

Full Reopening of Trinity School - Guidance for Parents

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1. Introduction

Government guidance makes it clear to all schools that, since the closure of schools in March, the circumstances have changed and the prevalence of coronavirus (COVID-19) is now much lower than it was then. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. Returning to school is vital for children's education and wellbeing.

Trinity School has carried out the necessary risk assessments and we have implemented a range of control measures, as set out in the guidance, to minimise any risks from coronavirus (COVID-19.) The main measures are in place to ensure that we minimise the number of contacts a student has during the school day which will, in turn, reduce the risk of transmission of the disease.

The link to the government guidance is below:

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

Guidance for parents is also available here:

<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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

You can view our risk assessments on the school website under the coronavirus tab.

What follows is information to explain how we will operate safely on our return in September. In order for risk to be minimised, students must cooperate fully with all rules designed to keep our community safe. Please support this by reading this information with your child ready for coming back to school. Students will receive a Covid Home-School Agreement to bring home during the first week back that emphasises the main points from this document; students and parents will need to sign the agreement and return it to school.

We are looking forward to seeing everyone back in school by the end of Friday 4th September.

2. School operations

Grouping students

Students will remain in year group bubbles at all times during the school day. Year 12 and 13 will operate as one Sixth Form bubble. Each year group bubble will have a number of designated rooms in a set area of the school. A summary of these areas is below, and details, including maps, can be seen on the Voiced PowerPoint sent home in July and available from the website and Twitter. The maps can also be found in the Appendix. Students will also have a designated area for break and lunch time in their bubbles. Students in Key Stage 3 will remain in the same room throughout the day, although they may move from their area for PE lessons. Year 9 students may have some limited movement by half term, to move to lessons that are grouped on prior attainment (maths, for example.) Students in Key Stages 4 and 5 will move within their bubbles to ensure that they can follow their full curriculum and option choices.

Year 7:	Upstairs MFL, Art, Maths
Year 8:	Tech 3-8, ground floor Maths, ICT
Year 9:	Science, RE
Year 10:	Humanities, library, ground floor MFL, MS Hall
Year 11:	English, C Hall, Science Bungalow, Drama
Home group:	LS and music
6 th Form:	Sixth form building, Campbell block

Movement within bubble areas

In order to minimise contacts during movement, students will follow movement protocols. For Years 12 and 13 this will mean following a one way system, maintaining social distancing where possible. For Years 10 and 11 a partial one way system will operate with supervision for movement in the areas where it is not possible to operate a one way system.

Movement across bubbles

If students need to move to a specialist room for their lesson, they will be escorted from their room in the year group area to the specialist room by their teacher. This includes movement to PE lessons.

Maintaining social distance

We will have 2m markings on the floor, although government guidance states that by operating in bubbles, contacts are minimised. Social distancing will be in operation, *where possible*, but the main aim is to reduce numbers on corridors and expect students to take responsibility for remaining distant, *where possible*. It is advised that students stay with a small number of friends regularly at social times, maintaining distance and not mixing with too many different students on a regular basis. We know that maintaining consistent groups reduces the risk of transmission. At all times, they should avoid touching, even if they are unable to remain 2m apart. The guidance states that students should avoid close face to face contact and minimise time spent within 1m of anyone. Students must maintain a 2m distance from adults at all times. There may be extra control measures available for staff working in Learning Support due to the nature of the role and the specific needs of individual students. This will mean that some staff may be required to wear face coverings, visors and gloves. We will talk to students about this on their return.

Assemblies

As we need to avoid large gatherings of students, assemblies will be pre-recorded and viewed during form time.

General movement

Students will be given entry and exit routes (see below.) After break and lunchtimes, students in Years 7 to 10 will line up in their outside space and be collected/sent to lessons from there. Year 11, 12 and 13 will make their way to their classrooms independently. There will be no bells operating as pastoral staff will dismiss groups to space out movement at key times in the school day. Students will be supervised by pastoral and senior staff in their year group areas during staff movement times and students in Key Stage 3 will be expected to bring a reading book for this time.

Exit and entry to school

It is vital that students arrive on time and also that students do not arrive too early to ensure that the number of contacts are reduced. The main entrance and student entrance doors will now open at 8:20am and students must make their way straight to their classroom for period 1 using their designated entry point and route. Students must not gather in groups outside the school. Initially there will be some staggered starts to ensure a distanced entry and exit and until students are used to their routes into school (see below.) You can see that this affects form time rather than teaching time. As soon as we can, we will revert to our normal start and finish times. Students may wish to time their journeys initially to ensure they arrive at the correct time. Year 9 will enter the school from a new location – from the bottom of the Science stairs near the student entrance.

Year Group	Start Time	Entrance	Route	End Time
Year 7	8.30am	Main Entrance	Through Jubilee Hall, upstairs	2.55pm
Year 8	8.40am	Student Entrance	Turn left and into DT corridor	2.55pm
Year 9	8.35am	Science Stairs (from outside)	Upstairs and into Science	2.45pm
Year 10	8.40am	Main Entrance	Turn right into Hums	3.00pm
Year 11	8.30am	Student Entrance or Bungalow	Turn right into English	3.05pm
Year 12	8.30am	6 th Form Main Entrance	Follow one way system	3:05pm
Year 13	8.40am	6 th Form Main Entrance	Follow one way system	2:55pm

If students use school transport, then we will make arrangements for them in school if times are different from the school bus arrival and departure times. We cannot initially supervise more students than this, but hope to revert to opening the doors from 8am as soon as we can.

Timing of the school day

The school day timings are as below and we will revert to these fully, as soon as we can:

08:30	Form (admin)
08:45	P1
09:45	P2
10:45	Break
11:00	P3
12:00	Lunch/P4 (Y8/10 lunch)
12:30	Lunch/P4 (Y7 lunch)
13:00	Lunch/P4 (Y9/11 lunch)
13:30	P5
14:30	Form (PSHE)
15:05	End of day

After school clubs

Any after school clubs must operate in the same bubbles.

Room layout

Students are able to sit next to each other in classrooms but will remain in the same seat, following seating plans agreed between pastoral staff and teachers. Students must be seated forward in lessons and students should not touch one another. Each room will have an area for staff to move in and there will be a line, marked by floor tape, that students/staff must not cross.

Classroom doors will be propped open and windows will be opened. Students should come prepared for cooler than normal rooms, unless it is a hot day. LRAs and printing by students will not be available initially.

Break

Students will have a designated area for break time and must remain in this space. As outdoor space is the safest, younger students will be encouraged to outside unless there is inclement weather. Older students will have access to a larger space inside the school. To avoid queueing at dining facilities, food at break time will be ordered during morning registration, with priority given to those on the latest lunch serving. Students will eat food at break outside, except for Year 11, 12 and 13, who will have inside areas for eating at break. Students must wash/gel hands before food and drink.

Lunch

Students will also be able to order food for collection at lunchtime, to avoid queues. There will be the three lunch sittings as in previous years, across the two venues in lower school (the dining hall and café 11) and the sixth form bistro. To limit mixing, we will initially split each bubble into two halves and have two lunch sittings. As at break, students will be expected to remain outside unless there is inclement weather. Students will not mix across year groups at lunch time. There may be slightly less choice in the first few weeks as we do not know the demand for break or lunch orders. Students can, of course, bring a packed lunch if they prefer and there will be tables for all year groups outside. Students must wash/gel hands before food and drink.

Sixth Form study periods

As in previous years, sixth form students should use their study periods for completing set work and extra study. There will be three large areas in the sixth form that students can use, and a small number of seats will be available in the LRAs. Students must not move seats to sit closer to each other. We have checked the safe capacity of the areas through risk assessment and once a room is full, students must move to a different location to work.

Water fountains

To avoid queueing to fill water bottles, students should bring enough water with them to school. Students can buy drinks as part of their break and lunch order and water is available at lunchtime.

Toilets

At break and during the day, each bubble will have their own set of designated toilets to avoid mixing within bubbles. At lunch time there is a small amount of crossover and cleaning will take place between different bubbles. Students, unless there is a specific medical need, should avoid asking to go to the toilet during lessons to ensure that no-one leaves the year group bubble unsupervised. This is particularly important during period 4 when other bubbles are having lunch. NHS handwashing advice is displayed in all toilets.

Hand hygiene

Students will be reminded about handwashing and hand gel will be available. Students must gel or wash hands on entry to school. Students in year group bubbles that move classrooms (Year 10 – 13) must use hand gel when moving between rooms. There are many hand gel stations positioned around school. It is recommended that students bring hand gel to school. Notices about handwashing are up in all toilets and hand dryers have been replaced with paper towels.

Biometric system

We have moved to a cashless system to avoid students needing to add money via the revaluer machines in school. Details of how to use ParentPay to add money to your child's account can be found in the parent/carer handbook on the website. When using the biometric system to purchase food at lunchtime, machines will be disinfected between student use. Sixth form students will switch to using their cards.

Cleaning

The school will be deep cleaned prior to reopening in September, including the use of a fogging machine (when the building is vacant) in large spaces and classrooms as an extra precaution. COVID-19 secure cleaning protocols are already in place.

Face coverings

The government guidance states that face coverings are not recommended in school. Please see the separate section about transport for information about face coverings on school and public transport.

Travel

Students should travel to school alone, or with others in their household, not in groups and should wear face coverings* on public transport, if public transport is absolutely essential. It is recommended that students walk or cycle to school, as far as possible. At the end of the school day students should not mix and, as far as possible, they should go straight home. In September we will be asking you more about transport to support the Local Authority with planning. If your child intends to cycle to school, we will need to know to arrange capacity and distancing when leaving and collecting bikes in the school bike sheds. Please email ebr@trinity.cumbria.sch.uk to let us know, giving your child's name, year and form. Students will be given a particular space to use according to year group bubble.

School transport is the responsibility of the Local Authority, but you can find a link to the government guidance, published on 18th August, below:

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

We have also received information about travel to school from the local authority which we have sent with this letter. They have stated that:

- Parents and carers are responsible for supporting their child to maintain social distancing whilst queueing at bus stops
- All students should wash their hands prior to boarding the bus
- Hand sanitiser will be available on board the bus and students should use it as they get on and off. Students should also carry their own sanitiser.
- Face coverings* should be worn wherever possible (these will not be provided)

Rather than operating a seating plan we will ask that each student using school transport has a 'bus buddy' to sit next to. Bus buddies should either be a sibling or person from the same household, or a friend from the same year group. We will talk to students about this on their return.

*Face coverings

A face covering is a covering of any type which covers your nose and mouth. Reusable or single-use face coverings are available for parents and carers to buy. A scarf, bandana, religious garment or hand-made cloth covering may also be used but these must securely fit round the side of the face.

Students wearing face coverings on their way to school, on school or public transport, must remove them when they arrive at the school entrance. They must sanitise their hands immediately on arrival (as is the case for all students) and then sanitise their hands again after removing their face covering. Disposable face coverings should be disposed of in a covered bin. They should not be put in a recycling bin. Children should keep reusable face coverings in a plastic bag they can take home with them. Fabric face coverings should be washed regularly.

In order to ensure the safety of all students on school transport, students must follow all the rules and guidance given to them and have high standards of behaviour at all times.

Hygiene and health

As well as hand hygiene, students need to pay attention to good respiratory health. This means that the 'catch it, kill it, bin it' approach must be used. Students should come to school with a good supply of tissues and dispose of used tissues appropriately. Chewing gum is banned in school and students should not bring it to school at all due to the health risks with disposal of used gum.

Teaching

Teachers will not be able to teach in close proximity to students but need to remain at the front of the room to maintain the 2m distance. Pair work can take place, with students facing forwards. Students can work in groups if there is sufficient distance between students. The Teaching and Learning Team will be working with staff to share ideas, using IT for example, in engaging activities that can be used in this new environment.

Resources

Where students have texts at home already, they can be brought in. They should be wiped at home before bringing into school. Frequently used items **must** be brought from home, so students should have their own fully stocked pencil case, with calculator, and must not share with anyone else. Other resources can be shared within the year group bubble, from classroom to classroom, but students can wipe over equipment shared within a bubble if they wish. Within classrooms, students should have one resource each, as far as possible and avoid unnecessary sharing. Spray/wipes will be available in classrooms for wiping equipment. If resources are to be shared across bubbles (from year group to year group, PE equipment for example) then these will either be cleaned between use or left for 72 hours. Class photocopying will be done centrally by staff.

In Years 7 -9 where students remain in the same room, students can leave books and belongings on their desk, but they are allowed to bring work home, provided books are wiped before taking home and bringing back to school. Students in Years 10 - 13 must carry their belongings with them as they are moving between rooms. The same applies to them about bringing work home. Students in the sixth form can bring laptops/tablets to school but must wipe them down with suitable wipes brought into school. If school laptops are used then the same rules apply – sharing is allowed within bubbles, but between bubbles

equipment will be wiped or left for 72 hours. Teachers will be using limited equipment in most subjects and we plan to provide mini-whiteboards for each student to use in lessons for assessment and engagement purposes.

Lockers

Lockers will need to be within the year group area, and we think that this should be possible for most students, but we will confirm this in September. If you have paid already, we will refund you if we are unable to provide a locker.

Specialist subject rooms and equipment

Students will be collected and taken to specialist rooms, including PE, from a room/space in their year group area and teachers will supervise any movement through other year group areas. Equipment used across bubbles will be cleaned and students may be asked to wipe down their workspace and any specialised equipment used. Extra cleaning is in place for rooms used by more than one bubble. Practical subjects have their own risk assessments and safety procedures in place, including changing protocols for PE, where some students may be changing in different venues.

Uniform

Our uniform policy will operate as normal and more information can be found on the school website. It is essential that students have their correct coloured 'flash' on their school jumper for quick year group identification. Uniforms do not need to be cleaned more often than usual.

Reporting illness

Please let us know, using normal procedures, if your child will be absent. It is essential, if your child is showing symptoms of coronavirus (COVID-19,) that they do not come into school. You should arrange for them to have a test and then self-isolate for at least ten days.

Anyone who has tested positive, whether showing symptoms or not, should self-isolate for at least ten days. If symptoms appear later, the isolation period should be restarted and continued for ten days. Other members of the household, including any siblings, should self-isolate for 14 days after the symptomatic person first has symptoms.

Illness during the day

Should anyone become unwell with coronavirus (COVID-19) symptoms they must be sent home. We have first aiders on hand to help assess the situation. They will wear PPE and may move your child to a room apart from others whilst waiting to be collected.

Those who have been in close contact with someone who is ill do not need to go home unless they develop symptoms themselves or if the person who was ill tests positive or if they have been advised to do so by NHS Test and Trace. Those who have been in contact must wash hands thoroughly for 20 seconds using soap and running water or hand sanitiser.

NHS Test and Trace

As well as booking a test if students become ill, parents will need to be willing to provide details to Test and Trace of anyone your child has been in close contact with. The school will be provided with a small number of home testing kits which we can give you if your child falls ill with symptoms of coronavirus (COVID-19) at school. Please let us know if the result of a test is either positive or negative.

Positive tests in the school community

We will work with the local health protection team if we become aware of any positive cases in the school community. They will carry out a rapid risk assessment and advise us what to do. This may involve different groups of students being sent home, based on being in close contact with the person who has tested positive. If a larger outbreak is suspected, it is possible that larger groups of students could be sent home, but the local health protection team will work with us and advise us on next steps.

Returning from abroad

If you have been abroad during the summer, please make sure that you follow any government guidance on quarantine regulations.

Fire procedures and practice

Our fire procedures will remain predominately the same, in that, in the event of a fire, the risks of fire far outweigh the risk of contact with others during evacuation. We are required to hold a fire practice but will do this in year group bubbles in the first week, weather permitting.

Parental meetings

Our aim will be to limit the number of face to face parental meetings in school and use technology or phone wherever possible. If we think that we need to see you, then we will carry out a risk assessment and take any precautions necessary. Please do not turn up to school without an appointment. You will not be seen if you do.

3. Curriculum, behaviour and pastoral support

Curriculum

We will be offering our normal full and varied curriculum for all students. Although students at Key Stage 3 will have limited access to specialist rooms, they will still have access to specialist teaching. Departments have reviewed their schemes of learning in light of the closure to enable catch up where necessary. Remote learning is in place should there be a local lockdown (see section 5.)

Attendance

The government guidance is clear that usual school rules on attendance will apply from September and that almost all students should be in a position to return to school. If you are anxious about your child's return, please get in touch with your child's year team so that we can reassure you about the protective measures we have put in place. The return to school is vital to minimise the impact of the pandemic on children's education, wellbeing and wider development.

Safeguarding

Mr Charnock, Assistant Headteacher, is the school's Designated Safeguarding Lead (DSL) and Mrs Studholme, Senior Pastoral Tutor, is the deputy DSL. Any issues should be reported to them.

Wellbeing

We have increased our wellbeing services in school with the addition of a listening service alongside our school counsellor service. We hope that one of the benefits of being in year group areas will be the closeness of pastoral support. Each year group area will have the Head of Year, Year Tutor, a second

member of the pastoral team and a member of the Senior Leadership Team on hand to support students. Please let us know if your child is struggling.

Students who have been shielding or have family members who have been shielding

Shielding advice ended on 1st August meaning that these students can now also return to school safely. If rates of disease increase to high levels it is possible that some students may need to shield for short periods whilst rates remain high. A small number of students with significant medical issues may need to seek advice before returning to school. Please contact us if you need more advice regarding this.

Staff who have been shielding or have family members who have been shielding

Some staff may be wearing masks, visors, gloves in school due to personal circumstances. Students should not question staff about this. Students must keep a distance of 2m from all adults at all times.

Rewards

Our rewards remain the same and students will continue to receive achievement logs and nominations and our praise coordinator, Mrs Reay, will still be ensuring that there are opportunities to reward hard work and kindness. Unfortunately, it is unlikely that we will be able to run the reward trips that we did last December, but we will try our best to come up with creative alternatives.

Behaviour

Our behaviour policy has been modified during the pandemic and can be viewed on our website. We must insist on compliance with the rules set out here to ensure that everyone, students and staff, are kept safe.

The main changes are:

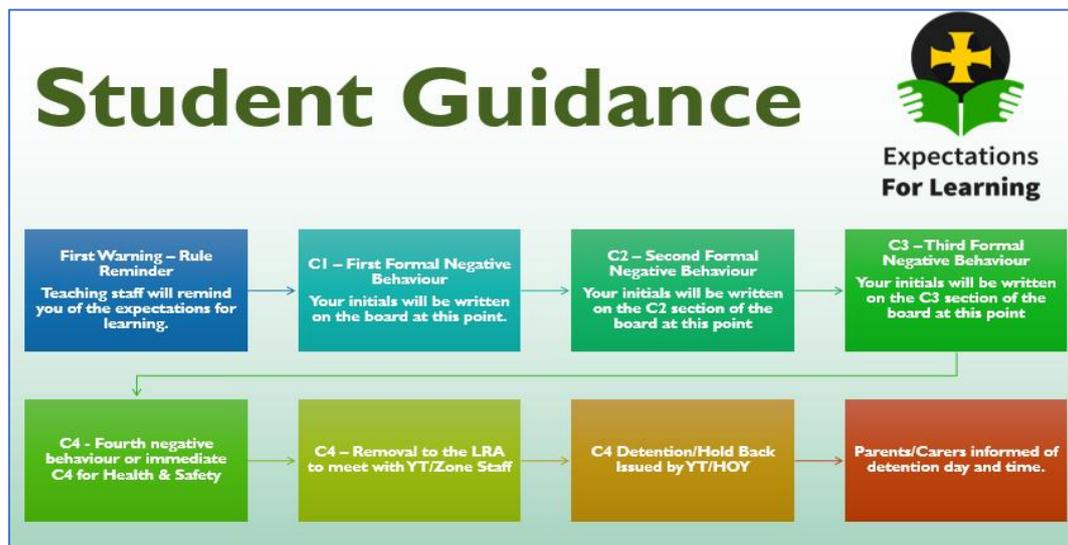
- We will be operating a covid consequences expectations system which will be explained to students during their first day at school (see below)
- If students are deemed unsafe in lessons and sent out, pastoral staff will contact home immediately
- Detentions will be held in year group areas to avoid mixing, on the same day, after contacting home
- We will be operating a 'hands up for silence' policy
- We will emphasise any 'covid safety' behaviours with students (see below)
- Achievement and behaviour logs will be sent home 'live'

Covid specific behaviours

- No chewing gum
- No touching
- 2m rule where you can, but always from adults
- Stay in your friendship groups, avoid mixing
- Bring your own equipment – no sharing!
- Look after your workspace, wipe it down
- Stay out of the teacher zone
- Stay seated, stay in your bubble
- No wandering- class, corridors, school
- Obey all instructions from staff or on signs
- Wash your hands, use sanitiser
- Catch it, kill it, bin it
- Stay home if ill with symptoms and get a test
- If you feel ill in school, tell someone

Consequence system student guidance

The graphic below explains how the system will work:



Note that our current 'hold back' system will still be in operation. This is where a child's tutor may hold back a student for ten minutes at the end of the day to discuss any issues that have arisen during the course of the day.

ClassCharts

We will be sending details of both achievement and behaviour logs via ClassCharts, along with homework and remote learning if schools have to close again. Please make sure that you sign up to ClassCharts so that you can monitor work set and how well your child is doing. A letter has been sent by Mrs Leech with details on how to do this.

4. Assessment and accountability

Assessment and marking

Teachers will assess students as normal using a variety of assessment techniques. Depending on the nature of the assessment, marking will take place in a variety of forms:

- Books/assessments/tests may be taken in and marked after a 72 hour period and returned after a 72 hour period
- Students may be asked to take pictures of work to send to their teacher for comment and feedback
- Teacher feedback may be recorded and emailed to students to avoid delay
- There will be opportunities in class for self-assessment
- There will be no peer assessment

Departments are reviewing their assessment policies in light of the restrictions.

We do plan to have some early internal assessments in school. Year 11, 12 and 13 can expect to have assessments very soon after returning. For everyone else there will be an assessment week just before half term. Interims will revert to normal and we have adjusted our pattern of parents' evenings to see parents of year groups that missed out last year, first. Parents' evenings may be online appointments.

Formal exams 2021

There has been a consultation on next year's examinations to ensure exams are as fair as possible and some changes have been made to exam specifications in light of this, for example, changes to fieldwork in geography. Subjects are aware of these changes and have modified their curriculum accordingly. You can find more detail about the changes here:

<https://www.gov.uk/government/consultations/proposed-changes-to-the-assessment-of-gcses-as-and-a-levels-in-2021>

5. Contingency planning

Schools must plan for the possibility of closure in future and be ready to move seamlessly to remote learning if this happens. Our plans are based on the principles already shared with parents in June (see below)

The aims of Trinity School's remote learning are as follows:

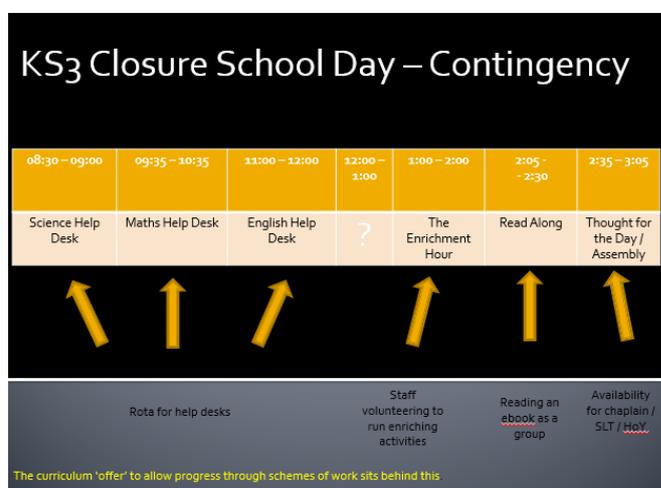
- Variety in the work students receive to promote greater engagement, not a one size fits all approach
- Work should be regular and encourage regular contact with teachers
- Balancing some students' anxiety about getting too much work against the worry of falling behind and being sensitive when chasing up students who have not engaged with home learning due to the personal circumstances of each family
- Being responsive to feedback and the changing dynamics of lockdown and government policy
- Increasing quality through staff training in new technologies, whilst recognising that some students do not have 100% access to laptops and wi-fi due to larger families and parents working from home

At Key Stage 3 we suggest that work is managed better by following routine as suggested below:

Key Stage 3 Suggested Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	PE English Maths	PE English Maths	PE English Maths	PE English Maths	PE English Maths
Afternoon	RS Biology	History DT ICT	Chemistry Music	Geography Art	MFL Physics

Sitting alongside that are opportunities for support and teacher interaction:



At Key Stage 4 and 5 we will ensure:

- Varied provision that includes online teaching i.e. 'face to face' interaction
- Tasks facilitating thinking through a variety of work set (some Teams lessons, booklets, Class Charts, structured tasks, projects, voiced PowerPoints / videos, use of subject specific IT platforms).
- Online Schemes of Learning will follow the department's Long Term Plan in terms of content, although the style of learning may be different.

In a situation where only one year group is absent, a different approach may be taken.

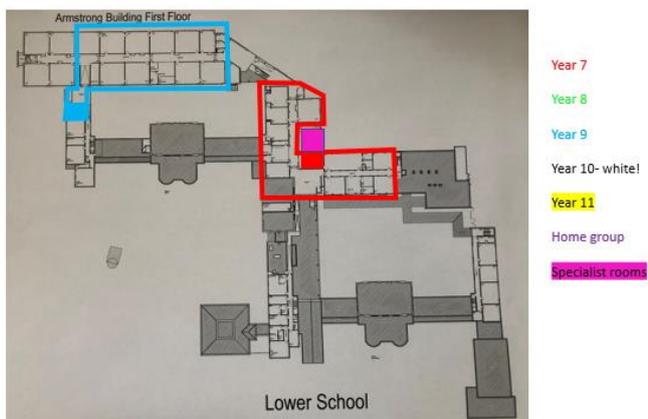
6. Conclusion

I hope that you have found this information useful. If you have any further questions, please get in touch with your child's year team.

Remember that it is likely that some of our plans may change in light of changing rates of infection and changes to government guidance. We aim to keep you updated if that is the case.

7. Appendices

Appendix 1 – Bubble maps



The sixth form bubble is the sixth form building and occasional use of the Campbell block rooms.