

# Reopening Schools: A Hinchingsbrooke Guide for Students, Staff & Parents/Carers September 2020

This guidance is up to date as of 1<sup>st</sup> September 2020. Should we need to amend it, for example following a Government or Public Health England update, we will do this and will send it out, drawing attention to any changes made.

**'RESPECT'**  
Yourself  
Others  
Your School



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### Student Summary

- So that we can return to school safely and reduce the risk of infection, we all need to make sure that we are following high standards of hygiene
- Although school will inevitably be different from what we are used to, it is even more important than ever that we have high standards of behaviour and effort
- You should come to school in your uniform with any equipment that you will need, including hand sanitiser and a reading book. You will also get a whiteboard, wipe and pen on day one. We cannot provide any equipment if you have forgotten essential items
- Pastoral offices and other services will still be open, but we can only have a limited number of students there at any one time, so please be patient
- Please walk or cycle to school if possible. However you travel to school, please do so sensibly, following social distancing guidelines
- You will enter and leave the school site through a specific gate for your year group. You will also have year group specific social areas for before school, break, and lunch, as well as year group specific canteens and toilets
- When arriving for tutor time or a lesson you should go straight into the room, wipe down your desk, use hand sanitiser and sit in your designated seat. Students and staff will not be able to move around the room during the lesson
- There will be one-way systems operating in most buildings and around the site. You will be shown these when you return to school in September and there will be clear signs around the site as a reminder
- You will be expected to wear a suitable face covering when moving around the school site. You may remove this when seated in the classroom and when in your year group social zone at break and lunchtime
- In order to help you get used to these new routines and expectations we will spend time going through them with you at the start of term in September.

### Minimising Risks

These guidelines have been informed by the government guidance about reopening schools and minimising risks. In this guidance health and safety is paramount.

“Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the Autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the Summer term.



Essential measures include:

- 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”

#### ***Guidance for full opening: schools***

***Published 2 July 2020***



While the September reopening of schools is a welcome return to some sort of normality for us all, as with the lockdown, this is taking place with a number of regulations and guidelines in place to protect the health of everyone in the school and wider community.

## Coronavirus (COVID-19) Information

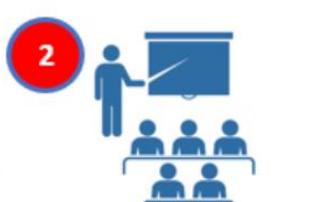
In more normal times our school rules serve to ensure that everyone in school is able to learn and work in a safe and productive environment. In order to deal with the unique situation we are currently experiencing, it is vital that our classroom expectations detailed below are adhered to and, in addition, that we are all following the revised guidelines, as outlined in the Expectations section on page six.

### Classroom Expectations



**'RESPECT'**  
Yourself  
Others  
Your School

- 

**1**  
Enter and leave the classroom in an orderly fashion (**R**)
- 

**2**  
Follow the teacher's instructions at all times (**R**)
- 

**3**  
Aim to complete all the work to the best of my ability (**P**)
- 

**4**  
Listen to whoever is talking and not talk over them (**E**)
- 

**5**  
Behave really well and focus on my learning (**R**)
- 

**6**  
Support all learners in the classroom (**E**)
- 

**7**  
Behave safely and responsibly at all times (**R**)

**R = Responsible E = Empathetic P = Proud**



Our school uses a range of sanctions commensurate with the severity of the incident. However, in light of the potential dangers associated with COVID-19, any student who commits a serious or persistent breach of the new protection rules or who causes continuous disruption, risks a higher-level sanction being imposed.

We are sure that students and staff will welcome the opportunity of returning to Hinchingsbrooke and that there should be little, if any, need to employ any of these sanctions for poor or unacceptable behaviour, but as the school environment will be considerably different for the foreseeable future, it is important that we are all aware of these expectations and follow the Minimising Risks guidance above.

## Expectations

- Students are expected to engage positively with tutor time and lessons at all times
- Students and staff will be expected to comply with Public Health England rules and regulations, which include higher standards of respiratory and hand hygiene
- Everyone will be expected to clean their hands more often than usual, using either soap and water or the hand sanitiser provided and brought by students. This includes when arriving at school and each time they enter and leave each school building
- Use the 'Catch it, Bin it, Kill it' approach when using tissues
- **Students and staff are expected to wear a suitable face covering when moving around the school site.** Face coverings may be removed once seated in the classroom and other teaching spaces, and when in their year group social area at break and lunchtime. Face coverings should be kept in a sealable, named bag when not being worn and hands should be sanitised both before putting them on and taking them off. For more guidance, please see the World Health Organisation poster on page seventeen
- In addition to the above, students will be expected to adhere to the school rules already in place before the school closed and to follow the [One School Rule of Respect](#). Poor behaviour will always be challenged. Obviously, the constraints that we are currently working under mean that some of the sanctions which would normally be used in these cases will not always be possible, such as using a department safe room, unless this can be achieved within year group bubbles
- Unhygienic behaviour will not be tolerated and any malicious deliberate acts of possible transmission, such as spitting or coughing in such a way as to risk infecting others will be taken very seriously. This may also, in the most serious cases, be referred to the police as this behaviour is now classed as assault, as evidenced by several high-profile examples in the media.



**CATCH IT.**



**BIN IT.**



**KILL IT.**



**The school will exclude students for serious or repeated breaches of our expectations**

### Attendance

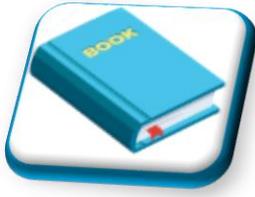
The school fully supports the government's stipulation of regular attendance when schools reopen in the Autumn term. Subject to extenuating circumstances, Hinchingsbrooke will be following the usual school attendance procedures.



### What You Need to Know Before Coming to School

- Students will be expected to wear their uniform (Year 12 and 13 students will be expected to wear lanyards). We advise that uniform be washed frequently to maintain best possible levels of hygiene
- Some staff may wear visors when on duty in the corridors or at break and lunchtime. All staff will wear face coverings when moving around the site, following the same expectations as students
- Students will need to bring their own equipment into school as we will not be able to loan items for hygiene reasons. On their first day students will be given a whiteboard, pen and wipe for use in all lessons. Students are responsible for bringing these to each lesson. Should replacement items be needed, students will need to provide these themselves and we encourage students to purchase spare whiteboard pens over the summer, ready for September
- Parents will not be able to bring forgotten items such as lunches or P.E. kit to Main Reception. If students need lunch they can get a loan from the relevant pastoral office. Not leaving items in reception will be reviewed in October
- Students should bring their own pocket-sized bottle of hand sanitiser in to school for use during the day. There will be a small stock of bottles available for any students who cannot provide their own and hand sanitiser stations will also be available around the site
- We have enhanced the cleaning schedule through providing an additional number of cleaners who will work throughout the school day across the whole site
- We are limiting the number of students who can enter the Lower School/Middle School/Sixth Form Office at any one time – students should follow the signage outside each office





- Students will need to bring their own reading book to school as the Library will be closed
- Student Services (School Nurse and School Counsellors) will continue to operate with additional cleaning taking place in between meetings that they hold
- Lockers will not be available in the first term, so corridors are kept clear. As such we would advise students to only bring with them the items they need for that day

### Arriving at and Leaving the School Site

- Where possible we would like students to walk or cycle to school, maintaining social distancing. If this is not possible then being brought by car and dropped off would be preferable to using a bus. Where possible, please can students be dropped off away from the school site and walk the final part of their journey
- School buses will be running for those who have no other option for getting to school and students will have to follow any measures put in place by the bus company to keep them safe, such as sitting in a forward facing seat. Students travelling by bus will also have to wear a face mask whilst on the bus and will be seated by year group
- Students will enter the school through a specific gate, dependent on their year group:
  - Bus Bays Entrance for Years **7** and **8**
  - Main Entrance for Years **10** and **11**
  - Sixth Form Entrance for Years **9**, **12** and **13**
- Students will also have **allocated bike sheds** to use:
  - **Year 7** – Behind the bus bays inside the school gates
  - **Year 8** – Outside the gates by the bus bays
  - **Year 9** – Half of the Well Green bike shed
  - **Year 10** – Other half of the Well Green bike shed
  - **Year 11** – Former Sixth Form bike sheds by DT
  - **Years 12 and 13** – Newly created area in the parking area of Sixth Form
- On arrival all students should go straight to their year group social zone (see Break and Lunchtime section) if they arrive before 8.30am. Students arriving after this time should go straight to their form room
- There will be a staggered finish at the end of the day for the first half term (at which stage we will review) to try and reduce the number of students moving across the site at any one time. Students should use the same gate to exit the site that they use

## Coronavirus (COVID-19) Information

to enter the site in the morning. Students heading to the bus bays after school should board their bus straight away and not stand in the bus bay area

- Students should leave the site straight away, there should be no hanging around and they should maintain social distancing for the journey home. If siblings want to travel home together, they should arrange to meet away from the school site at the end of the school day
  - 3.05pm – **Year 10** are released (Year 10 staff will go to the gates to help supervise the students)
  - 3:10pm – Years **8** and **9** are released
  - 3:15pm – Years **7, 11, 12** and **13** are released
- The staggered finish time differs slightly from the published timings of the new school day, however the remainder of these new timings will operate from the start of term:

New School Day Model from September 2020	
8.35	Warning bell
8.40 to 9.00	Tutorial/Assembly
9.00 to 10.00	Period 1
10.00 to 11.00	Period 2
11.00 to 11.20	Break
11.20 to 12.20	Period 3
12.20 to 1.20	Period 4
1.20 to 2.05	Lunch
2.05 to 2.15	Registration
2.15 to 3.15	Period 5

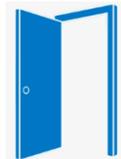
## Lessons and Activities

- There will be a one-way system around the school site that all students and staff must follow using the white arrows outside to help them (on page 11)
- There will also be a one-way system in most school buildings, indicated by posters and red arrows on the walls and floor. This is to minimise contact between students as they make their way to their classroom
- Students should not line up in classroom corridors and should instead go straight into the classroom. Teachers will greet students from their designated teaching area

## Coronavirus (COVID-19) Information

- If a classroom has an external door, this will be used for entering and leaving the lesson
- Classrooms are configured to have front-facing desks to conform with current guidelines and in line with the Minimising Risks guidance above
- The teacher will need to remain at the front of the classroom so the style of teaching will be different to normal. Similarly, students will remain seated at their designated desk throughout the lesson in line with the Minimising Risks guidance above

- The teacher will open the windows in the classroom to maximise air flow and the door will remain open at all times. The only time when doors will be closed will be in the event of a fire drill, in which case the member of staff will close the door after everyone has exited the room. Fans and air-conditioning may not be used as they have the potential to increase the spread of airborne particles



- A reminder of key expectations will be displayed in every classroom
- If a student needs the toilet during a lesson, only one may go at a time, although we would discourage this unless the student has an out of class pass. Students should go



to the toilet nearest their classroom and do not need to follow the one-way system to do this as the majority of students and staff will be in classrooms. Students must wash their hands after using the toilet and will need to use their hand sanitiser when re-



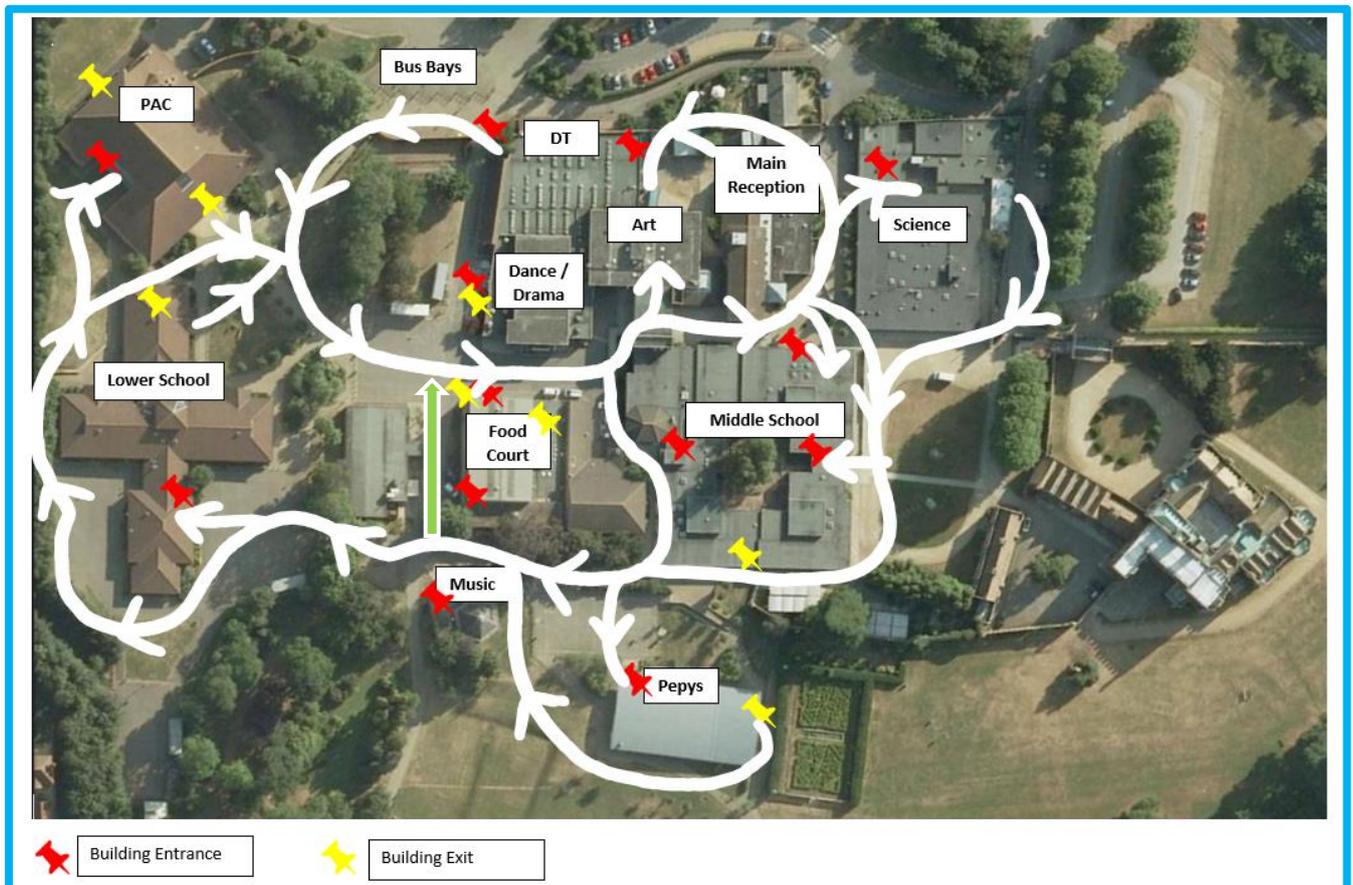
entering the classroom in line with the Minimising Risks guidance above

- If a Year 12 or 13 student has a free period, they either work in one of the study rooms in the House or go outside and maintain social distancing. Where Year 12 and 13 students are free period 1 or 5, they may arrive on site late or leave the site early
- If a teacher needs to speak to a student outside the classroom, they will leave the classroom separately and maintain a suitable distance for the duration of the conversation
- Senior members of staff will be on-call to provide support wherever needed. If a student needs to be removed from a lesson, they should stand outside the classroom and a member of SLT will take them to one of the designated removal areas
- When leaving lessons, the class teacher will check the corridor is clear before dismissing their class to reduce numbers in the corridor at any one time. Period 2 and Period 4 teachers will remind their class of the designated social area for their year group before dismissing them at the end of the lesson

## Coronavirus (COVID-19) Information

- If the class teacher needs to move to a different room for their next lesson, they will dismiss their class a couple of minutes early, so long as the corridor is clear in line with the point above
- Assemblies will take place remotely in the first half term. Students will remain in their form room and the assembly will be either streamed live or viewed as a pre-recorded video via the classroom projector
- Any equipment needed for practical subjects will be cleaned in between lessons. Students will wipe their desk with the provided materials at the start of every lesson
- Students' work will be marked as per normal frequency and we will encourage as much work as possible to be handed in electronically or if this is not possible on a separate piece of paper, which will be stuck into the exercise book after marking. All work submitted on paper will be subject to a period of 'quarantine' both before and after marking
- Students' exercise books will not be marked by staff in the first half term due to transmission risks, at which stage we will review this

### Hinchingbrooke One-Way System Map



Tutors will walk this route with their tutees at the start of September

### Teaching Assistants Support in Lessons

- Teaching assistants will continue to support in lessons, where needed, to ensure provision for EHCP or SEND students is available. Teaching assistants will endeavour to continue supporting individual needs, using their usual techniques
- A plan for SEND Basecamp will be drawn-up to minimise the mixing of students from different year group bubbles and to facilitate intervention work
- TAs may wear face masks in order to fulfil their duties safely

### Break and Lunchtime

**Students will have allocated areas for before school, at break and at lunchtime**

#### Food Outlets

- **Year 7** – Food will be offered in the PAC. Students will enter by the door by the toilets and leave by the fire exit next to the tills
- **Year 8** – Food Court – They will enter through the front entrance, get their food from the first servery and leave by the exit door
- **Year 9** – Food Court – They will have the second sitting at approximately 1.40pm and will be able to use either entrance
- **Year 10** – Food Shack – The queue will start from the swimming pool side of the building
- **Year 11** – Food Court – Queuing from the fire exit opposite the swimming pool, paying at the third till, and leaving via the grab and go corridor
- **Sixth Form** – will continue to use Joe's Café, queuing in the adjacent dining area

#### Social Time Areas

These will be clearly marked by coloured painted lines on the playground. Please note that these areas are outside and therefore **students are strongly encouraged to ensure they have coats and/or umbrellas in case of inclement weather**

- **Year 7** – From the side of the PAC (Climbing area) to the playground by the Lower School Office
- **Year 8** – The back of Lower School and the MUGA
- **Year 9** – Well Green area and around the Science building to the front gates
- **Year 10** – Either side of the Diploma building and down to the shack (including the canopy)
- **Year 11** – Around the Pepys building
- **Sixth Form** – House lawns

#### Toilets

- **Year 7** – PAC
- **Year 8** – Lower School

## Coronavirus (COVID-19) Information

- **Year 9** – Middle School
- **Year 10** – Dance/Drama Block (fire exit entrance)
- **Year 11** – Pepys Block
- **Sixth Form** – toilets in the House

### Map showing Year group food outlets, social time areas and toilets



- It is more important than ever that all litter goes in the nearest bin and is not left lying around



## Fire Bell

In the case of the fire bell going off, students and staff will follow the normal procedure in place, heading to the designated assembly point. In the event of the fire bell sounding, students should leave the building by the closest exit and do not need to follow the one-way system. Students should then line up in their tutor group. As this guidance has been subject to change, and may well change again, students will be reminded of current guidance on a regular basis.



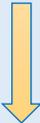
## School Reopening Programme, 7 – 10 September 2020

Following an extended period out of school, we have decided to make some changes to the start of term in September. These changes allow an extended induction period for Year 7 and 12 students who missed out on this in the Summer term. It will also allow Form Tutors to ensure that all students are clear on the new routines and expectations in place. As such, students will attend school as follows in the first week back:

	Monday 7th	Tuesday 8th	Wednesday 9th	Thursday 10th	Friday 10th
<b>Year 7</b>	✓	✓	✓	✓	✓
<b>Year 8</b>		✓	WFH	✓	✓
<b>Year 9</b>		✓	WFH	✓	✓
<b>Year 10</b>		WFH	✓	✓	✓
<b>Year 11</b>		WFH	✓	✓	✓
<b>Year 12</b>	✓	✓	WFH	✓	✓
<b>Year 13</b>		WFH	✓	✓	✓

Where students are not in school, they will be working from home (WFH) on remote learning tasks to complete at home. All students will have extended tutor time on Thursday 10 September 2020 where they will receive their timetables and school planners. Lessons will commence for all year groups from Period 2 on Thursday 10 September 2020.

## Classroom Routines

STUDENTS	STAFF
 <b>At the start of the lesson</b> 	
<ol style="list-style-type: none"> <li>1. Wipe down the desk using the materials provided</li> <li>2. Sanitise hands</li> <li>3. Sit at designated desk and remove face covering</li> <li>4. Place face covering in sealable bag</li> <li>5. Take out the equipment needed for that lesson</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure the windows and door are open</li> <li>2. Sanitise hands</li> <li>3. Greet the class whilst remaining in the designated teaching area</li> </ol>
<b>During the lesson</b>	
<ol style="list-style-type: none"> <li>1. Remain in your seat</li> <li>2. Do not share equipment with other students</li> <li>3. Follow the classroom expectations</li> </ol>	<ol style="list-style-type: none"> <li>1. Remain in designated teaching area</li> <li>2. Do not share resources such as scissors and glue</li> <li>3. Sanitise hands before passing out worksheets (place these on front row desks for students to pass back)</li> <li>4. Get the students to use their mini whiteboards frequently to check understanding</li> </ol>
<b>At the end of the lesson</b>	
<ol style="list-style-type: none"> <li>1. Sanitise hands</li> <li>2. Put on face covering</li> <li>3. Tuck your chair under the desk (including at the end of period 5)</li> <li>4. Wait behind your chair to be dismissed by your teacher</li> </ol>	<ol style="list-style-type: none"> <li>1. Sanitise hands</li> <li>2. Dismiss the class when the corridor is clear</li> <li>3. If the end of period 5, please close the windows</li> <li>4. If taking books in, these should be left for 48 hours both before and after marking, before being returned to the students</li> </ol>

### Safety Measures

In order to ensure that we are able to reopen the school in September in the safest way possible we have put in place the following:

- ✓ Students encouraged to bring their own hand sanitiser
- ✓ All classrooms and building entrances have sanitiser available
- ✓ All rooms have their windows and doors open, where possible, to allow good ventilation
- ✓ Students will bring their own equipment (pen, pencil, ruler, calculator, hand sanitiser, spare whiteboard pens and headphones for Computer Science and Music lessons) – this cannot be loaned
- ✓ Students will be issued with their own whiteboard, pen and wipe which they are responsible for bringing to school every day. Students will provide their own replacement items if the ones given out are lost, damaged or run out
- ✓ Students will wipe their desk down at the start of each lesson. Materials to do this will be made available in each room
- ✓ All classrooms will have forward-facing desks to reduce transmission opportunities
- ✓ There will be a one-way system for movement around the school site
- ✓ When not in lessons or tutor time, students will be outdoors
- ✓ Year group bubbles will be created
- ✓ Each building has specified entrances and exits to stop two-way traffic
- ✓ Each year group will be allocated their own bike shed
- ✓ Each year group will be allocated their own external social space for before school, break and lunchtime
- ✓ There will be an increased number of staff on duty, particularly at the start of the day
- ✓ Each year group will be allocated their own toilet block for use at break and lunchtime
- ✓ All teachers have a 2-metre distanced teaching space at the front of the classroom
- ✓ There will be minimised staff movement around the school site
- ✓ There will be four separate lunch outlets available to students with specific times for when these can be accessed
- ✓ There will be staggered finish times at the end of the school day
- ✓ Only a limited number of students will be allowed in the toilets at any one time, as per the signage outside each toilet
- ✓ High use areas will be cleaned on a regular basis throughout the day
- ✓ Changing rooms will be cleaned between uses throughout the day
- ✓ There will be a fully qualified nurse on site
- ✓ There will be a designated isolation area for anyone identified with COVID-19 symptoms prior to them going home
- ✓ The school will follow the advice of Public Health England if there are any students who test positive for COVID-19. Track and Trace will inform individuals of the actions they need to take
- ✓ Routines and expectations for staff, students and families will be outlined in a number of ways, including this booklet
- ✓ Staff and students will be briefed regarding the new routines and expectations at the start of September, in addition to having these written guidelines

## Coronavirus (COVID-19) Information

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- ✓ There will be a staggered start to the year to ensure sufficient time to explain the new routines and expectations
- ✓ The number of external visitors to the school will be kept to a minimum
- ✓ Only curriculum essential trips will take place during 2020-2021
- ✓ Health Care Posters will be displayed around the site – Catch It, Bin It, Kill It
- ✓ Tissues will be available in all classrooms
- ✓ Students will spend social time outside wherever possible. In the event of extreme weather students will have access to form rooms for break and lunch
- ✓ Signage around the site will guide and inform our community
- ✓ Parents/Carers will be encouraged to stay off site at all times
- ✓ No indoor gatherings of more than 35 students will take place with the exception of Year 12 Private Study, which takes place in a large room with individual study carrels. This restriction will remain in place at least up to the end of the Autumn term 2020.

# HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

## Do's →

- 

Clean your hands before touching the mask
- 

Inspect the mask for damage or if dirty
- 

Adjust the mask to your face without leaving gaps on the sides
- 

Cover your mouth, nose, and chin
- 

Avoid touching the mask
- 

Clean your hands before removing the mask
- 

Remove the mask by the straps behind the ears or head
- 

Pull the mask away from your face
- 

Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it
- 

Remove the mask by the straps when taking it out of the bag
- 

Wash the mask in soap or detergent, preferably with hot water, at least once a day
- 

Clean your hands after removing the mask

## Don'ts →

- 

Do not use a mask that looks damaged
- 

Do not wear a loose mask
- 

Do not wear the mask under the nose
- 

Do not remove the mask where there are people within 1 metre
- 

Do not use a mask that is difficult to breathe through
- 

Do not wear a dirty or wet mask
- 

Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

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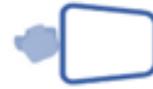
We are **HBK.com** and we have **One School Rule**  
However, to keep **yourself and others** safe remember:



**SOCIAL DISTANCING**  
To and from school and around the school site



**HYGIENE**  
Hand washing  
Hand sanitising  
Catch it – Bin it – Kill it



**CATCH IT. BIN IT. KILL IT.**

**DIFFERENT ROUTINES**  
One-way system, social zones and year group canteen areas



*We are here to support YOU – your learning and your wellbeing*