



## Hall Green School

An Academy

3 March 2021

Dear Parent/Carer,

As you will be aware, we are very much looking forward to welcoming pupils back to site. Whilst I previously shared the plan, which can be found below, this letter is to share the detail of our safety measures in place to support the return. All of the measures that we have planned for in our risk assessment are focused on ensuring all members of the community are as safe as possible. It is important to note that whilst the local and national picture is improving and thus we are beginning to move out of lockdown, the virus is still prevalent and therefore, it is vital that pupils understand the importance of following the safety measures and rules in place to protect everyone. This helps keep wider families and the whole community safer.

The full return schedule is as follows:

<b>Year group</b>	<b>Day of test</b>	<b>Return to normal lessons on site</b>	<b>2nd test date</b>	<b>3rd test date</b>
	Pupils will be invited in by form group during an allotted time and return home once their test is complete. This should take no more than 1 hour. Uniform does not need to be worn.	Pupils will be expected on site at their normal start time (see below). Period 1 teachers will go over the expectations and safety measures. Uniform <u>needs</u> to be worn.	Pupils will be called out of lesson and return to lesson immediately after.	Pupils will be called out of lesson and return to lesson immediately after.
11	Fri 5 March	Mon 8 March	Wed 10 March	Mon 15 March
10	Mon 8 March	Tue 9 March	Thu 11 March	Tue 16 March
9	Tue 9 March	Wed 10 March	Fri 12 March	Wed 17 March
8	Fri 19 March	Mon 22 March	Tue 23 March	Fri 26 March
7	Thu 18 March	Fri 19 March	Mon 22 March	Thu 25 March

Parents will have received time slots for the testing day. It is not possible to alter these and it is vital that pupils arrive at the scheduled time and go straight home immediately after the test.

### **Key Worker provision**

If your child has been attending school throughout the lockdown, they may continue to attend until their Year group is fully returned. Lessons will continue online for these pupils in the main hall. Full school uniform needs to be worn from Monday 8 March. Pupils will be able to access food on site as per normal school.

## Free school meals

As per my previous letter, parents needed to have contacted school by today to inform us if they are entitled to free school meals and wish to receive food parcels for the days their child is not required to be in school over the next two weeks. Once your child's year group has returned to on site lessons, food will be available in the usual way. Although the food vouchers are not continuing past this Friday, Birmingham local authority have confirmed vouchers will be available for 1 week of the Easter holiday. These will be sent out once we receive them.

## Safety measures

Our risk assessment and operating procedures have been developed in line with Public Health England and government guidance. The document related to schools reopening can be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

Testing is one part of the return plan and reduces the possibility of asymptomatic cases leading to infection. The majority of the safety measures remain as they were during the autumn term. The main change is the temporary introduction of face masks in classrooms for secondary schools where social distancing cannot be maintained. In other words, if pupils/staff are not 2 metres apart in all indoor areas, they must wear a face mask. This is a key part of our risk assessment, based on the guidance to schools from Public Health England and the Department for Education. Face masks do not need to be worn outside, although we would still encourage pupils to maintain social distancing where possible and certainly avoid congregating in large groups.

## Attendance

Attendance to school is mandatory for all pupils. Those who have been advised to shield must contact the attendance team to ensure we have the relevant evidence on file. Please see below for work that will be set for any pupils shielding.

## Bubbles

Government advice remains that year groups remain in separate 'bubbles'. Pupils should continue to wear the coloured badge to indicate which year group and bubble they belong to. There will be continue to be signs around the site to show which areas of the site and building different bubble groups are allowed to go.

As per the guidance, staff may work across bubbles but will continue to sanitise their hands regularly, maintain social distancing, wipe down the teacher desk and resources, and wear a mask when appropriate.

To help us keep the different Year group 'bubbles' apart, each Year group will continue to 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	8.50 am	Canteen
Year 8	8.50 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

## Term dates

We break up for Easter on Thursday 1 April and return on Monday 19 April.

## The School Day

The timings of the school will remain as they were in the autumn term to help keep year group 'bubbles' apart from each other.

The timings are as follows:

Times	KS4 (Years 10 & 11)	KS3 (Years 7, 8 & 9)
8.30 am	Year 11 arrive	
8.40 am	Year 10 arrive	Year 9 arrive
8.50 am		Year 7 and 8 arrive
8.40 – 9.45	Lesson 1	
8.50 – 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 – 3.10		Year 7 and 8 Lesson 5
2.05 – 3.30	Year 11 Lesson 5	

## 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](#).
- Staff should also follow the same guidance. If they or anyone in the household develops coronavirus symptoms, they should remain at home, arrange to take an NHS test and follow the government self-isolation instructions.
- 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. The symptomatic person should avoid travelling on public transport if at all possible.
- On their return to school, all pupils will have an induction lesson going through the procedures they must follow to maintain good hygiene.

## 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.
- **There should be no shaking of hands, hugging, or contact of any description.**

### **Uniform and masks**

- Pupils are expected to wear the full school uniform. Discretion will be applied in classrooms if the weather is cold due to increased ventilation. Staff will allow the wearing of coats and hats if required.
- On days that pupils have PE timetabled, pupils should wear their PE kit for the whole day.
- The government currently recommends the use of masks in classrooms (where social distancing is not possible) and indoor communal areas, including corridors. When outside, pupils may choose to remove them although we would still recommend pupils socially distance.
- Where social distancing in classrooms is possible, i.e. pupils can sit 2 metres away from each other, masks may be removed.
- Staff are encouraged to teach from the furthest point at the back of the teacher zone which would mean they are maintaining 2 metres away from pupils.
- Those with medical exemptions, should see Mrs Davis, Lead First Aider, to obtain a pass. Evidence will be required as to the reason for the exemption.

### **Equipment**

- Pupils have been issued stationery in a pencil case; these are currently in school.
- 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.

### **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 arrange to meet their child at a side road off the main road and not on the main Southam Road.
- 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 by their driver about the precautions they and their families need to take.

## 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. (If they arrive before 8.40 am they should enter the building by the Girls' Gym and make their way to the huts area.) When the bell goes at 8.50 am, they should enter the building by the doors by Room 7.
- 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 4/girls' gym.
- 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 sanitiser located near all the entrances and exits to school.

## 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.
- Each room has a hygiene pack (blue roll, spray, hand sanitiser).
- Some practical rooms will be used by different year groups (Room 2, 4, PD2, PA3, 31). Where this is the case, they are cleaned carefully by the cleaning team before the next year group use it.

## 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 stay in the same group for all their lessons. Practical lessons such as DT, music and art will be taught in non-specialist classrooms.
- Although bubbles will be kept apart for the majority of circumstances, there are times and groups where this is not possible. When this happens, social distancing and other control measures are in place.

## 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 and activities where social distancing isn't possible due to a pupil's needs.

## Marking and Assessment

- The science tells us that coronavirus can remain on surfaces for some time, possibly up to 48 hours on most surfaces, and 72 hours on plastics.

- This affects teacher assessment of pupil work, as staff may not be able to take books in and return them as quickly for the pupils to continue to use them.
- Consequently, there will be increased use of low stakes assessment, questioning in class, self- and peer-assessment to support pupil understanding of their progress.
- We will aim to continue to carry out ‘gap marking’ for every 1 in 10 lessons.

### Definition of a contact

If a member of the school community tests positive for COVID-19, everyone who is deemed to be a contact will need to self-isolate for a full 10 days, starting the day after the last contact day. Close contact under the Public Health England definition is:

- face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle

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, 2, 11, 12, D6, D5	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, 17, 18, 19	Far playground & bottom Astro	Hatch Entrance by Room 3	Girls' Gym
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

### 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 continue to run a staggered break and lunch so KS4 and KS3 will not mix.
- All non-essential movement around school should be avoided. Pupils are directed to go straight to their allocated classroom by the allocated route.

- 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 designated staff 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 hatch to buy snacks and lunch.
- Pupils can continue to bring a packed lunch if they prefer.
- The school continues to use Parent Pay 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 pin pad, 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.
- All pupils who require TA support for their lunch should use the canteen and move through to the garden room to eat. Sometimes this means there will be some crossover between bubbles, when social distancing and careful hygiene will be reinforced. 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.
- 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**

- Toilets are regularly cleaned throughout the school day.
- Pupils must not congregate in the toilets.
- Senior leaders and Heads of House will monitor the corridors to supervise this, if needed.
- During lessons, with the teacher's permission, pupils may use the nearest toilet. This should be recorded by the teacher on ClassCharts. Only one pupil at a time should be authorised to go. The pupil must wear a mask, maintain social distance from any other staff or pupils, and return as quickly as possible.

### **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, elbow bumps etc.
- In the classroom, do not move the tables or chairs or shut windows or doors.
- 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. No congregating in the toilets.
- Follow staff instructions immediately and precisely.
- 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 sanctioned appropriately.

### **If a pupil or member of staff 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. Pupils should avoid, if at all possible, traveling home on public transport.
- 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 to Public Health and the Local Authority.
- PA1 receives a deep clean. The classroom and areas where the pupil/staff member has been also receive a deep clean.

### **Cleaning**

- The site supervisors will be on site during the school day, and the Cleaning staff team leader will be on site from 1.00 pm each day, to carry out any required cleaning of the building.
- A cleaning log is in place for the school to clean areas that are shared between 'bubbles', to clean frequent touch points and to regularly clean the toilets.
- Cleaning staff have been trained in the use of PPE and appropriate cleaning regimes to maintain a sanitised environment, including the cleaning of regular touch points.
- Site staff will use the school fogging machine to sanitise complete rooms if a pupil or member of staff has shown Coronavirus symptoms.

### **Isolating/shielding pupils**

- If pupils are needing to isolate/shield at any point, they will still be expected to work remotely.
- If whole classes are isolating, the teacher will teach the class via Teams.
- If individual pupils are isolating, the work will be uploaded to ClassCharts. Work will be monitored on a daily basis to support these pupils.

Our aim is to return pupils as safely as possible to ensure our whole community remains safe and well over the coming months. Not only will this help keep our families and friends safe outside of school, but it will also help prevent disruption to learning. We are very proud of the way the school community throughout the whole pandemic has supported each other and focused on continuing their education. Caring for others and striving for excellence are key strengths of the Hall Green School community that I know will stand us in good stead in the return to school.



I very much look forward to meeting you all over the coming weeks.

Yours faithfully



Miss K Slater  
Headteacher

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