



Procedures and Protocols for the Safe Reopening of Wellington School for Students in Year 10 and Year 12

We acknowledge the need for students to re-establish a greater degree of educational structure following a prolonged school closure due to COVID-19 and to mitigate the ongoing impact on children's (and those adults working in schools) mental and physical wellbeing. However, nothing is more important than doing our utmost to ensure the health and safety of the Wellington community. To that end, I expect full compliance from all students and parents.

The following procedures **MUST** be adhered to by everyone who comes onto the School site. Failure to do so may result in individuals being instructed to remain at home for a minimum of 5 school days and/or until they can prove they have tested 'negative' for Covid-19. The School Behaviour Code has been adjusted accordingly to ensure measures around social distancing are adhered to.

I must also emphasise that nobody (staff member or student) will be obligated/coerced/dragged kicking and screaming to attend School. Students are encouraged to do so but attendance will not be analysed by the DfE / Ofsted during this period and penalty notices will not be issued. We hope, however, you will work with us in the best interests of our young people.

At home

- Clearly, the best way to ensure the virus is not transmitted in School is to ensure that everyone on site is virus free (of course, we know that both adults and children may be symptom-free but carrying the virus). If your child or anyone in the household is displaying any of the symptoms (the primary symptoms are a fever, a new persistent cough or loss of taste/smell but please familiarise yourself with the full list) we ask they remain at home and arrange to be tested. (N.B. anyone over the age of five is now entitled to be tested). Given the circumstances, we would ask that you err on the side of caution. You will be aware that guidance is that the person displaying symptoms isolates for 14 days and members of the household for 14 days.
- The NHS Test and Trace programme was launched on 28 May. The service will help identify, contain and control coronavirus, reduce the spread of the virus and save lives. Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace



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and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or within 2 metres for more than 15 minutes. People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus. [Further information about Test and Trace is available](#). If those in isolation develop symptoms, they can [book a test on the NHS website](#) or by calling 119. If they test positive, they must continue to stay at home for 7 days or until their symptoms have passed. If they test negative, they must complete the 14-day isolation period. Members of their household will not have to stay at home unless the person identified becomes symptomatic, at which point they must also self-isolate for 14 days to avoid unknowingly spreading the virus.

- If your child is 'clinically extremely vulnerable' or someone in the household is, then of course they should be shielding and we will continue to set work to be completed at home.
<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>
- If your child is in the 'clinically vulnerable' category, we advise you seek medical advice before attending.
<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>
- There is also some evidence that certain groups, namely the BAME community, are at greater risk from serious effects of Covid-19 than other groups. I fully appreciate these concerns and are happy to discuss them with students and parents. Again, there is no compulsion to attend School if one is fearful of the risk.
- Please continue to observe all guidance around social distancing whilst outside the School environment. I understand the temptation for young people to gather, not helped by the mixed messages that have led to a degree of confusion around the 'easing' of lockdown measures, but I have to consider the health and safety of all those on site. I ask that you reinforce the Government guidelines, if necessary, with your



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children at home. If it is brought to our attention that a student has failed to observe social distancing rules outside School, they may not be invited to attend.

Travelling to and from school

- The DfE are encouraging children to walk or cycle to school where possible. It is for parents to decide how they wish their child to travel to School, weighing up the health benefits of walking / cycling against the very real temptation of young people to congregate with friends.
- However, it is the School's expectation that all students attending will observe social distancing on their journey to and from school. This will doubtless be a challenge for them as they are social creatures. We cannot possibly patrol every street in Timperley but staff will be on the lookout and students will be warned of possible sanctions if they do not comply (N.B. School rules (including those amended / added at this time) are enforceable in the environs of School and whenever / wherever a young person is identified as a student of Wellington School). As well as an attempt to minimise the risk to those on site, I think it is also important to set an example in the local community.
- Naturally, you may wish to drop off/collect your child and with a much-reduced number of students arriving at any one time, I cannot foresee congestion on Wellington Road or Moss Lane but there will be a drop-off point in the staff car park on the Wellington Road side.
- If your child will be travelling on public transport to get to School, please refer to [safer travel guidance for passengers](#).

On arrival

- Students will be required to 'wash' their hands with sanitiser immediately on arrival (N.B. this will be provided but students may wish to also bring their own).
- All lessons will take place in the Vale (7 classrooms) and the Moss (6 classrooms) buildings.



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- Four student entrances will be used in each building and students must be aware each day of which classroom they will be in and, therefore, which designated entrance they should use.
- Students will be directed by staff on arrival.
- The main gate on Wellington Rd and only one entrance on Moss Lane (the centre gate) will be in operation. We will not insist that students arrive on the side of School where their lesson will take place as this may lead to congestion in the passageway that runs between Wellington Rd and Moss Lane. It is far easier to distance students on site.
 - If a student arrives at the Wellington Rd entrance but has a lesson in the Moss, they must follow the one-way system i.e. the path between the Lynton and the all-weather pitch
 - Alternatively, if students arrive on the Moss side but have a lesson in Vale, they must follow the one-way system behind Maths and across the centre site (without entering the Moss building).
- Once students have entered the school site, they must head straight to their classroom for that session. All other areas are strictly out of bounds.
- If there is a queue when they arrive at the appropriate entrance to the Vale building, they must line-up maintaining a 2m gap (this will be marked out).

Structure of the timetable for phase 1 of re-opening

- Although home learning has gone well, providing opportunity for face-to-face contact will allow us to more effectively introduce new concepts, field questions and feed back on work completed. We also feel this contact will assist mental wellbeing. However, we were mindful of creating a timetable that minimised contact, movement and, ultimately, any risk.
- Only those with public exams in 2021 (Year 10 and Year 12) will attend during this phase.



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- Lessons will begin on 22nd June.
- There will be 3 x 1 hour 30 minute sessions per day.
- Each class in Year 10 will be divided into 2 (maximum of approx. 110 on site at any one time).
- Session 1 (9.00 – 10.30) will be for one half of Year 10 and Session 2 (11.15 – 12.45) will be a repeat of Session 1 for the other half of the class.
- Depending on the size of the room, there will be a maximum of between 8 and 15 students, allowing us to meet social distancing guidelines.
- Session 3 (1.30 – 3.00) is for Year 12 students.
- Students will **only** attend school for **1 session per day** (N.B. they will arrive in time for a prompt start – no earlier than 15 minutes before the start of the session - and will be dismissed at the end and required to immediately leave the site). Please note that the gates will be locked shortly after the start of each session and entry will not be allowed after this time.
- Timetables will be issued during tutor time (during w/c 15th June) but in short Year 10 students will each have 10 x 1 hour 30 minute sessions (1 per day) over a fortnight (2 Maths, 2 English, 2 Science, 1 MFL, 1 for each of 3 options) and Year 12 will have 6 x 1 hour 30 minute sessions per fortnight (Monday to Thursday, each day assigned to one of the option blocks) – 2 per A Level subject per fortnight.

During lessons

- All classrooms have been set out in line with guidance (desks appropriately spaced and forward facing).



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- The teacher will remain at the front of the classroom at a minimum distance of 2m at all times.
- Students will be required to remain in their place at all times.
- We wish to limit all movement around the site / contact with others, so students should only use the toilet if absolutely necessary. (N.B. staff will be on duty at toilets at all times to ensure social distancing and hand hygiene rules are followed).
- Normal school rules, rewards and sanctions will, of course, still apply but have been amended to take into account the enforcement of protective measures i.e. any student failing to abide by these measures will be removed to work in isolation and face a Fixed Term Exclusion for any subsequent breach.
- All students must bring with them any equipment they need for a lesson. They will not be allowed to share any equipment / resources.

Dismissal and leaving the site

- There will be a staggered dismissal at the end of each session allowing for social distancing to be maintained.
- Students will be required to sanitise their hands as they leave the classroom.
- They will follow a one-way system – reverse of entry.
- To repeat, students will be expected to follow the guidelines on their journey home and this will be monitored where possible.
- If you are collecting your child from school (there will be a limited number of spaces available in the Wellington Road car park) it may be worth you texting them to say specifically where you are waiting.

Other protective/preventative measures to be taken



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- It is not recommended that PPE be worn in an educational setting (<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>). The exceptions are if first aid is required or if a member of staff is required to care for a child displaying symptoms of COVID-19. We have a supply of PPE for these purposes.
- All rooms and corridors will be well ventilated (windows and doors opened each morning).
- Students will not be sat facing each other in lessons.
- Rooms will be thoroughly cleaned after each session.
- Equipment will not be shared.
- Students will not be required to wear school uniform at this stage because a) they have probably grown out of it in the last few months and b) they are advised to wear clean clothes each day to help reduce the potential spread of the virus. N.B. sensible /appropriate clothing please (we will send students home if necessary).
- The Vale and Moss buildings will have signage and floor markers by means of reinforcing these protective measures.
- And remember! You and your child can arrange to be tested for COVID-19 if you / they are displaying symptoms.

Frequently Asked Questions (from DfE Guidance)

What happens if someone becomes unwell at school?



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- If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (we have 3 areas that will be set up for this purpose), depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

What happens if there is a confirmed case of coronavirus in school?

- See earlier section on Government's new test, trace and isolate strategy.

Stay safe and best wishes

Stuart Beeley
Headteacher