



## Full Opening of Wellington School in September 2020 Procedures & Routines

### Introduction – rationale and aims

On the 2<sup>nd</sup> July, the Department for Education released its guidance for the full (re)opening of schools in September 2020. It is the government's intention for all pupils to be back in school in September.

Wellington School supports this ambition because:

- Prolonged absence from school is concerning academically, socially - and for some children, from a welfare and safety perspective; and
- The long-term impact of a deep recession, particularly on the poorest families, will be very damaging.

The government puts forward the following points as a rationale for why a September return is now deemed appropriate:

- The prevalence of coronavirus (COVID-19) has decreased.
- NHS Test and Trace system is running.
- Public Health England is clear about the measures that need to be in place to create safer environments within schools.
- Returning to school is vital for children's education and for their wellbeing - we know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.
- The risk to children themselves of becoming severely ill from coronavirus is low and there are negative health impacts of being out of school.
- Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life. For many households, school closures have also affected their ability to work. As the economy begins to recover, we need to remove this barrier so parents and carers can return to work.

### The guidance

The DfE guidance is in 5 sections. The first and undoubtedly the most important is the '**Public health advice to minimise coronavirus (COVID-19) risks**', endorsed by Public Health England and consistent with / a continuation of what we have had in place for Key Worker children since March and more recently for Year 10 and 12 students.

This section (the system of controls) is separated into A. Prevention and B. Response and can be summarised in the form of the following 'essential measures':



## Full Opening of Wellington School in September 2020 Procedures & Routines

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

It is this final point that this document seeks to address. There cannot be a 'one-size-fits-all' approach for schools nationally and school leaders are inevitably best placed to understand the needs of their schools and communities and their contexts, and to make informed judgements about how to balance delivering a broad and ambitious curriculum with the measures needed to balance risk. As has been the case up to this point, I believe we will be able to fulfil these two ambitions effectively.

The other 4 sections (most not relevant to this document) are:

- School operations
- Curriculum, behaviour and pastoral support
- Assessment and accountability
- Contingency planning to provide continuity of education in the case of a local outbreak

### Minimising contact with individuals who are unwell or displaying symptoms

N.B. School **attendance** will be mandatory again from the beginning of the autumn term. This means, from that point, the usual rules on school attendance will apply. Of course, we will seek to identify and develop plans to re-engage pupils who are reluctant or anxious about returning.

- Ensuring that pupils, staff and other adults do not come into school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).
- If anyone at home or in the school 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 remain / be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and



## Full Opening of Wellington School in September 2020 Procedures & Routines

should [arrange to have a test](#) (online through the NHS testing and tracing for coronavirus website or by telephone via NHS 119) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms (See **Appendix A** for a 'flowchart' that summarises the guidance).

- Parents / carers and staff should notify School immediately of any test results (N.B. in the event of a positive test result, School will contact the Trafford health protection team).
- **Students who are self-isolating or shielding** - shielding advice for all adults and children will pause on 1 August. This means that the pupils who will remain on the shielded patient list **can** return to school as can those who have family members who are shielding. If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent. Some pupils who are generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September. Where a pupil is unable to attend school because they are shielding or self-isolating, we will offer them access to remote education. Absence will not be penalised in these circumstances.
- Please continue to observe all guidance around social distancing whilst outside the School environment. I understand the temptation for young people to gather but I have to consider the health and safety of all those on site. I ask that you reinforce any changes to government guidelines with your children at home. If it is brought to our attention that a student has failed to observe social distancing rules outside School, they may be asked to remain at home.

### Travelling to and from school

- The DfE are encouraging children to walk or cycle to school where possible. We are fortunate at Wellington in that the overwhelming majority of our students live within walking distance of School. However, 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.
- We will be surveying parents to establish travel patterns and we would advise public transport to be avoided if at all possible. If public transport is to be used, mandatory mask-wearing and the 'one metre +' social distancing rules should be adhered to. Please refer to [safer travel guidance for passengers](#)
- 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



## **Full Opening of Wellington School in September 2020 Procedures & Routines**

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. We are currently able to offer a drop-off point on the Vale side of School but in September, when back to full capacity, this will not be possible. We would ask, therefore, that parents park responsibly and considerately on both Wellington Rd and Moss Lane and remain in their cars to avoid unnecessary contact with others.
- This will only pertain to Year 7s in the first few days perhaps but we would also ask that parents do not congregate by the School gates if they accompany their child to School.

### **On arrival**

- Students must not arrive on site before 8.15 a.m. unless previously arranged (in due course we will release details of a 'breakfast club' in the Dining Room but places will be limited and will have to be pre-booked N.B. it is unlikely for reasons beyond our control that this will be available from the beginning of the autumn term). Also, sessions will resume in the Hub and the LRC when appropriate.
- Senior staff will be on duty at the gates each morning and 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).
- Students must immediately then make their way to their 'outdoor zone' and maintain a 'one metre +' distance from their peers. These year group zones will be supervised by Pastoral teams before School and at break / lunchtime.
- 6<sup>th</sup> formers will make their way immediately to their designated tutor room and be in situ by 8.30 a.m.
- Students may enter the site by whichever gate they choose but a one-way system will be in operation on site to restrict contact between students.
- When the bell sounds at 8.30 a.m., students must line up in their tutor groups and they will be escorted to their tutor base by their tutor.
- Students will sanitise their hands again on entry and exit from tutor rooms and desks will be wiped down with anti-bacterial spray / disinfectant whenever there is a change of personnel in a room.

N.B. We did contemplate suspending tutor time during this 'recovery' phase in the autumn term but the importance of the tutor programme and the opportunity to build relationships



## Full Opening of Wellington School in September 2020 Procedures & Routines

during this time was considered an essential aspect of the Wellington 'curriculum' and, therefore, not something to be compromised.

### The school day (See Appendix B)

- It is for schools to decide the means by which they can best minimise contact between students and movement around the site in their specific context. In order for secondary schools to function effectively and provide a 'broad and ambitious' curriculum, the government have acknowledged small group or class bubbles are not possible. Therefore, a system of year group bubbles is advocated.
- Each year group will be allocated their own indoor and outdoor zone to minimise contact with other year groups.
- Students will only move beyond these areas when specialist facilities (Art, Drama, DT, Music and PE) are required, in which case they will be escorted by their teacher.
- You will see from **Appendix B** that under our model there will be, in essence, a 3-period day: Periods 1 & 2 and 3 & 4 will be doubles and lesson 5 a single lesson. Over a 4-week period, this equates to the same curriculum time per subject as has been the case in 'normal times'. This model, of course, is aimed at minimising movement around the site. Two-hour lessons are not without their challenges but colleagues will be preparing over the summer with this in mind to adapt their pedagogy with their usual levels of creativity and expertise.
- Years 7 and 8 are taught in consistent mixed prior attainment groups at Wellington and so students will, in effect, remain in a 'class bubble' throughout the day (except for PE and DT).
- There will be some movement / change of room for students in Years 9-13, due to the banding of classes and the prevalence of 'options' subjects. However, movement will be limited to within each year's designated 'zone' of classrooms (N.B. this may not be possible for 6<sup>th</sup> form lessons due to the limited classroom capacity). Due to the restructured timetable, there will be a maximum of 3 'movements' per day rather than the customary 5. Where there is a change in 'occupancy', rooms will be cleaned between lessons.
- **Break and lunch times** will be staggered (see Appendix B), again to reduce contact, and students will remain in their outdoor zones, use their designated toilets and, of course, will be taken to the Dining Hall at their allocated time N.B. during this initial period of reopening, we will allow students to eat their packed lunch outside in their outdoor zone to reduce numbers in the Dining Hall.
- 6<sup>th</sup> formers will be encouraged to leave the site for lunch but if remaining in School, they must only use the servery in the Common Room and will not be permitted access to the Dining Hall.



## **Full Opening of Wellington School in September 2020 Procedures & Routines**

- In light of the reduced lunchtime (40 minutes), it will not be possible to offer a lunchtime extra-curricular programme in September. However, it is our intention that provision be made after school, as this is such a significant part of life at Wellington. Details to follow.
- Timetables will be issued during tutor time on Thursday 3<sup>rd</sup> September (Years 7 and 12) and Friday 4<sup>th</sup> September (all other years). Further details to follow in due course about the programme for these two days.

### **During lessons**

- When the bell goes at the end of break and lunch, students will line-up in their outdoor zone and their teacher for the next session will escort them to their classroom.
- Seating plans will be pre-determined and students will take their seats beginning with those furthest away from the entrance.
- Students will sanitise their hands on entry / exit.
- Given a full opening of schools is expected (1400+ students returning in September), there is very little can be done to distance students within each classroom. Some separation of single desks is possible.
- Desks will be forward facing and teachers will remain 2 metres from students at all times at the front of the classroom
- Students will be required to remain in their place at all times, unless instructed otherwise by their teacher.
- 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 on the corridors 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 may face a Fixed Term Exclusion for any subsequent breach.
- Students must bring with them any frequently used items they need for a lesson (pens, exercise books, calculators etc.) Other equipment / resources (e.g. mini whiteboards / text books) may now be shared according to government guidance but will be cleaned regularly.

### **Dismissal at the end of each session**

- There will be a staggered dismissal coordinated by SLT / pastoral teams at the end of each of the 3 sessions as students move to break, lunch and to exit the site to avoid any congestion in buildings.



## Full Opening of Wellington School in September 2020 Procedures & Routines

- Students will be required to sanitise their hands as they leave the classroom.
- Students will not be allowed to congregate by the School gates at the end of the day.
- 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, I would ask again that you remain in your vehicle and park responsibly and with consideration for others (road users, residents, staff and students).

### Other protective/preventative measures to be taken

- Please note that the relaxation of the Appearance code will not continue into September. Please consult the Behaviour & Appearance code with regard to uniform and haircuts.
- It is not recommended that PPE be worn in an educational setting but staff and students may do so if they so choose.  
(<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. This clarification on **face coverings** in schools was released on 15<sup>th</sup> July: “Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops.”
- 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 cleaned after each session.
- There will signage throughout the School with a view to reinforcing all protective measures.
- We will limit the capacity of the Dining Hall at any given time and students will all face the same direction.
- There will be no large gatherings e.g. assemblies and information evenings until further notice.



## **Full Opening of Wellington School in September 2020 Procedures & Routines**

- Students and staff who wear face masks to School should remove them safely when they arrive at School and dispose of them or store them safely.
- Where possible, visitors to the site will come outside of school hours and a record should be kept of all visitors.

Stuart Beeley  
Headteacher

July 2020



## Appendix A

This diagram shows how to advise individuals (children and adults) and their households if they become unwell OR if they are sent home because they have been in contact with someone who is ill. It is based on the [guidance](#) for the full opening of schools set out in section one, Public Health advice to minimise risks.

### A person with symptoms

**If** a person 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), **then** they must be sent home, arrange a test and self-isolate for at least 10 days.

**If** a person 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), **then** *other members of their household* should self-isolate for 14 days from when the symptomatic person first had symptoms.

**If** a person with symptoms *tests negative* and if they feel well and no longer have symptoms similar to coronavirus (COVID19), **then** *they* can stop self-isolating. *Other members of their household* can stop self-isolating.

**If** a person with symptoms *tests positive*, **then** *other members of their household* should self-isolate for 14 days from when the symptomatic person first had symptoms.

### A person who is sent home because they have been in contact with someone with who has tested positive

The health protection team will provide definitive advice on who must be sent home. A person who has been in contact with someone who has tested positive will be sent home and asked to self-isolate for 14 days.

**If** a person has been in contact with someone who has tested positive and is sent home to self-isolate for 14 days, then *their household* does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.

**If** a person who has been in contact with someone who has tested positive subsequently *develops symptoms themselves* within their 14-day isolation period, **then** they should stay at home and get a test.

**If** the test delivers a *negative result*, **then** they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested.

**If** the test delivers a *positive result*, **then** they should inform their school immediately, and must isolate for at least 10 days from the onset of their symptoms.

**If** the test delivers a *negative result*, **then** *their household* can stop self-isolating if they do not have symptoms.

**If** the test delivers a *positive result*, **then** *their household* should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

September

	Tutor time	Period 1+2 and Break			Period 3 + 4 and Lunch				Period 5
	8.30 - 9.00	9.00 - 10.30	10.30-10.50	11.00-11.20	11.20-12.00	12.00-12.40	12.40-1.20	1.20-2.00	2.00-3.00
7			Break			Lunch			
8			Break				Lunch		
9				Break			Lunch		
10				Break				Lunch	
11				Break				Lunch	
12			Break				Lunch		
13				Break				Lunch	

1. This works using a 4 week timetable
2. P1+2 and P3+4 will be double lessons, i.e. same subject, same teacher, same location