

Acceptance to Zoning Arrangements for September 2020

Arrival/departure: we have staggered arrival and departure times but students will have the same length school day as previous years. An email has been sent to all parents advising the exact room students should report to on their first day, an overview on the general arrangements for each year group is:

Year 7 will arrive through the rear entrance (back gate) of the school at **8.40am**, following the signs turning right and going directly to Winchester block. Any students arriving early are to wait in the Year 7 break time area at the side of Winchester. Students arriving by bus will be dropped off at the rear entrance and follow the same directions. Students arriving by bike can use the bike shed on the way past.

Year 7 will leave the site at **2.50pm** via the rear entrance (back gate), they will be escorted off site by their classroom teacher. Any students travelling by bus will be supervised while waiting at the bus stop at the rear of the school.

Year 8 will arrive through the rear entrance (back gate) of the school at **8:50am** and go to Salisbury block, via the main playground following the signs. Any students arriving early are to wait in the Year 8 break time area which is the main playground. Students arriving by bus will be dropped off at the rear entrance and follow the same directions. Students arriving by bike can use the bike shed on the way past.

Year 8 will leave through the rear entrance (back gate) at **2.55pm**, they will be escorted off site by their classroom teacher. Any students travelling by bus will queue while waiting at the bus stop at the rear of the school.

Year 9 will arrive through the front entrance (front gate) of the school at **8:50am**. Students walk towards the main reception, where they follow the signs through the external LRC (Library) door into Portsmouth corridor. Any students arriving early are to wait in the Year 9 break time area which is the Main Hall. Students arriving by bus will be dropped off at the front entrance and follow the same directions. Students arriving by bike go to the bike shed via the side entrance by the old Drama Studio, then return to the LRC entrance again via the side gate.

Year 9 will leave through the front entrance (front gate) at **2.55pm**, they will be escorted off site by their classroom teacher. Any students travelling by bus will queue while waiting at the bus stop at the front of the school. Students needing to collect their bike may do so and then leave via the front entrance.

Year 10 will arrive through the rear entrance (back gate) of the school at **9:00am** and go to Dartmouth block, entering the building through the door by the Performance Studio. Year 10 students will go straight to lesson one. Any students arriving early are to wait in the Year 10 break time area which is the top playground. Students arriving by bus will be dropped off at the rear entrance and follow the same directions. Students arriving by bike can use the bike shed on the way past.

Year 10 will have their tutor registration at 2.55pm, then leave the site at **3.05pm** through the rear entrance (back gate). They will be escorted off site by their tutor. The bus will leave at a later time of 3.15pm to accommodate these timings. Any students travelling by bus will queue while waiting at the bus stop at the rear of the school.

Year 11 will arrive through the front entrance (front gate) of the school at **9:00am**, walking through the side gate by the old Drama Studio and into either Dartmouth or Bolton blocks dependant on their timetable lesson and straight to lesson one. Any students arriving early are to wait in the Year 11 break time area which is the canteen. Students arriving by bus will be dropped off at the front entrance and follow the same directions. Students arriving by bike can go to lesson one via the bike shed.

Year 11 will have their tutor registration at **2.55pm**, then leave the site at 3.05pm via the front entrance (front gate). They will be escorted off site by their tutor. The bus will leave at a later time of 3.15pm to accommodate these timings. Any students travelling by bus will queue while waiting at the bus stop at the front of the school. Students needing to collect their bike may do so and then leave via the front entrance.

Absence: (non-illness) – for students who are quarantining as a precautionary measure but not ill, we will establish systems whereby work is emailed at the end of the day so the student is able to keep up with work. We will establish a study buddy for each KS3 student in each class as a contact to keep them up-to-speed with the work and any other important things that happen during their time off. Students who are ill will not be expected to do work. You will need to let the school know that your child is at home, but not ill, for this process to happen so please email pastoral@aldworth.hants.sch.uk.

Acceptance: it is really important that students accept that school isn't going to be quite the same as usual for the foreseeable future. Whilst some of the rules might seem petty we need the cooperation of students and parents in order to keep everybody safe. This time will pass, but for the moment we need to grit our teeth and get on with it.

Assemblies: assemblies will be cancelled to begin with. We may experiment with virtual assemblies which are streamed into tutor rooms if the situation continues for any length of time.

Attendance: all students will be expected to attend from September unless they have specific reasons to shield which should be confirmed by a medical certificate or letter. If you, or your child is suffering from undue anxiety about returning to school then please contact the school to discuss the situation.

Behaviour: matters of safety will be given a priority, so students who ignore social distancing with teachers, or deliberately cough over others will be subject to sanctions. The temporary additions to the behaviour policy are below:

BEHAVIOUR	DETAILS	LIKELY CONSEQUENCE
Being out of zone	Being in the wrong year group zone without an accompanying member of staff	Isolation Fixed term exclusion
Repeated failure to follow hygiene or social distancing measures	Includes deliberate physical contact	Isolation Restricted breaktimes and lunchtimes
Deliberate coughing or joking about coronavirus	Jokes include comments made generally as well as personally directed	Isolation
Failure to follow social distancing measures		Verbal reminder Litter picking

Bereavement: if you have lost members of your family during the pandemic please let the pastoral team know, who will be able to support your child through the process of bereavement.

Bikes: students may bring bikes to school. Year 7 students should use the bike storage at the rear of the school near Winchester Block. Years 8, 10 and 11 should use the main bike store next to Bolton block. As they arrive at different times there should be no contamination between bubbles. Parents of year 9 students who require bike storage should contact the school so individual arrangements can be made. Helmets should be secured with the bike or carried with the student at all times.

Breaktime arrangements: each year group has a designated recreation area distinct from other students and close to their zone. We would urge students to bring a warm coat daily due to inclement weather.

Bubbles: in line with government guidelines, students will be kept in year group bubbles. This means they will be able to freely associate within their year group with limited social distancing between them. Staff will need to move between year groups but will observe the 1m+ social distancing which means they will not be able to circulate round the classroom in lessons.

Buses: one school bus will run. Passengers will be required to wear facemasks on board and sanitise their hands before boarding. Students will be sat in year groups, as far as possible. It is compulsory for students to wear masks until they are inside the school gates. The bus will pick up years 7, 8 and 10 from the rear of the school and then go round to the front to pick up years 9 and 11. The bus will leave Aldworth at the later time of 3.15pm to accommodate these arrangements.

Catering: all payments to top up canteen accounts must be made online from September as the reval machine (cash machine) in the canteen will be unavailable. Finance have issued SCOPAY letters to anyone not currently registered.

Classroom layout: in accordance with the guidance rooms have been set up in lines facing the front wherever possible. There are some classrooms with fixed tables in different arrangements which will need to be used due to a limit on rooming.

Cleaning: we have introduced day cleaning to keep the toilets and selected multi-use spaces clean.

Closure (partial/temporary): in the event of an outbreak of coronavirus within the school we will take advice from Public Health England who would make the decision about whether to close down the entire school or ask the 'bubble' (i.e. a year group) to stay at home. In such an instance we would have the home learning up and running within 24 hours. We would use the tried and tested method of setting work at the start of the week for the students to work through and use SMHW as the main means of communication and feedback for students. A team of staff would be allocated to be available to support students online with any work issues.

Collection of students in the day: if your child has an appointment and you need to collect them during the day, please email Reception@aldworth.hants.sch.uk with 48 hours notice. If you need them urgently then please phone Reception. Please do not come to Reception, we will collect your child and deliver to the relevant gate within their zone to meet with you.

Communication: as the situation continually changes, with government guidance regularly being updated, we would beg your patience in terms of communication. Sometimes we will take a little more time to respond to a new directive to avoid us changing our message to parents – we are getting used to the changes of mind and guidance! To aid communication can you please ensure that we have your latest email contact.

Computers: students will have access to computers for their computing lessons and other lessons where necessary. At the start of each lesson students will be given an anti-bacterial wipe to wipe over the keyboard, mouse and workstation, as well as having sanitised their hands, to ensure safe use.

Curriculum: the aim is for the full curriculum to continue uninterrupted, with the full range of subjects on offer. Some subjects may have to adapt their curriculum if they are not able to have access to specialist

facilities but the aim will be for all practical lessons to have access and to retain the spread of subjects. Students will not drop any subjects.

Duke of Edinburgh Award: D of E will be running within year group bubbles from October if government guidance allows it, using the year group's allocated classrooms/toilet. There won't be group activities which involve sharing equipment. Decisions regarding running expeditions will be made in-line with government guidance.

Equipment (school): equipment and resources will be kept in zones and restricted to a year group. We are looking at buying additional resources where necessary but equipment will only be moved between bubbles once it has been cleaned and/or left for 72 hours.

Equipment (student): the school will not be able to lend equipment to students so it is essential that students come properly equipped because issues such as forgetting a calculator could hold back their learning substantially. If a student comes to school without the basic equipment we will telephone home to request that either the parent brings in the equipment or purchase a filled pencil case (payment over the phone or using Scopay) and this will be delivered to the student in their bubble. The list of equipment is attached.

Extra-curricular activities: we hope to offer a range of Extra-Curricular Activities (ECAs) and they will be based on year group bubbles. They will start in October once we have established how the main school is functioning.

Fire Drill: practice fire drills will take place with a year group at a time to maintain social distancing. In the event of an alarm or real fire then the focus will be on evacuating the building speedily over keeping the year groups apart. Staff will be told to be mindful of trying to respect the bubbles and the arrangement in the buildings means it will be largely simple to keep most students apart, however in a potential emergency situation the focus will be on speedy evacuation.

First Aid: students requiring medical attention will have to inform a teacher who will contact the first aider who will collect the child. A specialist isolation room will be set up within the school to isolate any individual who develops symptoms during the school day. Students who have regular medication will have separate bespoke arrangements.

Homework: initially we will take a cautionary approach to homework. Most homework will be in the form of quizzes on the computer or consolidation work due to the difficulties of feedback and exchange of books between students and teachers – and the risks of contamination between homes. We will review this as we proceed.

Illness: STUDENTS MUST NOT COME TO SCHOOL IF THEY ARE UNWELL. Usually we would be encouraging children and staff who are mildly ill to come in to school and see how the day goes. We now need students to be kept off if they are exhibiting any signs of being unwell that are linked to coronavirus, ie temperature, cough, etc. Students will not be allowed back to school unless we receive proof of a negative Covid-19 test. We will ask the same of staff and therefore it could prevent a significant challenge in terms of covering lessons at moment. We will establish whether a student is ill and unable to work or unable to come in, but fit to work. In this second case we will provide some home learning – which will be available to students who are quarantining but are otherwise well. Students who are clearly unwell will not be provided with work.

Lateness: punctuality is more important than ever in order to maintain the year group bubbles with our staggered starts. If in the rare event your son/daughter should arrive late but before 9.00am, they need to use their designated gate and route to their year group block and report to their tutor. If they arrive

after 9.00am, they must enter through the front gate and report to Reception and they will be escorted to their zone by a member of staff. This is very labour intensive and if students are regularly late we are likely to call a meeting with their parents in order to resolve this issue.

Lockers: will not be available from the start of the year because of the zoning. We will organise lockers when the zoning system is ended and students are able to access the lockers across the school.

Local outbreak: if there is a serious outbreak or coronavirus in the Basingstoke area then we may decide to ask students and staff to wear masks in lessons and/or corridors in line with government advice and guidance.

Lockdown: if the country or area goes back into lockdown again, we will resume our home learning using the same patterns as before, with Microsoft Teams for the upper school initially and hopefully utilising it for lower school as time goes by. Should we be locked down for another substantial period the school will review how it runs home learning and revise as necessary but will start using the previous tried and tested model before branching out into new territories.

Lunchtime arrangements: each zone has a dedicated food point, we have worked with the new catering company to work out the practicalities of this at the moment. Food service arrangements are:

Year 7 food will be served in the Winchester Hall

Year 8 food will be served from the Snack Tardis in the lower playground

Year 9 food will be served from the Main Hall hatch

Year 10 food will be served in the prefect area in Dartmouth

Year 11 food will be served from the canteen.

Masks: the guidance around masks has changed and states that in the event of a local lockdown masks must be worn by students. However, at other times, if a student prefers to wear a mask, this is acceptable. Masks can be plain or patterned but must be free from any offensive slogans or images.

Medication: parents need to email the Student Support Officer on the following email address medical@aldworth.hants.sch.uk if their child requires regular medication. Mrs O'Sullivan will have emailed all parents where we are currently aware of medication requirements. Students on medication will be asked to leave medication in their tutor room from where it will be collected. A medical consent form will need to accompany the medication which is available on our school website under Parents – Medical – Administration of Medical Consent Form.

Movement about site: students will largely stay in their own zones and will always be accompanied by a staff member when 'out of zone'. It will be treated as a major issue if any student deliberately moves into another zone. The site is sufficiently signposted and barriered to avoid this happening accidentally. Corridor movement will be minimal and when classes are moved around the site by a staff member it will be coordinated so that there is no crossing of year groups.

Music lessons (individual): we are likely to resume peripatetic lessons although they will be in rooms which are large enough for social distancing to take place. However it may be restricted by the rooms available – so we will update parents in September about our plans.

Open Evening: it is unlikely we will be able to offer a traditional Open Evening. This is a real shame because it was an opportunity to share the new vision for Aldworth with the community. Parents can help out here by talking up Aldworth. We are creating various video resources ready for next year to try and

sell the school, but we would appreciate parents putting out the word that it's not the school it was a year ago.

Parental Meetings: we may well conduct parental meetings via Zoom to avoid additional people on site, however there may be times where a face-to-face socially distanced meeting is appropriate. Parents should phone for face-to-face meetings and must not arrive at school unannounced unless there is a genuine emergency situation.

Parents' Evenings: parents' evenings do not commence until November 2020 so we will see there the guidance is then.

Parents' Information Evenings: at the moment we are unlikely to host the Parents' Information Evenings. We are keen to keep up the dialogue with parents and it's very frustrating that I've had very limited opportunities to talk to parents as a whole, but we will find some way to keep connected.

Pastoral: the pastoral team will be available for children although they cannot just drop into pastoral. Heads of Year will be based in the zone with their year groups to deal with problems when they're available. Otherwise students who require pastoral support will be asked to request some support from a staff member who will contact the pastoral team and they will come to the student.

PE: we are creating temporary changing facilities in the gym to allow students more space in the changing areas. There will be a careful choice of sports and no sharing of equipment between year groups.

Phones: the school policy remains on the use of mobile phones in school – they should not be seen or heard and if they are they will be confiscated. Parents will have to book an appointment to come in and collect the phone.

PPE: staff and students will not be expected to wear PPE routinely however they are free to make that choice. It is up to the individual to provide any PPE they require. This may change in the event of a local outbreak.

Quarantine: if you have been on holiday to a country that requires quarantining when you return, then it is essential that you follow those rules. Please let the school know and we will provide work.

Quiet Room: a quiet room will be available within the year group zone.

Registration Period: formal registration periods will be split. Years 7 will register at 8.40am, Years 8 and 9 register at 8.50am, Year 10 and 11 go straight to lesson one at 9.00am then register at 2.55pm. Students who don't have a registration period at the start of the day will be registered by the teacher of their first class and meet their tutor at the end of the day. This is to ensure tutors retain contact with their tutees and we are able to stagger the start and ends of lessons.

Resources: resources will not be shared between year groups without being cleaned first or left for 72 hours in the case of items that are not easily cleaned.

Risk assessment: the school has undertaken a detailed risk assessment for Covid19 and departments are producing their own around the specifics of their subjects and rooms to ensure all risks have been considered.

Safeguarding: through PSHE and tutor work we will work to ensure that safeguarding our students is a key function of our role. The pastoral team will support students who have struggled during lockdown and/or in the return to school.

Sanitising: students will be asked to sanitise their hands as they enter as they enter and exit classrooms in order to reduce the opportunity for transmission of infection and to wash their hands during break and lunch. Students who refuse to follow cleaning protocols should expect there to be a consequence. It would be helpful, in terms of maintaining learning time, for students to have their own small bottle of sanitiser.

School Photographer: We will provide further information nearer to the time of the scheduled visits as to whether the session will go ahead.

SEN Support: LSAs will be assigned to Year groups and become part of that bubble. LSAs will be able to work 1:1 with students in class for up to 10 minutes at a time, but the student and the LSA may be required to wear a face mask and/or visor. LSAs have been advised to maintain 1m + social distancing at all other times.

We will not be running small group interventions or after-school clubs initially but we hope to review this in October. Break and lunch clubs will also be suspended initially however students will have access to a quiet zone within their bubbles.

The flexi-zone will not be available for students during the school day and ELSA sessions will only be available to students who have a pre-arranged appointment. If your child has an ELSA session they will be collected from their lesson and will be escorted back to class at the end of the lesson.

Social Distancing: students are expected, as far as practicable, to socially distance on their way to school and at breaktimes. This is an individual responsibility and will be difficult to police. Students who repeatedly fail to socially distance may be kept in isolation in social times until they amend their behaviour. Equally, students who are particularly concerned about mixing within their bubble at breaktimes will be able to spend breaktimes in a 'quiet room' if required – either the child or parent needs to talk to pastoral in such instances to facilitate this.

Staffing: we are fully staffed which is good that we will not rely on supply staff. However, if the virus hits there may be an increased pressure on staffing and we may have to move our existing staff around in order to protect the GCSE students. Hopefully this won't be a problem but there is a chance that students may have a change of teachers if long-term absence becomes difficult.

Start of term arrangements: the first day of term for all year groups is Monday 7 September. Students should arrive in school as per the arrangements detailed under the arrivals section above. The first period will be with their tutor going through timetable, break, lunch and other arrangements. Students will have a video style assembly and a full induction regarding the arrangements for keeping all members of the school community safe.

Suspected cases: in the event of a student exhibiting signs of Covid-19 during the school day they will be kept away from others in a specified area and the first aider will be in PPE. Their parent will be asked to collect them and they will be asked to remain at home until tested or after 10 days isolation.

Teaching & Learning: teaching will look slightly different. Students are less likely to be involved in group work. There will be more of a focus on direct teacher instruction and there will be limited opportunities for practical work in subjects like science.

Toilets: each year group has designated toilets and will not routinely share with other year groups apart from in urgent situations in line with DfE guidance. We are cleaning toilets and surfaces after break and lunch to reduce any transmission risk.

Trips: we have made some tentative bookings for next year but these are typically postponed trips from this year. We are unlikely to organise many residential trips until the situation is clearer because of the financial implications for parents and the school if they are cancelled.

Tutoring: the government have announced there will be money for some individual tutoring to make up for deficits following the home learning but the details of the funding and expectation have yet to be clarified. Individual or small group tutoring will take place in school, possibly after school but in a socially distanced space.

Uniform: students will be expected to arrive at school in full uniform and normal sanctions will apply to those who fail to follow the rules.

Water fountains: water fountains will not be available due to the potential risk of transference of infection, therefore, please ensure your son/daughter has sufficient water for the day.

Zoning: students will be given 'base rooms' where they will have many of their lessons. They will switch classrooms for specialist lessons and set lessons but always within their year group bubble. Teachers will move to classes to avoid any unnecessary movement by students.

For most of the day:

Year 7 will be zoned in Winchester block, with their break area being to one side of the Winchester building. Food will be served in the Winchester hall. Students have been shown exactly what to do and where to go on their induction day.

Year 8 will be zoned in Salisbury block, with their break area being the lower playground. Food will be served from the Snack Tardis. Their break area will be the lower playground.

Year 9 will be zoned in Portsmouth block, with their break area being the Main Hall and the field at the front of the school. Food will be served in the Main Hall.

Year 10 will be zoned in one half of Dartmouth block, the end nearest the rear entrance to the school. Food will be served from the prefect area on the bottom floor of Dartmouth. Their break area will be the top playground.

Year 11 will be zoned in one half of Dartmouth block, the end near the canteen side. Food will be served in the canteen, this will also be their break area along with the covered walkway between Dartmouth and Portsmouth.

EQUIPMENT LISTING

Essential

Pens (blue/black plus another colour)

Pencil

Ruler

Rubber

Highlighter

Pencil sharpener

Glue stick

Compass

Scientific calculator (we recommend the Casio Fx-83GTX range)

Optional/desirable items

Colour pencils

Pocket dictionary

Protractor

Scissors