

# Reopening Schools: A Hinchingbrooke Guide for Students, Staff & Parents/Carers March 2021

This guidance is up to date as of 26 February 2021.  
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.



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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 need to bring your mini whiteboard, wipe and pen. 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 continue to enter and leave the school site through a specific gate for your year group. You will also still 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 expected to wear a face mask at all times. This includes keeping your mask on whilst in lessons. The only time you may remove your face mask is for eating and drinking at break and lunchtime, which should only take place when you are in your year group social zone and at least two metres away from other people.**
- **You will be offered three lateral flow tests when you return to school and will be offered the opportunity to do two at home tests every week thereafter** (see page 7)



### 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.

“Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education...



### Prevention

You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Keep occupied spaces well ventilated

***Schools Coronavirus Operational Guidance***  
***Published February 2021***



### Expectations

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 remains considerably different for the time being, it is important that we are all aware of these 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 at all times during the school day.** Face coverings may be removed for eating and drinking when students are 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. We advise bringing three face coverings into school so that these can be changed at break and lunchtime
- In addition to the above, students will be expected to adhere to the school rules already in place 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



**CATCH IT.**



**BIN IT.**



**KILL IT.**



- 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

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



## Attendance

School attendance will be mandatory for all students from 8 March 2021. Subject to extenuating circumstances, Hinchingsbrook School will be following the usual school attendance procedures.



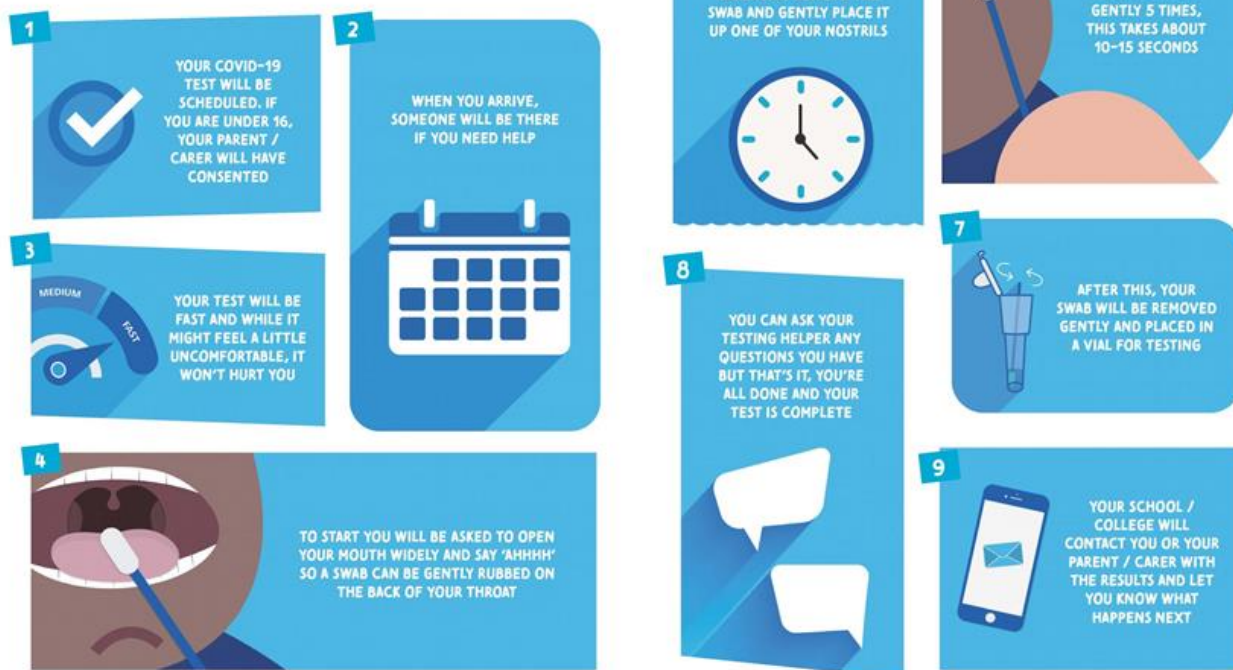


### Lateral Flow Testing

- Lateral Flow tests are used for people who are asymptomatic (ie they do not have COVID symptoms) and can detect COVID-19
- When students return to school they will need to have three Lateral Flow tests in school. These will take place in the Sports Hall, following the schedule on the following page
- On the day of their first test, students will come into school for their test at their allotted time and then go home after their test is completed. They will be able to access online learning via Doodle for the rest of the day
- Students need to arrive in the bus bays on the day of their first test and will then be escorted through the archway gate to the PAC for registration. Once they have completed their test, they will exit the school site through the bus bays gate near the DT building
- Students will be able to return to school and face-to-face lessons the day after their first Lateral Flow test. Their second and third tests will be carried out during the school day in either their first or second week back
- After students have completed their three Lateral Flow tests they will be asked to continue testing at home twice a week using home testing kits provided by the school
- If a student gets a positive result on a Lateral Flow test, parents/carers will be informed, and the student will be sent home immediately to isolate for 11 days (including the day of the positive test result). If the student later develops COVID symptoms, they will need to restart their isolation period
- Parents/Carers will need to give their consent for their child to have a Lateral Flow test using the following Form:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=vDuWFAXs0yVOcrxk6wMlhay\\_x-4GdhBLpwTj-tuhJUREc3S0dWM1IOWEozV1MwTlhXVzBRNDdLVS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=vDuWFAXs0yVOcrxk6wMlhay_x-4GdhBLpwTj-tuhJUREc3S0dWM1IOWEozV1MwTlhXVzBRNDdLVS4u)
- These tests are voluntary. If you do not consent to your child having a Lateral Flow test, please still complete the form above and decline the consent. The form must be completed for all Hinchingsbrook students
- If students are 16 years old or over, they will also need to consent to the Lateral Flow test
- Once the Lateral Flow test has been processed, the results will be emailed and/or sent via text message to the student, using the details they have input during the registration process



## HOW TO GET YOUR COVID-19 TEST



## Rota for Year Group Lateral Flow Testing

		Y13	Y12	Y11	Y10	Y9	Y8	Y7
Friday	5th	Test 1	Test 1					
Monday	8th			Test 1	Test 1			
Tuesday	9th	Test 2	Test 2			Test 1		
Wednesday	10th						Test 1	Test 1
Thursday	11th			Test 2	Test 2			
Friday	12th	Test 3	Test 3			Test 2		
Monday	15th						Test 2	Test 2
Tuesday	16th			Test 3	Test 3			
Wednesday	17th					Test 3		
Thursday	18th						Test 3	Test 3
Friday	19th							



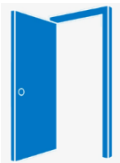
### Arriving at and Leaving the School Site

- 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, 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** (and any **Year 8** students using the Well Green Cycle rack)
- 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 and on Well Green
  - **Year 9** – Half of the Well Green/Middle School bike shed
  - **Year 10** – Other half of the Well Green/Middle School bike shed
  - **Year 11** – Former Sixth Form bike sheds by DT
  - **Years 12 and 13** – Newly created area in the parking area of Nunnery Court
- 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 tutor room
- Students should use the same gate to exit the site that they use 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



### Lessons and Activities

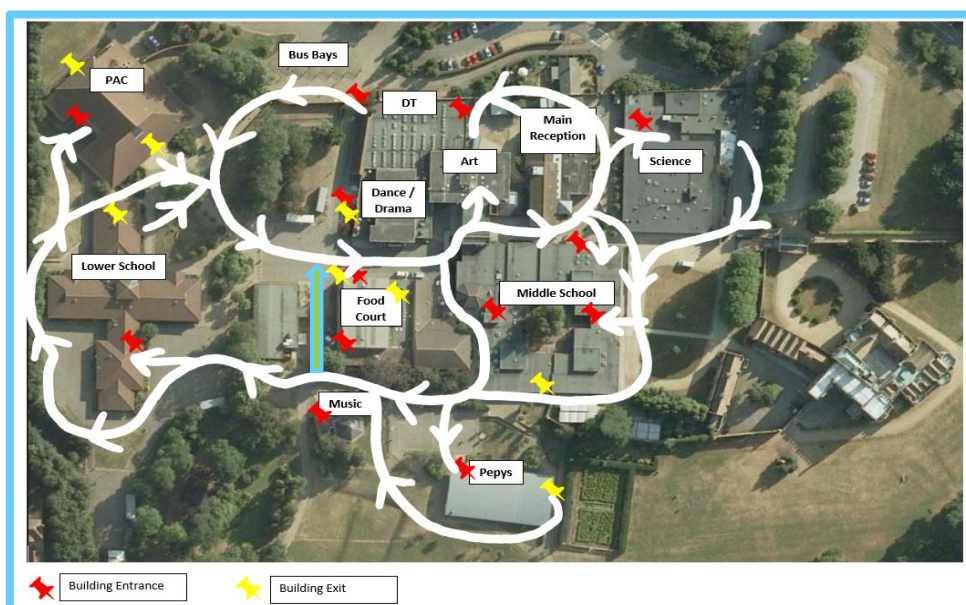
- There will be a one-way system around the school site that all students and staff must follow using the white arrows outside to help them (on page 10)
- There will also be a one-way system in most school buildings, indicated by posters and red arrows on the walls and floor. This is to minimise contact 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
- 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 at a pre-booked hot desk in the House or go outside and maintain social distancing. Sixth Form students should leave the site wherever possible if they do not have a lesson. Where **Year 12** and **13** students are free period 1 or 5 for example, they may arrive on site late or leave the site early



## Coronavirus (COVID-19) Information

- 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
- If the class teacher needs to move to a different room for their next lesson or is on duty, 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 continue to take place remotely initially. Students will remain in their tutor 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

### Hinchingbrooke One-Way System Map



### 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
- The SEND Basecamp plan implemented last term will continue to be in to minimise the mixing of students from different year group bubbles and to facilitate intervention work
- TAs will wear face masks in order to fulfil their duties safely

### Break and Lunchtime

**Students will continue to use 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
- **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 from Friday 5 March 2021



	Year 13	Year 12	Year 11	Year 10	Year 9	Year 8	Year 7	KW/V School
Friday 5 <sup>th</sup> March	Test 1	Test 1	WFH	WFH	WFH	WFH	WFH	In school
Monday 8 <sup>th</sup> March	Lessons in school	Lessons in school	Test 1	Test 1	WFH	WFH	WFH	Y10 & 11 in V&KW School Y7-9 in lessons
Tuesday 9 <sup>th</sup> March	Test 2	Test 2	Lessons in school	Lessons in school	Test 1	WFH	WFH	In lessons
Wednesday 10 <sup>th</sup> March					Lessons in school	Test 1	Test 1	In lessons
Thursday 11 <sup>th</sup> March			Test 2	Test 2		Lessons in school	Lessons in school	In lessons
Friday 12 <sup>th</sup> March	Test 3	Test 3			Test 2			In lessons
Monday 15 <sup>th</sup> March						Test 2	Test 2	
Tuesday 16 <sup>th</sup> March			Test 3	Test 3				
Wednesday 17 <sup>th</sup> March					Test 3			
Thursday 18 <sup>th</sup> March						Test 3	Test 3	
Friday 19 <sup>th</sup> March								

- Where students are not in school, they will be working from home (WFH) on remote learning tasks set on Doodle
- When students come into school for Test 1, they will go home straight after their test
- Students will return to face to face lessons in school the day after their first Lateral Flow Test





## Classroom Routines

STUDENTS	STAFF
<div>  <b>At the start of the lesson</b>  </div>	
<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 keep face covering on</li> <li>4. 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> <li>4. Keep your mask on</li> </ol>	<ol style="list-style-type: none"> <li>1. Remain in designated teaching area</li> <li>2. Remove mask for speaking to the class but only when at the back of your designated teaching area</li> <li>3. Do not share resources such as scissors and glue</li> <li>4. Sanitise hands before passing out worksheets (place these on front row desks for students to pass back)</li> <li>5. 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. Tuck your chair under the desk (including at the end of period 5)</li> <li>3. 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> </ol>

### Safety Measures

- ✓ Students are 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 – this cannot be loaned
- ✓ 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 continue to be in place
- ✓ 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
- ✓ 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 revised routines and expectations in March, in addition to having these written guidelines
- ✓ 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 marquees or 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

# 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.



World Health Organization

**'RESPECT'**  
Yourself  
Others  
Your School

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