Dear Parents / Carers,

This guide has been written to provide you with the key information about the plans for September 2020.

It is the Government’s plan and ambition that all students, in all year groups, will return to school full-time from the beginning of the autumn term; at Hornchurch High School, we share this ambition.

The Government released guidance to schools on the 3rd July, which has been updated on 7th August, about how schools should plan for full opening for September and we have been spending considerable time planning to ensure we can provide a broad and balanced curriculum and a range of school activities which are in-line with the public health requirements.

We are having to adapt the way in which we work in school which includes:

* minimising contact between different groups of students and allowing for social distancing whenever possible;
* restricting movement around the school site;
* amendments to the time of the school day;
* staggered lunchtimes;
* classroom organisation, the use of equipment and the restriction of specific activities.

**The guidance is subject to change by the Government** so we may have to amend our plans moving forward. We do ask that you keep an eye out for letters and other communications from the school via ParentMail, Facebook, Twitter and the school website.

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Public Health England (PHE) – this is set to be closed by the Government and replaced with the National Institute for Health Protection (NIHP). At present the guidance refers to the PHE.

**Introduction to Government Guidance**

It is the Government’s plan that all students, in all year groups, will return to school full-time from the beginning of the autumn term.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. Owing to the reduction in infections with Covid-19, the Government has outlined that the balance of risk is now overwhelmingly in favour of children returning to school.

The framework of advice and guidance is organised in 5 sections:

1. Public Health Advice, Endorsed by Public Health England (PHE)
2. School Operations
3. Curriculum, Behaviour and Pastoral Support
4. Assessment and Accountability
5. Contingency Planning to Provide Continuity of Education in the Case of a Local Outbreak

The full version of the guidance can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Public Health Guidance overview**

The first section of the Government guidance relates to the **public health advice schools must follow to minimise the risks of coronavirus (COVID-19) transmission.** It sets out systems of controls which must be included in a **risk assessment** document which must be approved by the local authority.

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. **All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.** Where something is essential for public health reasons, as advised by PHE, we have said **‘must’**. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

### System of controls: This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’.

#### Prevention:

1) **Minimise contact with individuals** who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

2) **Clean hands thoroughly** more often than usual.

3) **Ensure good respiratory hygiene** by promoting the ‘**catch it, bin it, kill it**’ approach.

4) Introduce **enhanced cleaning,** including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

5) **Minimise contact between individuals** and maintain social distancing wherever possible

6) Where necessary, wear appropriate personal protective equipment (PPE)

**Numbers 1 to 4 must be in place in all schools, all the time.**

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### Response to any infection:

7) Engage with the NHS Test and Trace process

8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

**What we will do at Hornchurch High School**

1. **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

To reduce the risk in schools and further drive down transmission of coronavirus (COVID-19), we **need to ensure that** students, staff and other adults do not come into the school if they:

* have coronavirus (COVID-19) symptoms
* have tested positive in at least the last 10 days

As a school, we must ensure that anyone developing COVID symptoms during the school day is sent home.

**What are COVID Symptoms?**

You must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does.

The main symptoms of coronavirus are:

* high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
* new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
* loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.

For more information, read the further the guidance on symptoms from the NHS <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

**What to do if?**

A guideline for students, staff and parents about what to do in different scenarios

|  |  |  |
| --- | --- | --- |
| **What to do if** | **Action Needed** | **Return to school when** |
| … my child has coronavirus symptoms(a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)) | * **Do not come to school**
* **Contact the school daily**
* Self isolate
* Get a test
* Inform the school immediately with the test result
 | … the test comes back negative.…they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste; these symptoms can last for several weeks once the infection has gone. |
| … my child tests positive for coronavirus | * **Do not come to school**
* **Contact the school daily**
* Self isolate for at least 10 days
* If they do not experience symptoms but develop symptoms during the isolation period, restart the 10-day isolation period.
* Inform the school immediately with the test result
 | …they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste; these symptoms can last for several weeks once the infection has gone. |
| … somebody in my household has coronavirus symptoms | * **Do not come to school**
* **Contact the school daily**
* Household member to get a test
* Inform the school immediately with the test result
 | … the household member’s test comes back negative. |
| … somebody in my household has tested positive for coronavirus | * **Do not come to school**
* **Contact the school daily**
* Self isolate for 14 days
 | … the child has completed the 14 days of self isolation and does not have coronavirus symptoms. |
| … NHS test and trace have identified my child as a “close contact” of somebody with symptoms or confirmed coronavirus  | * **Do not come to school**
* **Contact the school daily**
* Self isolate for 14 days
 | … the child has completed the 14 days of self isolation. |
| … we/my child has travelled abroad and has to self-isolate as part of a period of quarantine  | * Do not take unauthorised leave during term time and consider quarantine requirements and FCO advice when booking

Returning from a destination where quarantine is required:* **Do not come to school**
* **Contact the school daily**
* Self isolate for 14 days
 | … the child has completed the quarantine period of 14 days.  |
| … we have received medical advice that my child must resume shielding  | * **Do not come to school**
* **Contact the year group ASO**
* Shield until you are informed that restrictions are lifted and shielding is paused again
 | … the shielding restrictions have been lifted/ paused.  |

**How to get a test**

Please click on the websites to find out detailed information about testing <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/get-coronavirus-test>

**What if my child shows symptoms in school?**

If your child is feeling unwell with coronavirus symptoms:

* They must tell the teacher immediately.
* They will be sent to the medical room in school.
* The school will ring parents and request that you collect your child.
* They will be moved to a room so they can be isolated behind a closed door with a window for ventilation and she will be 2 metres away from other people.
* They may be asked to wear a mask.
* If they need the bathroom while waiting to be collected, there will be a separate bathroom available.
* PPE will be worn by the member of staff caring for the child while they await collection.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned after they have left to reduce the risk of passing the infection on to other people.

1. **Hand Washing and hygiene**

There will be large numbers of hand sanitising stations installed in the school and hand sanitizer will be available in all classrooms.

Students will be expected to wash/sanitise their hands more frequently throughout the day e.g.

* When they enter the school building and when moving between classrooms.
* Before and after eating.
* After using the bathroom.
1. **Catch it, bin it, kill it**

The ‘catch it, bin it, kill it’ approach is very important and we will have bins in all classrooms and tissues available; we would also ask students to bring tissues with them. This guidance is displayed around the school and students will be expected to follow this.

1. **Enhanced cleaning in school**

The school will provide an enhanced cleaning programme in-line with the Government guidance

* New cleaning schedule.
* Frequent cleaning of rooms.
* Students using anti-bacterial spray and/or wipes to clean desks after their use.
	+ Frequently touched surfaces being cleaned more often than normal.
	+ Toilets will be cleaned throughout the day.
1. **Minimise contact between individuals and maintain social distancing wherever possible**

The guidance outlines that schools must consider the best approach for their circumstances when trying to minimise contact between individuals and maintaining social distancing. Unlike primary schools, students have different teachers for the subjects on the timetable so it is not educationally sound to assign students to one teacher for their lessons.

**Bubble Groups:** The students have been organised into different bubble groups to try to minimise mixing of students in school which will practically work for delivering the curriculum.

Students will also be taught in different parts of the school to minimise the movement of students and mixing of different bubble groups.

*Specific details for each year group can be found later in this booklet.*

|  |  |
| --- | --- |
| **Year** | **Bubble Group** |
| 7 | **Tutor group bubble groups = mixed ability*** All lessons will be delivered to tutor groups.
* Tutor groups will not mix inside school.
* All Year 7 will share the same playground at lunchtime.
 |
| 8 |  **Tutor group bubble groups = mixed ability*** All lessons will be delivered to tutor groups.
* Tutor groups will not mix inside school.
* All Year 8 will share the same playground at lunchtime.
 |
| 9 | **Whole year bubble groups*** Without significantly compromising the curriculum and quality of teaching, it is not possible to create a smaller bubble group for Year 9.
* Students will be taught in subject specific rooms where it is deemed to compromise the quality of learning if they are denied access to the room.eg. art, Business studies, Music, Drama
* Arrangements have been made so they do not mix with other year groups at lunchtime.
 |
| 10 | **Whole year bubble groups*** Without significantly compromising the curriculum and quality of teaching, it is not possible to create a smaller bubble group for Year 9.
* Students will be taught in subject specific rooms where it is deemed to compromise the quality of learning if they are denied access to the room.eg. art, Business studies, Music, Drama
* Arrangements have been made so they do not mix with other year groups at lunchtime.
 |
| 11 | **Whole year bubble groups*** Without significantly compromising the curriculum and quality of teaching, it is not possible to create a smaller bubble group for Year 9.
* Students will be taught in subject specific rooms where it is deemed to compromise the quality of learning if they are denied access to the room.eg. art, Business studies, Music, Drama
* Arrangements have been made so they do not mix with other year groups at lunchtime.

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**School Day**

We will be following a new school day to try to keep in-line with the Government guidance. As with all the changes, this is **a temporary measure** that will be in place for at least the first half term; the end date will be determined by changes in Government guidance.

**Start of the Day**

* We have an **earlier start** to avoid some of the rush hour traffic, demand on public transport and the restrictions imposed by TfL. We expect more students to walk to school.
* All students can arrive at school **from 7.45 am.** When students arrive in school they need to go to their outside space or if it is raining to go to their new designated muster area. Students must not linger at bus stops, shops, parks or any public area. They must arrive at school and go immediately to their designated area. There will be supervision, and they will be permitted to mingle freely within their ‘bubble’.
* We recommend that year 7 and 8 students arrive between 7.45am and 8.00am.
* We recommend that year 9 and 10 students arrive between 8.10am and 8.20am.
* We recommend that year 11 students arrive between 8.20am and 8.30am.
* These times are recommendations only. The key message is that students should set off for school in good time to avoid the busiest times on the buses, and they should try to arrive early to avoid congested pavements.
* Year 7 students should come into the school using the main gate.
* Years 8 students should come into the school using the chat garden gate.
* Year 9 students should come into the school using the main gate.
* Year 10 students should come into the school using the chat garden gate.
* Year 11 students should come into the school using the main gate.

**Lunchtime**

We must keep bubble groups apart from one another at lunchtime. By having a split lunch, we can achieve this.

**Catering:** The canteen will still provide both hot and cold food at lunchtime which will be available for all students but will be served and eaten in different locations.

**Queues:** We expect students to observe social distancing when queuing to buy food.

**End of the School Day**

To minimise mixing of bubble groups, we will have a staggered end to the school day. Students are not permitted to wait for friends by the school gate, shops or any other congested area. They should avoid busy places as much as possible.

The earliest students will be dismissed will be at 2.50pm and this will vary each day according to which lessons each class has e.g. if the class has PE or Food Science during period 5 they will not be dismissed early as time is very limited for practical activities.

**Classrooms and other activities**

* **Student desks** – wherever possible, students will be sat side by side and facing forwards, rather than face to face or side on.
* **Teachers** - It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. We have endeavored to have zones marked out for teachers which are 2 metres away from students.
* **Assemblies** – these will not take place live for the first term but will be delivered virtually to tutor groups.
* **Extra-curricular activities** – these will be restricted so participants are only from one-year group e.g. the farm and the library will be available on a rota – one-year group per day. Extra-curricular clubs will not start for the first two weeks.

**6) Personal Protective Equipment (PPE)**

**The Government made an announcement on the 25th August regarding face coverings and published new guidance on the 26th August**

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

The Government has issued new guidance on face coverings for staff and children in Year 7 or above in England. Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.

**The current position of the school is that staff and students may wear a face covering if they wish to do so. We will be reviewing this constantly in the next week and continuing to follow Government guidance. If we need to make face coverings compulsory in communal areas and/ or in other locations, we will contact parents and staff.**

The Government advice is that in areas where the transmission of the virus is high, face coverings should be worn by adults and students in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.

PPE for staff will be required in a very small number of cases, including:

* where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.
* where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

Removal of face coverings – students and staff must remove face coverings using the correct method:

* Do not to touch the front of their face covering during use or when removing it.
* Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

**7. Engage with the NHS Test and Trace process**

Please find below, detailed information regarding the protocols related to the:

* NHS Test and Trace process.
* Self-isolation.

The school is covered by the North East and North Central London HPT (Health Protection Team).

The Local HPTs lead Public Health England’s response to all health related incidents. They provide specialist support to prevent and reduce the impact of:

* infectious diseases.
* chemical and radiation hazards.
* major emergencies.

HPTs can help with:

* local disease surveillance.
* maintaining alert systems.
* investigating and managing health protection incidents and outbreaks.
* implementing and monitoring national action plans for infectious diseases at local level.

The Government guidance can be found at <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**Testing** - All students, members of staff and parents/carers need to understand the following:

* A test must be booked if a parent/carer, student or member of staff displays symptoms.
* Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
* All children can be tested.
* You must provide details of anyone you or your child has been in close contact with if one were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.

The Government guidance outlines that by the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

**N.B. Please could any result from a test be communicated with the school as soon as possible.**

Full details can be found at: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

**Self Isolation**

Full details can be found at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906663/20203007_Easy_read_household_isolation_v3.1.pdf>

Please refer to the table on Page 5 of this booklet

**8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

As a school, we will take swift action if we become aware that someone who has attended school has tested positive for coronavirus (COVID-19).

**The Plan**

* The school will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
* The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
* The HPT will work with the school to guide us through the actions we need to take.
* Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

* direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
* proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
* travelling in a small vehicle, like a car, with an infected person.

The health protection team will provide definitive advice on who must be sent home.

The school will keep a record of students and staff in each group, and any close contact that takes places between children and staff in different groups.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

They should get a test, and:

* If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
* If the test result is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

**9. Outbreak in school/ local community and the local health protection team advice**

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak. We will continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

**Remote Learning Approach in the Case of a Local Outbreak**

**Plan for remote learning** - In the event that the school has to partially or fully close because of a localised outbreak, localised lockdown or national lockdown; the following will take place:

* Teachers will provide a lesson using Teams for each timetabled lesson
* Follow up activities will be set for students using Teams

**Attendance to school**

**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, including:

* parents’ duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age;
* schools’ responsibilities to record attendance and follow up absence.
* the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.

#### Students who are shielding or self-isolating

There is very detailed information provided for students that are shielding or self-isolating.

We have summarised the key points below:

* A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
* **Shielding advice for all adults and children will pause on 1 August,** so students in this category can return to school. Read the current advice on shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
* If there is a localised outbreak, then new advice may be provided for students to temporarily shield.
* some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

**If for any reason your child is required to self-isolate or shield, then we will provide materials and support for them to continue with their learning.**

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

**Please contact the school for any advice and support required with this via** **office@hornchurchhigh.com**

#### Students and families who are anxious about return to school

We completely understand that a number of student and parents may be reluctant or anxious about the return to school. If you do have specific concerns then please send an email to office@hornchurchhigh.com and a member of staff from the school will contact you.

**Other Important Information**

* **Uniform** - students will be expected to wear full uniform from September.
* **Stationery** - Students must bring with them equipment for the school day e.g. pens, pencils, glue.
* **PE** – when students have PE lessons they must come dressed in their kit. They should bring their uniform in a bag in case they need to change.

**Transport**

We really need the cooperation of students and parents to reduce the use of public transport to and from school. We encourage as many students as possible to walk or cycle to school.

**Walking** – if possible, please could students walk to school as this is the safest mode.

**Cycling** – there is a bike shed available for students on site if they wish to cycle.

**Car** – if you choose to drive your child to school, please read the following:

* For safety, parents will not be able to come on to the school site by car to drop off students.
* Please do not pull up in front of the school to drop of your child – drop them off near the corner of Albany Road and avoid busy pavement areas.
* Please do not allow your child to meet friends in and congregate in nearby roads.

**Buses** – there may be limits placed on bus services and the provision of free transport by TfL may be restricted.

We will identify groups of students who will have priority for the buses:

* Students who live further way from the school.
* Vulnerable students.
* Students with needs that mean they cannot walk.

**All students travelling on public transport must:**

* **Wear a face covering**
* **Practise social distancing where possible**
* **Wash or sanitise their hands on arrival**

We continue to work with Havering Borough Council and TfL to help manage the travel to and from school.

**Behaviour in School**

To ensure all students and staff are safe and have the best environment in which to teach and learn, we have updated the Student Code of Conduct to incorporate some of the additional measures being put in place.

**In order to minimise the risk of infection and to ensure that students can learn, be happy and be safe we have made some additions to the Student Code of Conduct.**

**Public Health Guidance**

I will follow all public health guidance; for example:

* I will inform my teacher and/ or the school medical room if I feel unwell.
* I will wash/sanitise my hands on entering the school building; when entering and exiting any classroom; before and after lunch.
* I will follow Government guidance when needing to cough or sneeze by covering my mouth and nose with a tissue or coughing or sneezing into my arm; the tissue will be placed in the bin
* I will not deliberately cough or sneeze at another person and/or mimic symptoms of Covid-19
* I will adhere to instructions on posters displayed around the school related to Public Health guidelines

**Social Distancing**

* I will only use the entrances / areas I have been assigned in the school and the grounds.
* I will follow any one-way system at all times.
* I understand that I am not permitted to move around the school building freely
* I will walk directly to the classroom I have been assigned.
* I will walk directly to, and sit at my assigned desk.
* I will not attempt to make physical contact with any person.
* I will keep 1 metre plus from staff members.
* I will not congregate in groups with others before or after school.

**Equipment**

* I will be fully equipped for my time in school with my own stationery and drinking water.
* I will not share my equipment with other students.
* I will only bring essential equipment each day.

**Arrangements for behaviour management in school**

The school behaviour policy will continue to be followed to ensure all students and staff are safe and have the best environment in which to teach and learn.

There will be some adaptations to ensure we do not compromise the year group bubbles, for example:

* Relocation system – if students need to be removed from a lesson temporarily then they may be placed in another class within the same year group, or outside a Senior Teacher’s office.
* Isolation system – if students need to be isolated a well ventilated, socially distanced setting will be provided. It may not be possible to have separate isolation areas for each year group.
* Detentions – these will be held with students from the same year group. If this is not possible, then they will be held in a large enough space as to allow social distancing.

**Pastoral Support**

We appreciate that many students will have been personally impacted by the Corona virus or found being away from school very difficult. We will provide a wide range of support for students when they return to school. Please email office@hornchurchhigh.com if you have significant concerns you want to share with us.

**First Day of Term**

The first day of term for students will be Wednesday 2 September. This will be the first time since March that we have been allowed to have all students back in school which is very exciting; however, we will need to manage this very carefully. The year groups will have staggered starts over the rest of the week, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Start date** | **Start time** | **End Time** |
| 7 | Wed 2 Sept | 8.35am | 3.00pm |
| 8 | Thu 3 Sept | 8.35am | 11.00am |
| 9 | Thu 3 Sept | 8.35am | 11.00am |
| 10 | Thu 3 Sept | 8.35am | 11.00am |
| 11 | Thurs 3 Sept | 8.35am | 12.30pm |

**All students will be in school for a full day on Friday 4 September**

**Year 7 Information**

**Pastoral Care**

**Miss Douglas** will be your child’s Head of Year, and **Mr Copping** will assist as the allocated Pastoral Support Worker. They will work alongside the tutor team and classroom teachers to provide academic and pastoral support to your child so that they can maximise their potential and fully benefit from their time at the school.

We hope that your child’s tutor will be your first point of communication for all issues related to your child and we will send their contact details to you in due course.

**Specific Plans for Year 7**

In line with the Government public health guidance, we are trying to minimise the contact between different groups of students.

* **Bubble groups:** The year group has been split into tutor group bubbles. All lessons will be taught in tutor groups
* **School Zone:** The students will have lessons delivered in one area of the school on the second floor of the main building (maths corridor)
* **Student Entrance:** The students will enter the building by the entrance outside the HUB, they will get to their zone via the history stairs (This will avoid contact with year 9 students who will go up the geography stairs)
* **PE:** Students will be in fixed groups for PE. Students will need to attend school in their PE kit on the day they have PE to avoid having to change. They should bring their uniform in a bag on the day in the event that they do need to change out of their kit
* **Toilets:** Students will use the toilets on the science corridor. These will be cleaned regularly throughout the day, soap and hand sanitised will be available at all times
* **Lunch:** students will be allocated an outside space at the front of the school and can buy food from the canteen. This will take place in a staggered fashion to avoid overcrowding in the canteen area. All food will be ‘grab and go’. Menus will be sent in due course. If it is raining, then students can eat in a specific area of the main hall

**Year 8 Information**

**Pastoral Support**

As your child moves into Year 8 they will have a newHead of Year**, Miss Moore, and Ms Cunningham** will assist as the allocated Pastoral Support Worker for the Year Group. They will work alongside the tutor team and classroom teachers to provide academic and pastoral support to your child so that they can maximise their potential and fully benefit from their time at the school.

 We hope that your child’s tutor will be your first point of communication for all issues related to your child and we will send their contact details to you in due course.

**Specific Plans for Year 8**

In line with the Government public health guidance, we are trying to minimise the contact between different groups of students.

* **Bubble groups:** The year group has been split into tutor group bubbles. All lessons will be taught in tutor groups.
* **School Zone:** The students will have lessons delivered in one area of the school in the portacabins at the back of the main building (English block).
* **Student Entrance:** The students will enter the block by the entrance outside the R Zone.
* **PE:** Students will be in fixed groups for PE. Students will need to attend school in their PE kit on the day they have PE to avoid having to change. They should bring their uniform in a bag on the day in the event that they do need to change out of their kit.
* **Toilets:** Students will use the toilets on the science corridor. These will be cleaned regularly throughout the day, soap and hand sanitised will be available at all times.
* **Lunch:** students will be allocated an outside space in the MUGA area of the school, and can buy food from the canteen. This will take place in a staggered fashion to avoid overcrowding in the canteen area. All food will be ‘grab and go’. Menus will be sent in due course. If it is raining, then students can eat in a specific area of the main hall.

**Year 9 Information**

**Pastoral Support**

As your child moves into Year 9 theirHead of Year will continue to be **Miss Begum, Miss Mehmet** will assist as the allocated Pastoral Support Worker for the Year Group. They will work alongside the tutor team and classroom teachers to provide academic and pastoral support to your child so that they can maximise their potential and fully benefit from their time at the school.

 We hope that your child’s tutor will be your first point of communication for all issues related to your child and we will send their contact details to you in due course.

**Specific Plans for Year 9**

In line with the Government public health guidance, we are trying to minimise the contact between different groups of students.

* **Bubble groups:** The year group cannot be split into class sized bubble groups as option choices do not allow for this arrangement.
* **School Zone:** The students will have lessons delivered in one area of the school in the history and geography classrooms as far as possible. They will be taught in specialist classrooms where this becomes necessary to deliver the GCSE curriculum.
* **Student Entrance:** The students will enter the block by the outside door opposite the English block and go up the geography stairs. (This will avoid contact with year 7 students who will go up the history stairs).
* **PE:** Students will be in fixed groups for PE. Students will need to attend school in their PE kit on the day they have PE to avoid having to change. They should bring their uniform in a bag on the day in the event that they do need to change out of their kit.
* **Toilets:** Students will use the toilets on the science corridor. These will be cleaned regularly throughout the day, soap and hand sanitiser will be available at all times.
* **Lunch:** students will be allocated an outside space in the playground outside the main building of the school (outside science), and can buy food from the canteen. This will take place in a staggered fashion to avoid overcrowding in the canteen area. All food will be ‘grab and go’. Menus will be sent in due course. If it is raining, then students can eat in a specific area of the main hall.

**Year 10 Information**

The main point that I would like to make regarding the long term effects of lost learning time as a result of Covid-19 is that we are in the very fortunate position of running our GCSE classes over three years, rather than tow. There is plenty of time for us to make up for what we have lost, and with positive collaboration between our teachers and students, I am very confident that we can get into a strong position for success at the end of year 11.

**Pastoral Support**

**Mr Bailey and Miss Clarke** will be the Head of Year and Pastoral Support Worker to support Year 10 this year. They will lead tutor team and work alongside the classroom teachers to provide academic and pastoral support to your child so that they can maximise their potential and fully benefit from their time at the school.

We hope that your child’s tutor will be your first point of communication for all issues related to your child and we will send their contact details to you in due course.

**Specific Plans for Year 10**

In line with the Government public health guidance, we are trying to minimise the contact between different groups of students.

* **Bubble groups:** The year group cannot be split into class sized bubble groups as option choices do not allow for this arrangement.
* **School Zone:** The students will have lessons delivered in one area of the school in the science classrooms as far as possible. They will be taught in specialist classrooms where this becomes necessary to deliver the GCSE curriculum.
* **Student Entrance:** The students will enter the block by the outside door of their science room, where possible. Where this is not possible, they should enter the building through the main student entrance.
* **PE:** Students will be in fixed groups for PE. Students will need to attend school in their PE kit on the day they have PE to avoid having to change. They should bring their uniform in a bag on the day in the event that they do need to change out of their kit.
* **Toilets:** Students will use the toilets on the science corridor. These will be cleaned regularly throughout the day, soap and hand sanitiser will be available at all times.
* **Lunch:** students will be allocated an outside space in the playground outside the main building of the school (outside the new building), and can buy food from the canteen. This will take place in a staggered fashion to avoid overcrowding in the canteen area. All food will be ‘grab and go’. Menus will be sent in due course. If it is raining, then students can eat in a specific area of the main hall.

**Year 11 Information**

The main point that I would like to make regarding the long term effects of lost learning time as a result of Covid-19 is that we are in the very fortunate position of running our GCSE classes over three years, rather than tow. There is plenty of time for us to make up for what we have lost, and with positive collaboration between our teachers and students, I am very confident that we can get into a strong position for success at the end of year 11.

**Pastoral Support**

**Mr Evans, Mr Tarbuck and Miss Mehmet** will be the Head of Year and Pastoral Support Workers to support Year 11 this year. They will lead the tutor team and work alongside the classroom teachers to provide academic and pastoral support to your child so that they can maximise their potential and fully benefit from their time at the school.

We hope that your child’s tutor will be your first point of communication for all issues related to your child and we will send their contact details to you in due course.

**Specific Plans for Year 11**

In line with the Government public health guidance, we are trying to minimise the contact between different groups of students.

* **Bubble groups:** The year group cannot be split into class sized bubble groups as option choices do not allow for this arrangement.
* **School Zone:** The students will have lessons delivered in one area of the school in the new building as far as possible. They will be taught in specialist classrooms where this becomes necessary to deliver the GCSE curriculum.
* **Student Entrance:** The students will enter the block by the door opposite the music block. There is a one-way system in operation in the building.
* **PE:** Students will be in fixed groups for PE. Students will need to attend school in their PE kit on the day they have PE to avoid having to change. They should bring their uniform in a bag on the day in the event that they do need to change out of their kit.
* **Toilets:** Students will use the toilets in the new building. These will be cleaned regularly throughout the day, soap and hand sanitiser will be available at all times.
* **Lunch:** students will be allocated an outside space in the playground outside the main building of the school (outside the new building), and can buy food from the canteen. This will take place in a staggered fashion to avoid overcrowding in the canteen area. All food will be ‘grab and go’. Menus will be sent in due course. If it is raining, then students can eat in a specific area of the main hall.

**Additional Year 11 Information**

With the time missed from being in school, we are aware that many students will feel anxious about gaps in knowledge in the build up to the examinations in the summer. We will be providing a wide range of additional support to help prepare your child and to ensure that they are fully prepared.

**Summer examinations 2021:** there was an OFQUAL consultation into the examination assessments in the summer 2021. There have been a number of proposals put forward to change some courses and the nature of assessment to take into account the reduced teaching time.

Full details can be found at: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906173/Consultation_decisions_-_proposed_changes_to_the_assessment_of_GCSEs__AS_and_A_levels_in_2021.pdf>

We will outline more details about this once they have been published by the examination boards.

**The School Day and Academic Support**

**Period 6**: We will continue to run the compulsory Period 6 sessions on Monday, Tuesday and Wednesday. The sessions will run from 3.00pm until 4.00pm on these days. It is absolutely essential that students attend these sessions as private study / revision and teacher intervention all run during this time.

**Mock Examinations:** Under normal circumstances, the students would have two sets of mock examinations in November 2020 and February 2021. We plan to do the same this year as we will finish most courses by this time and so the data will be invaluable in helping us to plan revision programmes for the rest of the year.

**Additional Support:** The Government announced in June that they would be providing an additional £1 billion to directly tackle the impact of lost teaching time. This will also include the introduction of the National Tutoring Programme to support disadvantaged students. At present, we do not know how much money we will receive but when we know we will be able to plan additional support for students.

**Thursday after school**: On Thursdays after school we will run a series of sessions regarding careers, PSHE and wellbeing. Students will be advised of the programme in due course.