

Hall Green School Arrangements for September Return

Information for pupils and parents

Introduction

Hall Green will be welcoming back all pupils to school this September. This document explains the procedures all members of the Hall Green community must follow to allow us to open as safely as possible, and our preparations to tackle an outbreak if one occurs.

These arrangements are based on government advice. See this link.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The government has also provided information on reopening aimed at parents:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

The government makes it clear that there are far fewer cases of coronavirus in the community, that the NHS Test and Trace scheme is up and running, and that school is the best place for the overall health and wellbeing of pupils. The risk to children from catching coronavirus is very low, whereas there is a negative impact on children as a result of being out of school.

Government advice is that year groups remain in separate 'bubbles'. Within each 'bubble' pupils are able to relax social distancing rules: they can sit and work together, have their meals together and spend their break and lunchtimes together. Pupils will be issued with a different coloured badge to indicate which year group and bubble they belong to. There will be signs around the site to show which areas of the site and building different bubble groups are allowed to go.

With pupils and staff outside their 'bubble', they should continue to keep a social distance of 2 metres.

To help us keep the different Year group 'bubbles' apart, each Year group should arrive in school in the morning at different times.

- If pupils arrive before their allocated timeslot, they should wait in their allocated area of school.
- If they arrive on time, they should go straight to their first lesson on their timetable.

Year Group	Arrival Time	Area of School
Year 7	8.55 am	Canteen
Year 8	8.55 am	Huts area
Year 9	8.40 am	Far playground & bank
Year 10	8.40 am	Timetabled classrooms
Year 11	8.30 am	Timetabled classrooms

Autumn Term Start Dates

The new term starts for Year 7 pupils on Tuesday 1 September 2020. Year 7 pupils should arrive in school for 8.55 am and wait in the canteen.

Year 7 parents, please provide your child with a snack for break time on Tuesday 1 September, as it will take the whole morning to register all pupils onto our cashless payment system because of social distancing requirements. All pupils should be logged on to our system in time for lunch, and so all pupils who have funds in their online account will be able to buy lunch. Please see the letters and forms at the bottom of our Year 6 Transition page for more information about paying for meals. <https://www.hallgreen.bham.sch.uk/transition/>

All other Year groups return to school on Wednesday 2 September 2020 at their allotted time. Pupils should go to their new tutor group bases to receive their new timetables. Pupils will be informed about their new tutor groups during the summer holidays – parents should look out for an email from school.

The School Day

The timings of the school day have been changed to help keep year group ‘bubbles’ apart from each other.

The timings are as follows:

	KS4 (Years 10 & 11)	KS3 (Years 7, 8 & 9)
8.30 am	Year 11 arrive	
8.40 am	Year 10 arrive	Year 9 arrive
8.55 am		Year 7 & 8 arrive
8.40 – 9.45	Lesson 1	
8.55 – 9.45		Lesson 1
9.45 – 10.50	Lesson 2	Lesson 2
10.50 – 11.05	Form time	Break time
11.05 – 11.20	Break time	Form time
11.20 – 12.25	Lesson 3	Lesson 3
12.25 – 1.15	Lesson 4	Lunchtime
1.15 – 2.05	Lunchtime	Lesson 4
2.05 – 3.00	Year 10 Lesson 5	Year 9 Lesson 5
2.05 – 3.15		Year 7 & 8 Lesson 5
2.05 – 3.30	Year 11 Lesson 5	

The school bell will ring at these times:

8.30	Year 11 to start lessons
8.40	Year 9 & 10 to start lessons
8.55	Year 7 & 8 to start lessons
9.45	Start of lesson 2
10.50	Start of break (KS3) and form time (KS4)
11.00	KS3 to move to form classrooms
11.05	Start of form time (KS3) and break (KS4).
11.20	Start of lesson 3
12.25	Start of lunchtime (KS3) and Lesson 4 (KS4)
1.15	Start of Lesson 4 (KS3) and lunchtime (KS4)
3.00	End of lesson 5 (Year 9 and 10)
3.15	End of lesson 5 (Year 7 and 8)
3.30	End of lesson 5 (Year 11)

Preparing to return to school

The most important control measure all of us can follow is to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

- Parents should regularly check that their child and no one in the family has [Coronavirus symptoms](#) (dry cough, loss of sense of taste or smell, high temperature).

- If anyone in the family does show symptoms of coronavirus, children should remain at home and not come to school. Anyone with symptoms should request a test from the [NHS](#).
- The whole household will need to self-isolate and follow government instructions [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
- If anyone becomes unwell in school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), school will contact parents/carers for the child to be sent home or collected from school.
- On their return to school, all pupils will have a remote assembly going through the procedures they must follow to maintain good hygiene and to quickly return to their studies.

Practising good hygiene in school and when returning home

It is very important that the whole school community practises good hygiene habits to reduce the spread of the virus. Signs are located around the school to remind pupils and staff to maintain good hand hygiene, provide guidance on handwashing and to 'catch it, kill it, bin it' for any coughs and sneezes they have.

- Pupils and staff and any visitors arriving at school must use hand sanitiser or wash their hands thoroughly on their entrance to the school site. Hand sanitiser dispensers are located at each entrance to the school.
- All school staff and pupils should wash their hands properly after visiting the toilet.
- Pupils and staff must also use hand sanitiser when they move to a different class room and at the end of break and lunchtime. Each classroom is equipped with a bottle of hand sanitiser.
- Staff and pupils should also use sanitiser or wash their hands if they have used a tissue to 'catch it, kill it, bin it'.
- In moving around the school, pupils and staff should take care to avoid touching regular touch points (like banisters, door handles, light switches) if possible.
- When pupils return home after school, they should wash their hands again before mixing with the rest of the household.

Uniform

- Pupils are expected to wear the full school uniform from September.
- On days that pupils have PE timetabled, pupils should wear their PE kit for the whole day.
- The government does not recommend the use of masks or face coverings in schools, and so pupils should remove these on arrival to school. Pupils should remove them carefully, ensuring they do not touch their face, dispose of them in one of the school bins, and sanitise their hands immediately. Re-usable masks should be placed inside a plastic bag, and the pupil should sanitise their hands.

Equipment

- Pupils must bring their own equipment to school, and avoid sharing books, pens, pencils and rulers. Pupils will not be lent any equipment, as it could transfer Coronavirus infection.
- We advise parents to provide their children with their own wipes and hand sanitiser bottles, so pupils can maintain their own hand hygiene without needing to find a school one. There are plenty in school for children to use as well.

Face Coverings

- At Hall Green we are permitting the use of face coverings for pupils in corridors and social areas. In lessons, however, pupils will be asked to remove their face coverings.
- The current scientific advice is that the risk to adults from Covid 19 is greater than the risk to young people, and so some teachers and staff may choose to continue to wear a face covering in lesson on medical advice.

Travel to and from school

- The safest way for pupils to come to school is by walking or cycling. Pupils should maintain social distance on their way to school, and not walk with friends. Pupils should aim to arrive in school as close to their allotted 'bubble' time as they can.
- If pupils are dropped off by car, they should be dropped off on the main roads Colebank Road or Sarehole Road and walk along Southam Road to prevent congestion on the road leading to school.
- If parents are picking their children up from school, they should wait on the main roads away from the school gates again to prevent congestion.
- Pupils travelling to school by bus need to follow the [government instructions](#) on using public transport. The law is that you must wear a [face covering](#) if you travel on public transport. Here is a [video](#) from West Midlands Travel on how to use buses safely.
- Some pupils are eligible for support in travelling to school, and are picked up by Travel Assist. Pupils who travel to school in this way will be advised about the precautions they and their families need to take. Mrs Mac will make contact with their families by phone and arrange for individual risk assessments to be put in place.

Arrival to and departure from school

- Pupils will arrive at their allotted time and use different entrances to the school depending on their year group.
- The playground is divided in different bubble areas, indicated by signs
- It is very important that pupils stick to the time they have been given, so they can walk or cycle to school in their own Year group. They should not mix with pupils outside their 'bubble'.
- Year 7 and Year 11 pupils should use the main entrance, and enter school by the main reception.
- Year 10 should come into school through the normal entrance gate (which leads down to the lower car park), and then walk through the upper car park to the D block.
- Year 8 should enter the school from the bottom gate, and walk round the playground to the huts area. They should enter the building by the doors by Room 9.
- Year 9 should enter the school from the bottom gate, and walk round to the far playground by the bank. They should enter the building by the doors by Room 9.
- Unless their child has a medical need or other vulnerability, parents should not come to the school reception.
- On entrance to the school buildings, all pupils and staff must use a hand sanitiser. There is a hand sanitizer located near all the entrances and exits to school.
- Pupils who arrive by Travel Assist will receive individual instructions on their entrance to school from Mrs Mac.

Classroom set up

- Classrooms will be set up with the desks facing the front. There will be a two-metre space between the teacher desk and the pupils. Desks and chairs must not be moved from their location.
- Pupils and staff will use hand sanitiser on entering each lesson within the day.
- Windows and doors should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- There will be reduced opportunities for practical lessons for KS3 classes (Years 7 – 9)

Class Groupings

- KS4 classes are set according to the subject/option chosen. Pupils in Year 10 and 11 will follow the full curriculum, including taking part in practical lessons. Practical classrooms and equipment are cleaned

before another Year group is allowed to enter the room.

- KS3 classes have been regrouped, so that pupils stay in the same class for all their lessons. Practical lessons such as DT, music and art will be taught in non-specialist classrooms.
- Year 7 classes will be in mixed ability classes
- Although bubbles will be kept apart for the majority of circumstances, there are times and groups where this is not possible, such as lunches for SEND pupils and travel on Travel Assist minibuses. When this happens, social distancing and other control measures are in place.

Delivery of lessons

- Pupils are able to work together in their own bubbles, but teachers should try to maintain social distance as much as possible in the classroom.
- Teaching Assistants (TAs) should be aware of the need to keep an appropriate social distance from the pupils and the teacher in the classroom. Standing at the front of the classroom may be the most appropriate place. Pupils who receive support should be seated near the TA in the classroom.

Teaching assistants (TAs)

- In addition to classroom support, TAs support pupils in the resource base with their personal care and lunches.
- Individual risk assessments cover these duties.

Marking and Assessment

- Working in ‘bubbles’ means that pupils are able to sit and work together and share an exercise book or text book, but should not be sharing them with pupils outside their bubble and staff. The science tells us that coronavirus can remain on surfaces for some time, possibly up to 72 hours.
- This affects teacher assessment of pupil work, as staff will not be able to take books in and return them quickly for the pupils to continue to use them.
- Assessments will have to take place on separate paper or online, and time allowed before the teacher marks it, and then before the teacher returns it to the pupil.
- Consequently, there will be increased use of low stakes assessment, questioning in class, self- and peer-assessment to support pupil understanding of their progress.

Movement around school

- Each Year group has an allocated part of the school site for their lessons, their lunch and break times. They should not move outside their area except for visits to the toilet.
- Each year group has an allocated area of the playground for breaks and lunches. We will be running a staggered break and lunch so KS4 and KS3 will not mix.

Year Group	Allocated Area of School	Allocated area of playground	Lunch serving & entrances and exits to school	Wet weather area
Year 7	Room 1, 1a, 11, 12, D6, D5, D3	Top Astro & near playground	Canteen Main entrance to school Use D6 & D5 external doors	Canteen
Year 8	Room 3, 7, 8, 9, 10, PA2, PA4	Huts area	Blue Pod Entrance by Room 7	Huts & Boys’ Gym
Year 9	Room 13, 14, 15, 16,	Far playground &	Hatch	Girls’ Gym

	17, 18, 19	bottom Astro	Entrance by Room 3	
Year 10	Room D1, D2, D7, D8, D9, D10, D11, D12, (Options in Rm 2, 4, PD2, PA3 & 31)	Far playground & bottom Astro	Canteen Entrance via main Dolphin block	Canteen
Year 11	Rooms 20, 22, 23, 25, 26, 27, 29, 30 (Options in Rm4, PD2 & PA3)	Top Astro & near playground	Hatch & Pod Entrance by Room 9	Huts & Boys' Gym

- All non-essential movement around school should be avoided. Pupils are directed to go straight to their allocated classroom by the allocated route.
- If pupils need to use the toilet during lesson time, they will be released from lesson one at a time and make their way to the nearest toilet. They are expected to maintain social distance from any other staff or pupils who happen to be in the corridor, and only one pupil is able to use the toilet at any one time.
- At the start and end of the school day, and during lesson times, pupils who are allowed to use the lift must use the lift dedicated to their Year group bubble. Year 11 use the lift opposite the pastoral office. Year 10 pupils use the lift in the Dolphin block. Year 9 use the lift in the main school entrance.
- At times pupils in Years 7, 8 and 10 will need to make use of the accessible toilets upstairs in the main block, and so are required to use one of the lifts in the main block.
- Pupils who need to use the lift should be guided to use the lift alone if appropriate, following an individual risk assessment. If a pupil requires a teaching assistant to accompany them in the lift, the TA should wear appropriate levels of PPE to be in the confined space for a short period.
- To avoid touching regular touch points, pupils and TAs are issued with a device that allows them to call the lift, select the floor and open the door without touching the buttons or door handle.
- The lifts will receive additional cleaning through the school day.
- Senior leaders and Heads of House will monitor the corridors

Breaks and Lunch times

- We will operate a staggered lunchtime for KS3 and KS4 as set out above.
- Pupils must stay in their allocated areas, and use their allocated serving area to buy snacks and lunch.
- Pupils can continue to bring a packed lunch if they prefer.
- The menu is published on the school website.
- The school continues to use PayPal and biometric readers.
- Pupils can use a pin number if they prefer. They can either use the pin pad to tap in their number, or verbally tell it to the canteen staff to log the purchase.
- If pupils use the biometric reader or pinpad, they must use gel to clean their hands after use.
- Canteen staff continue to clean the biometric reader between pupils.
- In the event of wet weather pupils must go to their allocated areas.
- Pupils who require TA support with their lunch have lunch in TGR, where social distancing will be in place to avoid mixing of 'bubbles'.
- Part of the hall will be available for those pupils who need to stay inside during break and lunchtime as part of their SEND identified need.
- Individual risk assessments are in place to outline the measures required for TAs to support pupils with their lunch.
- Pupils will wait in supervised queues to get their lunch. Year 7 and Year 11 will need to queue outside the main reception area.

Toilets

- During lessons, with the teacher's permission, pupils must use the nearest toilet.
- Only one pupil should enter the toilets at a time.
- Boys wishing to use the downstairs toilet in the main block will need to pick up the key from the member of staff on duty in the hall.
- Senior leaders and Heads of House will monitor the corridors to supervise this, if needed.
- The toilets are cleaned more frequently during the day than before Covid.

Pupil expectations

Pupils must only attend school if they or a member of their household do not have COVID-19 related symptoms.

Now more than ever pupils must follow the simple school rules of being Ready, Respectful and Safe.

When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

- Arrive to school and leave to go home at your allotted time. Do not stand around in groups in or near school at the end of the day. Walk or cycle to school. Stay 2 metres away from others on your way into school.
- In school, keep 2 metres from others as much as you can, particularly from staff and pupils in other Years.
- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- In the classroom, do not move the table or chair.
- Avoid sharing belongings (stationery, food etc) with others.
- If you want to use the toilet in school, ask the teacher's permission and use the nearest toilet. Only one pupil is allowed in the toilet at one time.
- Follow staff instructions immediately and precisely.
- Senior Leaders and Heads of House will monitor corridors and classrooms.
- We expect all pupils to follow the guidance to keep safe for their own sake, for the sake of their family at home and for the sake of others in school. Pupils who disrupt learning, behave in a way that brings risk to others or fail to follow staff instructions will be withdrawn from the classroom in the first instance.
- The school continues to use a range of sanctions, including detention after school and isolation for more serious or repeated wrongdoing. Parents will be informed by text if a detention is issued, which can be for up to 40 minutes on the same day of issuing.

If a pupil shows signs of Coronavirus in school

- The school will follow the procedure advised by Public Health England.
- The pupil is taken to PA1 to isolate, attended to by a staff first aider in PPE maintaining social distance.
- Parents are informed, and asked to collect the child or allow the child to make their way home if appropriate.
- Family advised to get their child tested, using this [link](#) or calling the NHS 119 line.
- If the child tests positive, the family must follow the [self-isolation guidance](#).
- The school reports the case: Birmingham City Council Public Health are informed using this form: <https://forms.gle/SEu5SQQuSnLyfbjU6>

Cleaning

- Additional cleaning through the school day is in place.