

September 2020/21 Protocol

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Arrival:

Students will enter the site via the main student gate off Higher Cambridge Street. They will sanitise their hands and put on their face covering before entering the building. All students will be expected to bring their own sanitiser to school for use throughout the day. Students who receive Pupil Premium funding will be provided with sanitiser. All students will be expected to stand in their zoned areas in the playground once they have walked through/around Temple.

- 7.30am – 8.30am: KS4/KS5 to enter via main student entrance having sanitised and put on face covering before entry under supervision of a member of staff. (Side PE gate locked)
- 7.30am – 8.30am KS3 to enter via side gate entrance (to the right of the main student entrance) and, having sanitised their hands before entry, to walk alongside the Temple building into the playground.
- KS4/KS5 Bikes to be walked through Student main entrance – KS3 bikes to be walked around.
- 8.30 am – 9am normal late arrival procedure.
- Duty points:
 - **From 8am** Students should use their own sanitiser before entering the building. There will be hand sanitiser also available on tables at entry point for use. Two members of LT monitor student entrance welcoming students and moving to 'zone' in playground.
 - **From 8.15am** All Pastoral Tutors and member of LT to supervise entry and sanitising under the canopy.
 - Playground to be supervised by LT and 2 TAs. 8.20am 2 teachers also on rota.

Assemblies:

All assemblies will be pre-recorded and shown in the form rooms according to the usual assembly pattern but no singing is included. Assemblies may well be shorter than usual. Senior Tutors will also deliver a weekly message for their year group.

Dismissal:

A staggered dismissal will be in place and students will leave via KS3 exit (gate beside Sports Centre) and KS4 exit (main student entrance). KS5 will leave via the KS3 exit.

- **Years 7-11**
 - **3.00pm– Year 9** exit via PE department/bike sheds,
 - **3.05pm Year 11** exit via student main entrance
 - **3.10pm – Year 8** exit via PE department/bike sheds
 - **3.15 – Year 7** exit via PE department/bike sheds, **Year 10** exit via student main entrance
 - **Period 6** (revision lesson for Year 11) dismissal will be via student service’s desk and main reception

- **Sixth Form:**
 - **3.05pm** – dismiss via PE department/bike sheds

Movement between lessons:

All students and staff are expected to wear their face covering when moving around the inside of school and when queuing inside at Temple and Greer canteen.

Year 7 and 8 will move to specified areas at the end of a lesson and wait there to be dismissed to go to their next lesson. Years 9-11 will move as normal. This will reduce the flow of students by 40% between lessons.

Year 7 – At 8.55am and 5 minutes before the end of lessons 1-4b_ Year 7 will go to a designated area accompanied by a named TA or CA. They will line up in their forms. The Pastoral Tutor will oversee this.

Year 8 - At 8.55am and 5 minutes before the end of lessons 1-4b Year 8 will be sent to their designated area by their teacher. They will line up in their forms. The Pastoral Tutor will oversee this and be supported by teachers who are not teaching that designated lesson (rota to be produced).

Years 9-11 will move as normal and there will be a greater presence of staff on the staircases. Students will enter classrooms and not be expected to line up.

Movement around **Temple** will be as normal but there will be a one-way system in **Greer** building. Everybody enters via the main entrance (LSU staircase) and leaves via the back staircase. Students from AR1 will go to the floor below to exit via the back staircase.

Movement in the **IT/GP** area will have to be closely supervised at all times by the teachers in that area, escorting students to and from lessons and hence organising the flow on the stairs and in the corridors.

A one-way system will be in place in the **Sixth form**. Students will go upstairs via the staircase beside the lift and descend via the staircase behind the kitchen.

To encourage good hygiene routines around the site, hand sanitiser dispensers will be placed at the entrance to each corridor. Students will be encouraged to regularly wash/sanitise hands throughout the day, preferably before each lesson.

Students who receive Pupil Premium funding will have £1 put on ‘finger’ and purchase sanitiser from canteen.

There will be a 'Covid timings checklist' on display in classrooms for teachers with reminders regarding timings of the school day.

Breakfast/Break time:

Breakfast will be served in the Greer Canteen. Students will sit on tables in their year groups and this requirement will be clearly signed. A member of staff will supervise the canteen from 8.15am. Students will enter via the LRB corridor and leave via the back stairwell. There will be a split queuing system.

Break will begin early at 10.50am for Years 7 and 8 and subject teachers are expected to supervise students until 11am; at which time staff allocated to the duty rota will take over. Normal break times for Year 9-13. Food can be purchased:

- Year 7: Shack and Greer canteen
- Year 8: Temple (2 serving points – inside and outdoor window)
- Year 9: Greer
- Year 10: Shack
- Year 11: Greer

The site will be zoned (according to the map) and each zone will have a table tennis table and students will have access to basketball nets. The playground area is clearly marked allocating a zoned area to each year group.

The LRB will only be open to 60 Key Stage 3 students and it will be zoned. For example:

- Year 7 – tables
- Year 8 – steps
- Year 9 – computers

At 11.15am Year 7 to move to designated area supervised by Pastoral Tutor and escorted to lessons by TAs and CAs.

Year 8 to move to designated area supervised by the Pastoral Tutor and teachers who are not teaching (see rota).

Year 9,10,11,12,13 will move to lessons as normal.

3G football pitches will be closed at break time.

Lunchtimes:

First lunch: Year 7 will start their lunch at 12pm (supervised by subject teacher) and Year 10 at 12.20pm. All venues will be used to purchase food and queues will be year specific. Students will only sit on tables with their own year group. The pasta bar will be closed however, pizza will be served at main tills in Greer. Pasta will be served from the Shack. Clear signage will be in place. Year 7 will move to designated area supervised by their Pastoral Tutor at 1pm and taken to lessons by TAs and CAs. Year 10 will move directly to their lessons at 1pm.

Second lunch: Year 8 will start lunch at 1.05pm (supervised by subject teacher), Year 9 at 1.10pm (supervised by subject teacher) and Year 11 at 1.20pm. Pasta bar will be closed however, pizza will be served at main tills in Greer, split queues will be year group specific. Pasta will be served from the Shack. Students will only sit on tables with their own year group. Clear signage will be in place. Year 8 will move to designated area supervised by their Pastoral Tutor at 2pm. Year 9 and 11 will move to lessons as normal at 2pm. There will be a one way system in the Greer canteen; entrance via the LRB corridor and exit via back staircase doors.

There will be three queues at the Shack supervised by a Pastoral Tutor (year group specific) and three queues at Temple (Year 8, 11 outside window and Year 9 inside). A member of staff will be required to be on duty at these venues to call students forward from the queue.

3G pitches: First lunch – Year 10, second lunch –Year 11.

LRB:

First lunch: Allocated zones e.g. Year 7 – reading area, Year 10 – computer area, maximum 60 students.

Second lunch: Allocated zones e.g. Year 11 – computer area, Year 8 – Steps, Year 9 – tables, maximum 60 students.

Sixth Form break and lunchtimes:

- Additional canteen staff in café to speed up the process and to avoid queuing.
- Orders in the morning for break/lunch – easily collected from the counter then (form to be completed by the end of form period in the morning).
- Lunchtime – students do not have to stay on site – double lunch if no lesson. They must sanitise their hands on return.
- No students to eat in computer area – staff on duty to enforce this.
- The seating layout for the tables will be changed to avoid face to face contact.

LSU:

The LSU will be split into 5 zones (6 zones if Sixth form students are present) and areas will be designated according to the requirements of the day. Designated entry and exit doors and students must sanitise before entering.

Fire meeting points:

All Year group fire meeting points are located within their ‘Year group zone’.

‘C’ system detention:

Assistant Head will analyse the number of students in detention each day and inform site staff who will set up in the Dance Studio which will be zoned by partitions. The late detention system will be considered after the first couple of weeks.

Aspire arrangements:

The Aspire group will only be for Year 7 students, others will return to mainstream from September. It will begin after the first 2 weeks of term for those students who will be long term Aspire students and may include students who require intensive support.

Homework club:

Maximum of 60 students who will sit in year groups.

Staff Briefings:

All staff briefing messages (Monday/Thursday) to be distributed via email. Tuesday briefings (pastoral and subject) to be held in large classrooms.

Management Meetings:

Subject Leaders' meetings to be held in the Drama Studio, Pastoral and House Leaders' meetings to be held in large classrooms.

Staff Areas:

Staff must take responsibility for ensuring that there are not a large number of colleagues in an area. Please be responsible in allowing colleagues to make drinks etc and consider using spare classrooms or the ILT if there are no lesson taking place in there. The Staff Room will be for Cover Assistants and admin staff only, apart from staff accessing pigeon holes. Teaching Assistants should base themselves in OG6 and Pastoral Tutors in their own offices. Please do not use the main office as a walk through and phone or email if you can rather than visit. Do not enter Reprographics for any reason; wait at the door to receive photocopying.

In the classroom:

Students will all be given a strong plastic wallet which contains a mini-whiteboard, marker pen, eraser, pen, pencil, rubber, ruler, highlighter, glue stick, planner and exercise book. It is their responsibility, directed by their teachers, to ensure they take this pack to every lesson and only use their equipment. Replacement items will be available for sale in the LRB and the House Shop.

All lessons will take place according to the timetable. Teachers should plan their lessons bearing in mind the regulations about social distancing and plan activities that will not infringe these. Activities and resources should be organised so that there is minimum need for teachers to move amongst the students. Practical lessons will continue to take place and Subject Leaders have been asked to complete a risk assessment. Students can sit beside each other, 2 per table both facing the same way and the regulations do not require them to social distance from each other.

Classroom based resources, such as text books, can be used and shared within the bubble. Resources that are shared between bubbles are to be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Students should wear face coverings when they are in classrooms. If students are doing a strenuous or physical activity and can keep to social distancing guidelines, teachers may ask students to remove their face covering.

Students should not be lined up outside classrooms in corridors and should be asked to use their sanitiser when they are seated in the room or to state that they sanitised on entry to the corridor using the foam dispensers which are in place.

When students leave the classrooms they should leave the corridor and not stand around waiting for friends or chatting. Staff should make sure that corridors are cleared as a priority. Sanitising wipes will be available in every classroom.