From the 8th June, we will be providing ‘some face to face support’ for Year 10 and 12 students. They have also changed the guidance regarding ‘Vulnerable’ students, so we now ‘encourage’ all vulnerable students to attend. This will increase the number of students and staff who are attending school. As such we are having to change the way we provide provision for our Vulnerable students and children of Critical Workers. We are going to introduce these changes from the 1st June, following the half term holiday. This document explains the new plan.

Since we started to provide ‘care provision’ we have managed this by strongly encouraging social distancing and personal hygiene. The reality has also been that we have created a ‘bubble’ of students and staff which follows the government guidance. We cannot continue with this, once we increase the number of students and staff in the building.

The government also provided more specific guidance for schools recently which we have to follow.

We understand that for those students and families who are used to the current provision, the changes may be challenging but they are necessary to ensure the safety of all students, staff and their families. We must have consistency across the school and be able to manage safely a much larger number of students.

This document explains:

- The guidance we have received from the government
- More details about Coronavirus and how it is transmitted
- The Government advice on how to prevent the transmission of Coronavirus
- Our safety plan, including the part all students must follow

Current guidance from the government

The government is asking that:

- secondary schools, sixth form, and further education colleges to begin some face to face support with year 10 and 12 pupils, although we do not expect these pupils to return on a full-time basis at this stage


- The government encourages vulnerable children and young people to attend educational settings unless they have underlying health conditions that put them at severe risk.
- Educational settings remain open and safe for vulnerable children and young people. Being at an early years setting, school or college can be an important lifeline for many vulnerable children and young people, particularly where their needs cannot be met safely at home or where they may be at risk of harm.

Who are classified as Vulnerable Children and what are the exceptions?

- Students on Child Protection Plans and Looked After Children
  These children and young people are encouraged to attend provision, unless their social worker decides that they are at less risk at home or in their placement, for example, due to underlying health conditions.
• **Students with EHCP**  
  Students with an education, health and care (EHC) plan and where they are at risk assessment, carried out with the school and parents, indicates that their needs can be as safely or more safely met in the educational environment then a place should be provided as soon as reasonably possible.

• **Students who have been assessed as otherwise vulnerable by the school or local authorities (including children’s social care services)**  
Educational settings should use their discretion to encourage the attendance of children and young people that they – or other local services, such as local authorities or the police – feel would be safer by attending provision.

**Do I have to send my Child?**

- The government is encouraging vulnerable children and young people to attend educational settings unless they have underlying health conditions that put them at severe risk.
- We will work with parents/carers/social workers to explore reasons for absence.


Approaches the government are asking schools and other settings to take include:

- **carrying out a risk assessment** before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- **making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus**
- **promoting regular hand washing** for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach
- **cleaning more frequently** to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys
- **minimising contact** through smaller classes or group sizes and altering the environment as much as possible, such as changing the layout of classrooms
- **reducing mixing** between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times


Gavin Williamson (Education Secretary) said: 'We are creating a protective bubble around them, reducing the amount of mixing and making sure that these small groups stay together, almost like a family within a classroom.'
The following is information from the World Health Organisation (WHO): [https://www.who.int/](https://www.who.int/)

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it’s important that you also practise respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available.
The government advice on how to prevent the spreading of Coronavirus, can be best summarised as:

**Coronavirus Preventative measures**


The Government says:

"We want to get all children and young people back into education as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. Children returning to educational and childcare settings in greater numbers will also allow more families to return to work.

We are therefore gradually increasing the numbers of children and young people attending schools and colleges. This decision is based on the latest scientific advice. By returning pupils gradually, settings can initially reduce the number of children and young people in classrooms compared to usual and put protective measures in place to reduce risks.

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the ‘catch it, bin it, kill it’ approach
- **cleaning** frequently touched surfaces often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Below is a summary of the actions that we are taking to reduce the risk for our students and staff:
Avoiding contact with anyone with symptoms

Self-isolation

- If you or your child show symptoms of coronavirus - such as a dry cough, high temperature, loss of sense of smell or taste - you must take extra precautions. You should stay at home and not leave it for any reason for 7 days. This is known as self-isolation.
- If anyone you have had ‘contact’ with shows symptoms, you must self-isolate for 14 days.

Please phone school and inform us that you will be self-isolating.


Principles of how we will keep everyone safe

2 Metres
Everyone who comes into school MUST stay at least 2 metres away from people who do not live in their house. This applies to both inside and outside of school.

In school we are:

- Limiting class sizes
- Staggering start and end times
- Rearranging classroom furniture
- Providing visual guides to support staying 2 metres apart. For example: lines on the floor to demonstrate 2 metres
- Giving frequent reminders about staying 2 metres apart
- Managing entering buildings by having:
  - A 10-minute window to enter the building
  - Queues which will ensure spacing
  - Hand washing stations at the entrance to the building

Students

- Lunchtimes. They will be outside and students will be informed they must stay 2 metres apart from each other. If it is raining GG5 will be used but with social distancing.
- Toilets. Students will be allowed to go in lessons. In the 6th Form there are 6 toilets to be used. Only 1 person is allowed in at once. Anyone waiting must wait in the boxes provided.

In the classroom

- Each student will have a desk and be provided with wipes.
- Students must sit in their seat as soon as they enter the classroom.
- Students are not allowed to stand up or move around the classroom.
- Students can ask to go to the toilet as required.

Outside of school

- We ask that students and staff follow the 2 metres guidance outside of school, including travelling to and from school.

https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home
**Social distancing**
Everyone who comes into school MUST follow the governments *Social Distancing* rules at all times.


**Minimising contact and mixing**

**Limiting movement around school**
- When students arrive at school, they have a 10-minute window before the lesson starts
- They then go to their classroom.
- They must queue to enter the building as requested and wash their hands on entering.

**Classrooms**
- Class sizes are limited to a maximum of 10 in a room.
- Classrooms’ layout will be changed to ensure students and staff are always 2 metres apart from each other.
- Classes’ movements will be limited.
- We ask that all waste is placed in the lidded bin.
- Students cannot use ANYTHING they have brought from home. This includes pens, pencils ad books.
- Students will complete ‘Google Classrooms’ only.

**Limiting numbers of students in school**
We are limiting numbers of students in school each day.
- Vulnerable and students of Key Workers will be limited and working in very small groups. They will be based predominantly in the 6th Form building.
- Year 10 students will be split into 3 Bands, with each Band attending only 1 day. Each band will then be split into 2 groups with different start times. They will be based in the English block.
- Year 12 students are only in for one lesson a day. These classes will all be split in half.
- Year 10 and 12 come into school on different days.
**Breaktime**
- No food or drink will be available to purchase.
- It is recommended students bring in food for lunchtime and water for throughout the day.
- Students MUST stay 2 metres apart.
- Indoor social spaces will be cleaned after every break.
- Toilets. Students will be allowed to go in lessons. In the 6th Form there are 6 toilets to be used. Only 1 person is allowed in at once. Anyone waiting must wait in the boxes provided.

**Reception**
- Reception is closed to parents. We ask that parents DO NOT visit the school unless it is prearranged.
- If you need to speak to a member of staff or need support please either:
  - Phone: 01904 411341
  - Email: reception@archbishopholgates.org

**Frequent hand cleaning and good respiratory hygiene practices**

**Hand washing**
All students and staff are asked to:
- Wash their hands as they enter school, between lessons and after break. This includes cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- There will be hand washing facilities as students enter a building to wash hands. They will be asked to queue (2 metres apart) in order to support this.

**‘Catch it, bin it, kill it’**
All students and staff are asked to:
- ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

![Catch it, Bin it, Kill it](image)
Regular cleaning of the school

Cleaning of the school
All areas of the school are thoroughly cleaned following the latest guidance from the government.

Toilets, Entrances, exits and corridors are cleaned hourly.


Cleaning classrooms
Each classroom has wipes to be used to clean desks at the start and end of each lesson.

All classrooms will be cleaned at break times and after school.

First Aid

General First Aid
First Aid will be administered as normal in school, except staff will wear PPE. Parents/Guardians will be informed of any First Aid administered.

The student needs to report to reception as normal. The First Aid team will then change into PPE, before addressing the needs of the student.

New, continuous cough or a high temperature
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door. A window will be opened for ventilation. A member of staff will supervise from the other side of the room.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if 2-metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
Face masks and face coverings

The government does not recommend wearing a face covering or face mask in schools. They say “Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops.”


We would recommend the use of Face masks/coverings when:
- Social distancing is not possible for example:
  - Students are using public transport (buses) to get to and from school.
  - In shops

We will accept the use of Face masks/covering when:
- Walking to and from school
- Walking around school
- Going to the toilet
- In the main hall
- At breaktime

We will **NOT** accept the use of Face masks/covering when:
- In classrooms.
- In a lesson.

If you choose to wear a facemask/covering please ensure you are following the guidance to ensure your and others safety.

Toilets

Social distancing must be practiced in the toilets.

At breaktime, we will monitor and restrict the number of students entering the toilets at the same time.

There will a queuing system to enter the toilets outside each one.

All toilets are gender neutral.

Clothing and Equipment

Students must be in school uniform, except for a tie. We ask that they do not bring coats and excess items to school, unless the weather determines it.

We ask wherever possible that clothing is changed/washed daily. For example: if 2 pairs of school trousers are owned, they are rotated. A clean shirt is worn each day.

Students are not allowed to bring anything into school. Except for food and water.
**Transport**

We would encourage staff and students to walk or cycle where possible.

If you have to use a public bus, you are advised to wear a face mask and wash your hands as soon as you arrive at school.

You can NOT share lifts with students from different households.

All students must ‘socially distance’ on the way to and from school. It is not safe to walk in big groups and to socialise before or after school. Students should always stay 2 metres away from each other, including on the journey to and from school. Students should travel directly to and from school.

**Contact tracing**

The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and schools or colleges on recent contacts.

**Testing**

All staff and students who are attending school will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Where the students or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the students or staff member tests positive, we will inform those in school who have had contact (been in the same building) to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

The following link is to how you get tested.

[https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/)
A typical day for a Vulnerable or Critical Worker student in school

In order to manage the number of students arriving at school at the same time, we have had to stagger the start and end times. Students will be split into 2 bands, with different start and finish times. Each band will then be split into smaller groups.

The timings are:

<table>
<thead>
<tr>
<th>Time</th>
<th>Vulnerables</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BAND A</td>
<td>BAND B</td>
</tr>
<tr>
<td>8.45</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>9.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.15</td>
<td>REG</td>
<td>LESSON</td>
</tr>
<tr>
<td>9.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.45</td>
<td>LESSON</td>
<td>REG</td>
</tr>
<tr>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.15</td>
<td>LESSON</td>
<td>REG</td>
</tr>
<tr>
<td>10.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.45</td>
<td>LESSON</td>
<td>REG</td>
</tr>
<tr>
<td>11.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.15</td>
<td>LUNCH</td>
<td>LESSON</td>
</tr>
<tr>
<td>11.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.00</td>
<td>LESSON</td>
<td>LUNCH</td>
</tr>
<tr>
<td>12.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.30</td>
<td>LESSON</td>
<td>LUNCH</td>
</tr>
<tr>
<td>12.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.00</td>
<td>LESSON</td>
<td></td>
</tr>
<tr>
<td>13.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.00</td>
<td></td>
<td>LESSON</td>
</tr>
<tr>
<td>14.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Students arrive at school (front of the 6TH Form building) in a 10-minute window before the start of their lesson.

2. Students go to their classroom in this 10-minute window ensuring:
   - They join the queue if required, staying 2 metres apart
   - They wash their hands as they enter the building.

3. They sit in the seat directed by the MOS.

4. Students wipe their workstation and their hands. They should always be sat at the same workstation.

5. During the lesson:
   - Their teacher will show students a video about how they can keep themselves and everyone else safe.
   - Students can go to the toilet once.
• Students cannot move out of their seats.

6. After the lesson. Students either:
   • **Lunch.**
     • Students go on the back Field and socially distance. They must stay 2 metres apart. They eat food that they have brought in
     • They can use the toilets in the 6th Form.
     • At the end of break, they must queue outside the 6th Form block and wash their hands as they enter the building. They will queue down the Geography corridor, staying 2 metres apart.
   • **End of the day**
     • Students must go directly home. They CANNOT wait for friends and must socially distance on the way home.

---

### Frequently asked questions

**How do I know which band and group I am in?**
We will write to all parents to explain:
- What time we need them to arrive at school (and not before or after)
- Which classroom they are in and need to go to.

**Do I need to send my child in with food and water?**
We would strongly recommend this. They will be in school for over 4 hours.

No fizzy/High Energy drinks will be allowed.

We cannot provide food or drink.

**My child is eligible for Free School Meals?**
Before they start their session (in the 10-minute window), they go to the Year 10 Common Room to collect a pack-up. We would ask that if your child is not intending to collect this, you provide us with 24 hours’ notice, so we do not waste food. Please phone: 01904 411341.

**My child has Special Educational Needs?**
Our SENDCo will be in touch (or has been) to discuss any special provision that needs to be made. Our school assistants will support students but cannot go within 2 metres of them.

They might:
- Provide 1on1 support in a safe environment, staying 2 metres apart.
- Provide support in lessons from 2 metres.
- Specialised timetable.

The SENDCo will discuss individual arrangements for each child.

**My child is ill?**
Please ensure they do not have any of the symptoms of Coronavirus. If they do, DO NOT send them to school.

If your child is too ill to attend school, please phone school as normal to inform us.
**Does my child have to attend?**
We would encourage your child to attend.

Government guidelines have made it clear that parents and guardians will not be penalised, should they decide not to send their children back to school. However, parents are being actively encouraged to send children back.

“Whilst there will be no penalty for families who do not send their children to school, families will be strongly encouraged to take up these places – unless the child or a family member is shielding or the child is particularly vulnerable due to an underlying condition,” the Department for Education said.

**I am accessing this provision because my child is ‘Vulnerable’. Do they have to attend 5 days a week?**
Yes. They must be on time and complete the full day. If they are persistently late with no good reason, sanctions will be put in place to alter the behaviour.

**Can I access ‘Vulnerable’ provision and Year 10 lessons**
No. In order to maintain social distancing, students are only allowed in either the ‘Vulnerable’ provision or the Year 10 lessons on either Monday, Tuesday or Wednesday.

**I am accessing this provision because I am a ‘Critical Worker’. Do they have to attend 5 days a week?**
No. We are supporting you to be able to work. In order to book ‘Care Provision’ we ask that you either:
- Phone: 01904 411341
- Email: reception@archbishopholgates.org

They must attend a ‘full day’ and be on time, but can come in as you need it.

**What happens if my child is upset?**
We have a full pastoral team who are ready to support and help any student who finds the transition back to school difficult.

**What happens if my child fails to follow the guidelines designed to protect all students and staff?**
You will be contacted, and they will be sent home. Everyone is responsible for the safety of everyone else.

**What happens if my child misbehaves?**
We have a full pastoral team who are ready to support and help any student who finds the transition back to school difficult. The ‘normal’ school rules all apply, except for mobile phones are allowed to be used at breaktime.

**What happens if there is a fire?**
Everyone will go to the front field (staying 2 metres apart). They must line up in the classes they are being taught.

**How do I get my child to school?**
We are strongly encouraging our students to walk or cycle to school. They must however ‘socially distance’. They cannot walk to school in big groups.

We are not running the school buses to Heworth or the Wolds, due to the staggered start and ends to the school day.
Should I keep my child at home if they have an underlying health condition or live with someone in a clinically vulnerable group?

Children and young people who are considered extremely clinically vulnerable and shielding should continue to shield and are not expected to attend.

Home Learning

It is really important that students are working at home, whilst school is closed. This will not just benefit their academic progress but also protect their well-being. If you are a ‘Critical Worker’ your child must continue to complete all work on Google Classrooms on the days they are not in school.

If your child is accessing the provision as a ‘Vulnerable’, they are working in school 5 days a week. If they wish to do more at home they can, but there is no expectation that they will.

As a parent, what do I need to do now?

You need to talk this document through with your child very carefully. Do they understand?

- They must stay 2 metres away from everyone.
- There is no sport at lunchtimes.
- There is no alternative lesson, it is all Google Classrooms.
- They must go home straight after school.
- They will be taught in one room and will be completing Google Classrooms work.
- They must bring food and drink, unless they are Free School Meals (collect from Year 10 Social Area).
- Finally, parents must phone school if their child is too ill to attend.