

Full Reopening of Trinity School - Guidance for Parents

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1. Introduction

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.

Whilst we know that the predominant new variant of coronavirus (COVID-19) is more transmissible, Public Health England (PHE) advice remains that the way to control this virus is with the system of controls, even with the current new variants. The government are further strengthening measures to provide more reassurance and to help decrease the disruption the virus causes to education, largely through the increased use of face coverings.

The Royal College of Paediatrics and Child Health has made clear that the overwhelming majority of children and young people still have no symptoms or very mild illness only. Returning to school or college is also vital for their educational progress, for their wellbeing, and for their wider development.

Trinity School has carried out and updated 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. All updated guidance can be found there.

What follows is information to explain how we will continue to operate safely on our return in March. 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 have received our Covid Home-School Agreement and we will take time to issue reminders about safety rules in form time from 8th March. Testing information has been sent home separately.

We are looking forward to seeing everyone back in school by the end of Thursday 11th March.

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. The maps can 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 have some limited movement 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 and MA5
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 for Year 10 to and from MFL classrooms will be via the yard and Jubilee Hall past Main Reception, avoiding Margaret Sewell Hall.**

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. **There are no changes to procedures in place since September.**

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 not only the risk of transmission, **but also the need to send lots of other students home when a positive case of COVID-19 is identified.** 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 9 will line up in their outside space and be collected/sent to lessons from there. Years 10, 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. Students will be welcomed and brought into school by senior staff each day, starting from 8:25am for the first year groups (Year 7, 9 and 11) using their designated entry point and route. Students must not gather in groups outside the school, except in their bubble area and within their chosen friendship groups. 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	Arrival time	Start Time	Entrance	Route	End Time
Year 7	8:25am	8.30am	Main Entrance	Through Jubilee Hall, upstairs	2.55pm
Year 8	8:25am	8:30am	Student Entrance	Turn left and into DT corridor	2:55pm
Year 9	8:25am	8.30am	Science Stairs from outside	Upstairs and into Science	3:05pm
Year 10	8:25am	8.30am	Main Entrance	Turn right into Hums	3.05pm
Year 11	8:25am	8.30am	Student Entrance or Bungalow	Turn right into English	3.05pm
Year 12	8:25am	8.30am	6 th Form Main Entrance	Follow one way system	3:00pm
Year 13	8:25am	8.30am	6 th Form Main Entrance	Follow one way system	3:05pm

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 (Y9 lunch)
13:00	Lunch/P4 (Y7/11 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 typically, unless the teacher organises control measures such as gloves, wipes etc.

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. We have now installed some canopies for Year 8, 9 and sixth form to use. Older students will have access to a larger space inside the school. Break food will be limited to years 7,10 and 11 until there is capacity to provide more. This is first come first served. Students will eat food at break outside, except for Year 11, 12 and 13, who will have specific 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. 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. 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. We have a preorder system for lunch food which we hope will go online after Easter.

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. Students will be told where they should work. Sixth form should also aim to move on after 15 minutes when in the Bistro, to reduce the risk of transmission within our older student population. There is now an area outside, with a canopy, for the sole use of Sixth Form students.

Water fountains

To avoid queuing 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 the system 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 students will gel their hands between use. Sixth form students will switch to using their cards.

Cleaning

Deep cleaning regimes are in place, 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

Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19). It is important that everyone in the school community plays their part in keeping us all safe.

Students have been wearing face coverings in school now for some time, in corridors and inside where they are unable to keep socially distant. This remains the same:

"Where pupils and students in year 7 and above are educated, we recommend that face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises."

The government have updated their guidance in relation to face coverings and students must now wear a face covering during lessons. These measures will be in place until Easter. The guidance is here:

"In addition, we now also recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons."

As you can see, students can be outside without wearing a face covering and will not be expected to wear a face covering in PE.

At lunch time, in dining areas, we will take the same approach as the government guidance surrounding face coverings and eating in public spaces which is:

"When seated to eat or drink you must put a face covering back on once you finish eating or drinking"

We recommend that students who wish to remove face covering at lunch time bring a packed lunch and remain outside or move outside immediately after eating.

For a very small number of students, with medical reasons, an exemption will apply. These students will have provided school with a medical note back in November and will be provided with identification so that staff and other students know there is a genuine reason for a face covering not to be worn. For example, those who rely on visual signals for communication, or communicate with or provide support to such

individuals, are currently exempt from any requirement to wear face coverings in education settings or in public places.

Some staff may wear visors to help communicate with students with particular needs. This should not increase risk as staff remain 2m distant at the front of the class and there is adequate ventilation in classrooms with windows and doors open.

Students must wear their face covering correctly following the guidance below:

“It is vital that face coverings are worn correctly. Safe wearing of face coverings requires the:

- *cleaning of hands before and after touching – including to remove or put them on*
- *safe storage of them in individual, sealable plastic bags between use.*

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff, pupils and students may consider bringing a spare face covering to wear in the event that their face covering becomes damp during the day. Students should:

- *not touch the front of their face covering during use or when removing it*
- *dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin)*
- *place reusable face coverings in a plastic bag they can take home with them*
- *wash or sanitise their hands again before heading to their classroom*

If students refuse to cooperate with us about face coverings, we will discuss this with you. It is vital that this does not create problems for other students or staff, in both their learning and their safety and wellbeing. We know how well students adapted to this back in November and were proud of their community spirit in thinking of others in the Trinity family first.

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. The bike sheds will be sectioned into year group areas for those that wish to lock their bike in the shed.

School transport is the responsibility of the Local Authority, but you can find a link to the government guidance, 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 queuing 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* must be worn wherever possible (these will not be provided)

A seating plan is now in operation on the school buses and students should sit in their designated seat as required or risk losing their place.

*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. Similarly, lollies or other items that can lead to health risks for others are banned.

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, **but will be limited until at least Easter**. 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 **in their orange bag provided by school**, 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, **we have recently installed new lockers for Year 10.**

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. For individual music lessons, there will be routines in place for supervision through bubbles on the way to their lesson in the music rooms and procedures in place for wiping down between students.

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. **Due to the need for extra ventilation we suggest students wear extra layers underneath their uniform if cold – a spot skin, plain white t-shirt, for example. Outdoor coats should not be worn in school.**

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 10 days after the symptomatic person first has symptoms. **Please contact us if you have any questions about the length of the isolation period.**

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. **We sent a letter home in the Autumn term to explain the school's internal process and will add it to this guidance in the appendices.**

Returning from abroad

If you have been abroad at any time, 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 and have held one in the Autumn term. **We will do a second evacuation in year group bubbles again soon, 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. Under current regulations, meeting will not take place unless deemed essential. 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. **Online parents evenings and meting will continue for some time yet.**

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.) **When Year 11 and 13 leave school there may be some opportunities for students in Key Stage 3 to access specialist rooms.**

Attendance

The government guidance is clear that usual school rules on attendance will apply from March 8th 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. **There will be some wellbeing sessions in form time as we return to school in March.**

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

A small number of students with significant medical issues may need to seek advice before returning to school. **Shielding continues for those who are Clinically Extremely Vulnerable (CEV) until 31st March and home learning will be provided for those students.** 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.

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.

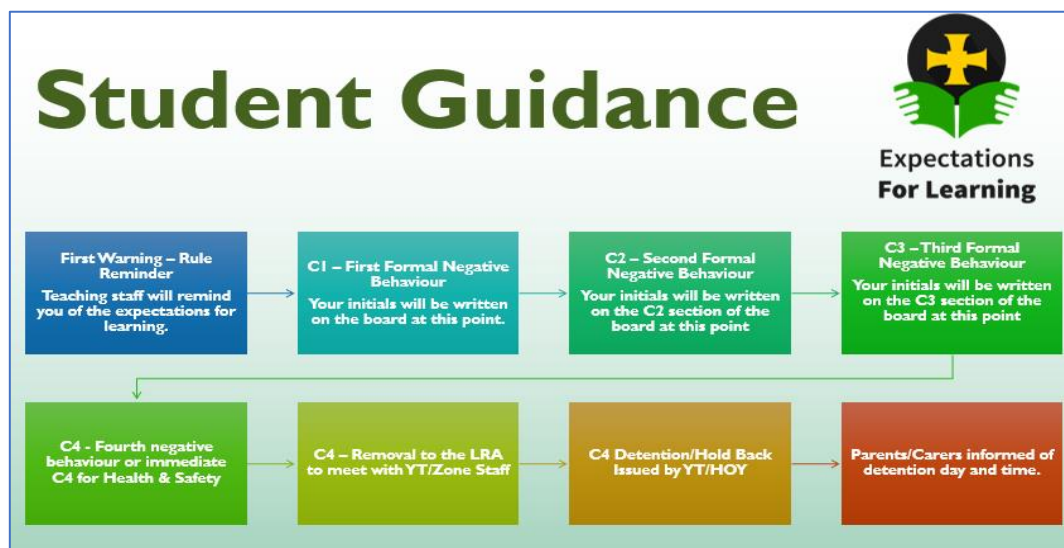
- We will continue to operate a consequences and expectations system (see below)
- If students are deemed unsafe in lessons and sent out, pastoral staff will contact home immediately
- Detentions will be held in year group areas to avoid mixing, on the same day, after contacting home
- We will be operating 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/lollies or similar
- 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 seating plan, stay in your bubble, use your bubble toilets only
- No wandering- class, corridors, school
- Obey all instructions from staff or on signs, immediately, without question
- Wash your hands, use sanitiser regularly
- Catch it, kill it, bin it
- Stay home if ill with symptoms and get a test
- If you feel ill in school, tell someone
- No litter, bin it!
- No shouting or singing, it increases risk for everyone.
- Wear your mask when you should and how you should

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. If you haven't signed up please contact school to ask about it.

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 have reviewed their assessment policies in light of the restrictions.

We will be in touch about the recent guidance to assessments for Year 11 and 13 separately.

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.

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

We issued parents with our 'scenarios' document at the start of the Autumn term and you can find our Remote Learning Policy on the school website.

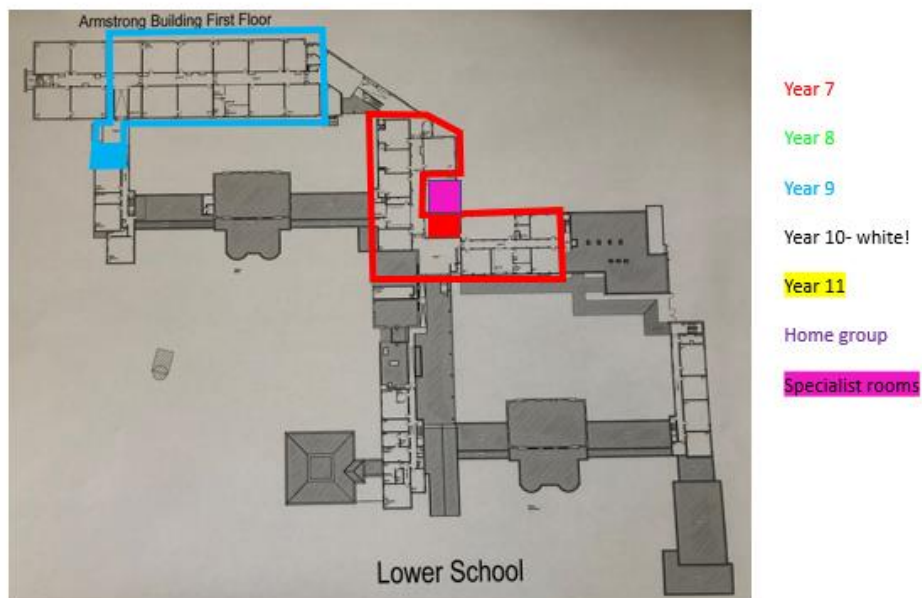
6. Conclusion

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. **A review of mask wearing in classrooms is expected at Easter.**

7. Appendices

Appendix 1 – Bubble maps



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

Appendix 2 – Remote learning Scenarios

*Please also see the Trinity School website for our remote learning policy.

Teaching and Learning Scenarios for Parents

We are working in an ever-changing context. Here is a guide to what students and their parents can expect teachers at Trinity to be providing in a variety of scenarios that we might face this year.

If the teacher is...	...and the class is...	...then...
If the teacher is not in school because they are self-isolating...	...and the class is in school ...	<p>...a voiced-over PowerPoint may be made to be controlled by the covering teacher. This voiced-over PowerPoint may include all the learning tasks for the week (or for a series of lessons).</p> <p><i>Alternatively</i>, the lesson should be conducted through Teams with the aid of a covering teacher who will coordinate laptop / projector / speakers and monitor learning.</p> <p>KS5 students should sit in their timetabled rooms and access the timetabled session on their phones.</p>
If the teacher is not in school through illness...	...and the class are in schoolcover work will be set and the lesson will be taken by a covering teacher in the normal way.
If the teacher is in school ...	<p>...and the class is all off school because they are self-isolating...</p> <p>(i.e. if <i>one</i> class are all off)</p>	<p>...the lesson will be conducted through Microsoft Teams at the appointed time on the timetable. The students have free access to Teams through 365, and can use their mobile phone to access the Teams video and audio.</p> <p>At KS3 there might be a mixed approach if you have three or four lessons of one particular subject in a week; some tasks may be set (e.g. via Class Charts / Teams) and these may be supported by some online sessions each week.</p> <p>Alternatively, a voiced-over PowerPoint may be made and emailed out to students, or uploaded to Teams, or Class Charts.</p>
If the teacher is in school but the class are partially present and partially self-isolating ...	<p>...then the teacher may:</p> <p>(a) adopt a hybrid model where the lesson is taught in the class but using a Microsoft Teams screen as ‘the board’. The cameras/visuals can be turned off and</p>

	(e.g. half the class have been told to self-isolate)	<p>students who are isolating can join the class via audio (remember that Teams has a subtitle function in the desktop version, too) – this will be the model for Y12 and Y13 lessons;</p> <p>or (b) put the class work up on Class Charts so the isolating students can catch up with the learning. This may be more common at KS3;</p> <p>or (c) put the work on Teams (in the ‘team’ Files section). The students can even submit it via Teams, if directed to.</p> <p>or (d) ‘capture’ some of the lesson using on an audio file (e.g. via a phone ‘Voice Memo’) such as a couple of minutes of instructions/input and email it to the class with the resource.</p>
If the teacher is either at work, or at home self-isolating...	...and all of one year group are not in school...	<p>...the lesson(s) will be conducted through Teams – following the school timetable. The students have free access to Teams through 365, and can use their mobile phone to access the Teams video and audio.</p> <p>Alternatively, a voiced-over PowerPoint may be made covering tasks and the learning for the lesson/week.</p>
If the teacher is either at home during lockdown or self-isolating, or at work...	...and all students are not in school...	<p>...we will revert to the model from last year. KS3 students will be set work by classroom teachers and ‘Help Desks’ will be available for subjects, as before. There will be an enrichment hour and Read-Along. KS4 students will either have lessons via Teams or voiced-over PowerPoints: ‘teaching’ of material will take place. Y12 and Y13 lessons will be conducted via Teams.</p>
If the teacher is setting learning tasks or conducting lessons via Teams...	...but students are unwell at home...	<p>...students should catch-up on the learning missed including viewing recordings of sessions (all recordings stay in Microsoft Teams for three weeks and can be downloaded by students and kept), the voiced-over PowerPoint, and the set work, in a timescale agreed by the teacher and student.</p>
If the teacher is setting work online...	...but a student does not have access to online learning...	<p>...paper copies of learning materials will be sent home for the isolation period.</p>

Appendix 3 – Trinity Track and Trace protocol

If we have a confirmed case of Covid-19 we work very closely with Public Health at Cumbria County Council.

At Key Stage 3 we check the seating plan to identify students who may have been within 2m of the positive case for more than 15 minutes. Students at Key Stage 3 are in year group bubbles, but are also taught in form groups, with strict seating plans. We then work with those involved to identify any other close contacts, in friendship groups or sports/extracurricular clubs or the school bus, for example. We use the government's definition of direct and close contacts to make sure the correct people are traced. We also identify whether any staff members have been in close contact. As we have stringent control measures in place, it is likely that there may only be a small number of close contacts ensuring that we do not need to send whole classes or full year groups home to isolate. Each case is different, and the same number of contacts will not be sent home each time. In order to protect the identity of the individual we will not be able to divulge details but we are following the government's guidance in conjunction with advice from Cumbria Public Health.

At Key Stage 4 and 5 students mix more widely to access their full curriculum (options) whilst still within their year group bubble. This means that tracing may take longer. If that is the case, we may decide to send the whole bubble home while we track and trace contacts. If it is not possible to confirm every contact, we may need to ask the whole year group to isolate for 10 days as a precaution. We will make these decisions with the advice of public health bodies. If we need to do this, learning will be provided to make sure that the curriculum continues throughout the isolation period.

For every case we track and trace there are two letters that will be sent: one to the parent/carers of direct and close contacts to tell their children to isolate and one to the whole year group to let them know that there has been a positive case in the bubble and to watch for symptoms, which are:

- a high temperature (37.8°C or above. If you don't have a thermometer, feeling hot to the touch on your chest or back is a good indicator of a high temperature)
- a new, continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste

For close and direct contacts of the positive case:

- If we find out that your child needs to isolate during school hours, we will ring parents/carers first and may ask you to come and collect your child from school. If it is outside school hours, we will send a letter home without phoning first.
- Whilst we are waiting for you to collect your child, students will be isolated from others and supervised until collection.
- The letter will state clearly the start and end date for the isolation period.
- Only the child with the letter needs to self-isolate, unless others in the family are also close contacts of the positive test, or if symptoms develop, in which case the whole household must isolate.
- You do not need to get your child tested as they will not be allowed to return to school, even with a negative test result, until the date on the letter. The exception to this is if symptoms do develop, where a test is needed.

Unless you receive the letter with dates, or a phone call, your child should come into school as normal.