confirmed case; however, the name of the individual is not shared.
18. The school requires evidence of test results or other medical evidence before admitting a pupil back after a period of self-isolation.
19. If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence, where coronavirus is suspected, the school will work with local agencies to advise on additional actions.

## 8. Mental Health, wellbeing and safeguarding

These remain priority areas for us as a school.

1. Opportunities will be provided for pupils to talk about their mental health and experiences during the pandemic.
2. School Counsellor appointments may be reduced to allow for thorough cleaning between sessions.
3. A pupil and parent/guardian survey will be sent out in September to assess how pupils feel about being on the school site and to enable staff to act on any concerns raised.
4. Pupils will have access to pastoral support and activities e.g. opportunities to renew and develop friendships.
5. Relevant staff will liaise with the parents/guardians of pupils who are deemed more vulnerable to infection and discuss alternative arrangements, where required.
6. Pupils who are new to the school e.g. Year 8, will be provided with appropriate support, to settle into Cambridge House Grammar School.

I hope you find this information helpful, if somewhat extensive. We must work together to eliminate as much of the risk of infection for our pupils, staff and yourselves and your extended family. Whatever we do, there will always be a level of risk; I do, however,

ask you to instruct your child/children to act responsibly and stay within the boundaries as set out. It pains me to limit the activities of our young people in this manner and we will do all we can to make sure that the conditions are as reasonable as possible, especially for those in Key Stage 3, who will have to endure the bubble regime.

If you have any concerns or further queries, please just lift the phone.

E Lutton