

Cockermouth School Planning for September 2020

Introduction:

We have committed to implementing a plan in September and, unless we receive guidance that does not allow us to, will implement this plan until at least **October half-term**. At this point we will review and adapt the way we are operating as appropriate.

To formulate this plan, we have made reference to the government's guidance for full opening of schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our Key Principles are:

- Maintaining safety is our overriding concern, which is balanced with the welfare of all staff and students.
- Application of the government's guidelines for the full opening of school.
- Minimising student movement around the building.
- Maintaining the integrity of year group bubbles wherever possible.
- Having effective plans in place to minimise contact/maximise distance between groups.
- Maintaining a broad curriculum and retaining high-quality, specialist teaching & learning for all students.

Risk Assessment:

A new, Covid-19 specific, risk assessment will be produced ready for use from 1 September 2020. Key elements of the risk assessment will be shared with parents before September and with students as part of the induction days.

Hygiene/Cleaning:

Regular and effective cleaning of hands and good respiratory hygiene are essential protective measures and will be promoted continuously by all staff.

- Students will be encouraged to ensure good respiratory hygiene by the 'catch it, bin it, kill it' approach and should dispose of tissues in the bins provided. Posters will be placed throughout the school and in every classroom to promote this.
- Everyone should sanitise their hands if they cough or sneeze into them.
- Hand sanitisers will be placed on each entry point to the school building.
- A hand sanitiser dispenser and a box of tissues will be available in every classroom.
- Each room will also have a spray cleaner and staff will clean their desk, computer and any other equipment used (e.g. smartboard pens) at the start and end of every lesson.
- Sanitiser will be placed at the entrance and exit of the dining hall.
- Students will go straight to their bubbles when they arrive at school at the start of the day and clean their hands on the way into the school building. Students will sanitise their hands at the start and end of every lesson and when they move between rooms.
- Cleaning staff have been tasked to clean high contact areas such as the toilets and door handles on a regular basis during the day.
- Where possible, doors around site will remain open to avoid unnecessary contact and cross-contamination.
- Where our risk assessment allows, fire doors will be left open in corridors to minimise the number of shared contact points for hands.
- A full review of all windows will be carried out and, wherever possible, window locks and restraints will be altered to allow maximum ventilation in classrooms.
- Air conditioning units remain decommissioned until the guidance changes.

Ownership for keeping rooms clean and tidy will be with year group bubbles. This is their space.

The school day:

Due to the logistics of transportation to and from our school and the various modes of transport used, the start and finish times of the school day remain 08:40 and 15:30. We are making a change to the timing of some lessons, break and lunchtime for September. This is to ensure that we only have half of the students on social time at any one point and to be able to manage the flow through the dining hall in a safe way. For KS3 students, we will ensure that they have the opportunity for a toilet break in the afternoon if required.

	KS3
08:40	Registration
08:55	Period 1
09:50	Break
10:05	Period 2
11:00	Period 3
11:55	Lunch
12:50	Period 4
13:40	Period 5
14:35	Period 6
15:30	Close

	KS4 & KS5
08:40	Registration
08:55	Period 1
09:50	Period 2
10:45	Break
11:00	Period 3
11:55	Period 4
12:50	Lunch
13:40	Period 5
14:35	Period 6
15:30	Close

Movement/One-way:

- The movement of students around school is minimised by the creation of geographical year group bubbles.
- Where movement between rooms is necessary, the location will be within, or as close to, the bubble as possible.
- Staff and students will move around school using the one way system, where one exists.
- Students will be told how the one way system works and be walked through the routes they will need. In reality, most students will only access a very small part of the school building, a designated social space and the dining hall each day.

Assemblies:

- Students will not attend assemblies in the hall or Eco Centre during the first half-term.
- Heads of Year and members of the Leadership Team will prepare presentations to be broadcast in tutor rooms.

Break:

- We will have a split breaktime to ensure only half the school are on social time at once.
- Students must remain in their year group bubbles and in their designated social areas at all times during social time.
- Staff will be on duty to maintain the year group bubbles.
- Consideration has been given to how we ensure that lessons ongoing are not disrupted by students at break and lunchtime.
- **There will be no breaktime service for any students during this period.**
- Students will be outside for social time whenever the weather allows. Please ensure your child brings a waterproof coat each day, as we will only have a wet break or lunch when absolutely necessary.

Classrooms/Social Areas/Wet Breaks:

- Students will have all of their lessons within their bubble. Depending on setting or option groups, students may move from room to room within the bubble. Students will be outside the geographical bubble only when necessary and this will be limited as much as possible (please see the map of the school on the last page that shows the bubbles).

- Teachers and Teaching Assistants will maintain their distance from students in the classroom by teaching from the front.
- Wherever possible, students' desks will be organised in rows facing the front.
- Each year group will be allocated an outside space close to their bubble for use during social time.
- Students must spend wet breaks in their form room.
- Students in each year group will wear a coloured wristband to enable identification and year group bubbles/classrooms/corridors will be colour-coded accordingly.
- Students will attend classes in different groups (sets/options) at times but always within their year group bubble.
- Sixth Form students should only use the Common Room, Lower Common Room, Study Room and Library when not in a timetabled lesson.
- The Library will be designated as a Sixth Form study space only in September.

	Break		Lunch	
	09:50-10:05	10:45-11:00	11:55-12:50	12:50-13:40
A section of the astro turf pitch	Y7		Y7	
Main Yard	Y8		Y8	
Current Year 7 area	Y9	Y11	Y9	Y11
Upper tennis court/rear of N block		Y10		Y10

Lunch:

- In order to ensure a smooth start for students, parents need to ensure that there is credit on their child's Squid account.
- We are working with Squid to ensure that accounts are activated for new Year 7 students during the summer break so that they can use these from the first day of term. If necessary, alternative arrangements will be in place and communicated to parents before September.
- Students will be lined up for lunch in their year group bubble social area. A member of duty staff will send them to the dining hall when the corridors are clear to avoid compromising the bubble.
- Each year group will be allocated a time slot for lunch that will be the same each day.
- The catering pod will not be in use.
- Students will enter the hall for dinner through front doors and exit through the back door.
- It is likely that a limited menu will be available at the start of the autumn term.
- Students will move through the dining hall in waves to maintain separation of bubbles and allow cleaning between each bubble.
- Sixth Form students will use the Sixth Form canteen and may go to town for their lunch.
- Students must remain in their year group bubbles at all times during social time.
- Staff will be on duty to maintain the year group bubbles.

End of the day:

- Students not on school buses will exit the school through designated exits for their year group bubble.
- Students will line up on the netball courts for their bus at the end of the day. Duty staff will send students in a controlled manner to their bus to avoid groups of students gathering with those not travelling on their bus (we are awaiting further information on how students will be managed on school transport).

Lessons and change over:

- With teachers moving from room to room and across the school, there may be short periods of time when students are unsupervised. During this time students may talk quietly amongst themselves and also stand up to stretch their legs if they wish. Once the teacher arrives the lesson will begin.
- Every lesson will begin with 10 minutes of silent work. This is to allow teachers time to log on and organise themselves for the lesson. It is also so that students are in a consistent routine across the school. The school day will look and feel very different. The routine of silent time will build in calm throughout the day and this is helpful for learning.

Equipment/Uniform:

- Students should attend school from 2 September 2020 in school uniform as normal.
- **It is essential that students bring a waterproof coat every day as they will be using outdoor space where possible.**
- Students and parents are reminded of the importance of each student having the correct equipment every day to use in the classroom; we want to minimise the sharing of equipment between students and the use of classroom resources across bubbles. A full stationery equipment list will be available on the website and Firefly.
- The school will provide all students with a mini whiteboard and pen for use in lessons.
- Access to lockers for most students will not be possible if we are to maintain the integrity of the bubbles, so students will need to be equipped for the day and will be advised on ways to organise themselves. We are looking at solutions for certain year groups whose access to lockers will not compromise their bubble.
- We would encourage students to leave valuable items at home during the time that lockers are unavailable. If students do choose to bring a mobile phone to school, these must remain switched off and be kept in bags.

Toilets:

- Each year group bubble will be allocated a set of toilets. Students must only use their allocated toilets.
- Students will be strongly encouraged to use the toilet at social times and discouraged to do so during lessons.
- If a student needs to use the toilet during a lesson, Active Patrol will be used to collect students from lessons.
- Students should close the toilet lid before flushing and must always wash their hands after using the toilet and follow the hygiene guidance provided.

Behaviour:

- The behaviour policy will be reviewed for September to include additional information that reflects any changes we are making. This will be shared with staff, parents and students. A number of Covid-19 related modifications have been made to the whole school behaviour policy as an addendum and this is available on Firefly.
- Students will be encouraged to minimise physical contact where possible.
- As we review the behaviour policy we will develop the work started on noticing and promoting positive behaviours.
- We will continue to operate Active Patrol and Isolation to support the management of behaviour.
- After-school and lunchtime detentions will still take place. We will develop specific plans for how this will be managed within the context of guidance for schools.

Medical Processes:

Staff and students must not enter the school building if they display any of the symptoms of Covid-19.

- A hand sanitiser dispenser and a box of tissues is available in every classroom.
- If a student shows any symptoms of Covid-19 such as a new cough, high temperature, loss of the sense of taste or smell, the member of staff should call for assistance from the First Aid team, who will escort the student to be isolated.
- Whenever possible, students with minor complaints (headache etc) should be kept in the classroom. Students must not leave the classroom unsupervised.
- If First Aid is required, the member of staff will call for assistance from the First Aid team.
- Students with Individual Health Care Plans will have their own plan for accessing medication during the school day. Normally this will be stored in the Heads of Year office and administered by the pastoral admin support who will visit the student in their bubble.

Site plan to create bubbles:

- The map on the last page shows how the site will be arranged to create year group bubbles of classrooms.
- With the exception of PE, students will have their form room and spend all of their lessons each day in the classrooms allocated to their year group.
- Form rooms will be in the main bubble for each year group and Heads of Year offices will also be located within each bubble.
- Each bubble contains a science room and a DT or Art room.
- KS4 and KS5 have dedicated computer rooms.

- Access to these rooms will be controlled and rooms accessed from the outside where possible to maintain the integrity of the bubbles.
- Year 7 will be based in the E block, Year 8 on the F floor and through into the F floor of the west wing, Year 9 will be in the bottom of the N block and the bottom of the West Wing, Year 10 will be at the top of the N corridor and Year 11 will be on the S floor.
- KS5 have a 'vertical' bubble around the F4/S4-5 stairwell.
- Where rooms for year groups are separate from the main bubble, suitable rooms closest to the bubble have been allocated to minimise movement.
- Wherever possible, and there is the option to do so, the timetabling of rooms will concentrate students into the main cluster of rooms in the bubble.
- Rooms and corridors will be colour coded to each year group.

Students with Special Educational Needs and Disabilities (SEND)/Strategic Resourced Provision (SRP):

- SRP students will be admitted to the building by the SRP door one by one and will wash their hands on arrival in Room 3.
- A room in the SRP will be allocated to each year group. Teaching Assistants (TAs) are organised in year teams and will meet and greet their students in their allocated room and escort them to their bubble ready for registration. At the end of the day they will reverse this process when assisting students onto SEND transport.
- Class teachers and TAs will have agreed a seating plan to allow the students who require the most support from TAs to be at the front of the room where they can access this help.
- Students may wish to access support in the SRP during teaching time. They must be escorted to and from the SRP by a TA and will stay in their allocated room there.
- Staff and students will not use the Sixth Form corridor to access the SRP, but will travel by an outdoor route.

16 July 2020