



Full Reopening of School from September 2020

Information for Parents/Carers

System of Controls – Preventing the spread of Coronavirus

Minimising contact with individuals who are unwell.

- There will be a quarantine location close to reception with access to a private toilet and robust measures will be put into place to ensure any child or adult who develops symptoms is moved away from anyone else without delay. At all times, the DfE (and if needed, Public Health England) guidance will be followed.
- In the event of symptoms developing (in an individual and/ or in a household), the pupil/ staff member must remain at home for 14 days.
- In the event of either a pupil, a member of staff or someone in your household coming into contact with a 'confirmed case' of COVID-19, the individual must 'stay at home' for 14 days and engage with the NHS Track and Trace process.

Cleaning hands more thoroughly and more often than usual.

- We have installed hand sanitiser stations on every entrance door to the buildings across the site (75 in total).
- Hand washing and/ or cleaning for all staff and pupils will take place when they arrive to school site.
- Hand cleaning will take place at the start and end of social times (break and lunch).
- Hand cleaning at sanitiser stations will take place on entry to and departure from eating venues.
- Hand cleaning at sanitiser stations will take place on every entrance door to the building.
- Published guidance will be given to pupils with regular reminders throughout the day.
- At the start of term, there will be thorough training with staff and pupils to ensure a systematic and routine approach to hand washing/ cleaning.
- There will be extensive staff supervision of pupils.

Maintaining good respiratory hygiene.

- There will be tissues provided to all classroom, office and social spaces.
- Every room will have bins, fitted with a fresh bin bag each day.
- Published guidance will be given to pupils with regular reminders throughout the day.
- There will be extensive staff supervision of pupils.

Enhanced cleaning routines in place.

- All toilets will be deep cleaned regularly each day. We have increased our cleaning staff capacity to enable this to happen.
- All high-frequency touchpoints such as door handles and handrails will be cleaned with disinfectant regularly each day. We have increased our cleaning staff capacity to enable this to happen.
- Our cleaning team will carry out deep cleaning of classrooms once per day.

- Cleaning of all touchpoints, workstations and IT equipment will take place each time a teacher departs or arrives to a classroom.
- Restaurant finger print scanners will be sprayed and wiped between each use by serving staff.
- At the start of the term, there will be thorough training with staff and pupils to ensure a systematic and routine approach.

Minimising contact between individuals and maintaining physical distancing where possible.

- Years 7-9 will be taught in fixed class bubbles based in separate areas of the school. Year 10 and 11 will be based in year group bubbles based in separate areas of the school. They will move within the zone to their different lessons following a revised one-way system.
- We have moved the staff car park to have an extra playground at the rear of the school site. This will enable social time to be separated for each group bubble.
- There will be a significant reduction in practical work and an increase in teacher demonstrations during the Autumn Term. Where practical work does occur, enhanced cleaning will take place (e.g. in music, PE and Food).
- In some lessons, practical work will be demonstration-only. This will be the case in DT, Food and Science.
- In all rooms, pupils will be seated in rows, facing in one direction only.
- Seating plans will be fixed and held centrally on the system for everyone to refer to quickly if needed.
- Pupils will socialise only with pupils from their year group; their 'bubble'.
- When 'line up' takes place, pupils will be in their year group or class bubble.
- When moving to 'zones' for each part of the day, pupils will be escorted with extensive supervision.
- Each year group will have a separate break and lunchtime.
- At the end of the school day, there will be a staggered departure. Dismissal will begin at 15:00.
- We suggest that pupils walk or cycle to school wherever possible, only using public transport as a last resort.

Use of PPE.

- PPE will be required for staff when administering first aid to a pupil or an adult.
- Further PPE will be required if staff need to provide personal care to a pupil.
- PPE will also be required if a member of staff is supervising an unwell pupil in the medical isolation room..
- PPE will be worn by our cleaners by when deep cleaning occurs.
- PPE will be worn by our kitchen and support staff when preparing and/ or serving food.

Additional Information

Pupil Return Dates

Tuesday 1 st September	Staff Training
Wednesday 2 nd September	Staff Training
Thursday 3 rd September	Year 7 and Year 11
Friday 4 th September	Year 7 and Year 11
Monday 7 th September	All pupils

Expectations for attendance

All pupils are expected to return to school for their educational progress, for their wellbeing, and for their wider development. School attendance will again be mandatory from the beginning of the new academic year. This means that the legal duty on you as a parent to send your son to school regularly will apply.

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your son is unable to attend school for this reason, you should inform school immediately. The school will then support by providing remote education.

Shielding advice for all adults and children has now paused from 1st August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means, that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

Parents must ensure that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school - this means if your son, or someone in your household, has symptoms you should not send them to school. You should then engage with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform the school of the results of that test straight away. Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.

Parents should plan their holidays within the school holidays and avoid seeking permission to take their children out of school during term time.

Ultimately, local authorities and schools have a range of legal powers to enforce attendance if a child or young person misses school without a valid reason.

Arrival and Departure - Entry/exit into school

Each year group must arrive onsite at 08.35 and make their way to the line up point via their designated entrance. (Please see map at the end of this document for detail).

- Year 7 – Main pupil entrance, left gate – line up in front of the sports hall in their class bubble.
- Year 8 – Vehicle entrance, right pedestrian gate – line up on the building side of the carpark in their class bubble.
- Year 9 – Main pupil entrance, right gate – line up on the main playground by the sport hall fence in their class bubble.
- Year 10 - Vehicle entrance, left vehicle gate, line up on the fence side of the carpark in their form groups.
- Year 11 – Bike entrance, line up by the main playground cycle shed wall.

Staff will be at the front of the school to direct pupils to the correct entrance.

Pupils must wash their hands immediately on arrival into school, dispose of any temporary face coverings they may have been wearing in a covered bin, or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again.

At the end of the day, pupils will be dismissed from their last lesson and will depart via their year group exit, sanitising their hands on the way out. Dismissal will be at the following times:

2.50pm	Year 7
2.55pm	Year 8 and Year 9
3.00pm	Year 10 and Year 11

School zones

So that the government physical distancing can be maintained, the school has been divided in five zones in which pupils will be based. Senior staff have been assigned to and will be responsible for each zone.

Year 7 – Mr Rogers (Head of Y7) and Mrs Oshodi (Assistant Headteacher)

Year 7 will be based on the ground floor allocated to a class bubble in which they will remain for each lesson.

Year 8 – Ms Abbott (Head of Year 8) and Ms Woods (Pupil Progress Leader)

Year 8 will be based on left-hand side (car park entrance) of the B floor and allocated to a class bubble in which they will remain for each lesson.

Year 9 – Mr Eyre (Head of Year 9) and Mr Allaway (Deputy Headteacher)

Year 9 will be based on right-hand side (playground) of the B floor and allocated to a class bubble in which they will remain for each lesson.

In Year 7-9, carefully constructed seating plans have been created and pupils will remain in these at all times.

Year 10 – Mr Bruton (Head of Year 10) and Mr Westwood (Senior Middle Leader)

Year 10 will be based on left-hand side (car park entrance) of the C floor. They will be in their subject classes for each lesson and move to their teachers within the zone.

Year 11 – Mr Hewson (Senior Leader) and Mr Brabbin (Senior Middle Leader)

Year 11 will be based on the right-hand side (playground) of the C floor. They will be in their subject classes for each lesson and move to their teachers within the zone.

A rooming plan is included at the end of this document to give further detail.

Movement around school

Pupils must always follow the revised one-way system when moving within the school in a calm and orderly fashion. Clear signage is in place and pupils must always stay within their designated area. Pupils should always maintain physical distancing and never move out of their class or year group bubble.

Structure of the school day

The school day has been restructured to minimise movement around the school and enable physical distancing between class and year group bubbles. Teacher movement time has been built in (during which pupils will be supervised) and the main hall converted into an additional restaurant area. Pupils will have separate eating (cleaned after use) and outside areas for break and lunch. Pupils will receive five 55 minute lessons each day and a 10 minute PSHE session where key messages will be delivered, for example health and safety, safeguarding and well-being.

		Y7	Y8	Y9	Y10	Y11
	08:40	Lineup	Lineup	Lineup	Lineup	Lineup
	08:45	Registration	Registration	Registration	Registration	Registration
	08:50	PSHE	PSHE	PSHE	PSHE	PSHE
Slot 1	09:00	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
	09:55	Staff Movement	Staff Movement	Staff Movement	Pupil/Staff Movement	Pupil/Staff Movement
Slot 2	10:00	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
	10:55	Staff Movement	Staff Movement	Staff Movement	Pupil/Staff Movement	Pupil/Staff Movement
Slot 3	11:00	Lesson 3	Lesson 3	Lesson 3	Break	Break
	11:30				Lesson 3	Lesson 3
	11:55	Lunch	Break	Break		
	12:25	Staff Movement	Staff Movement	Staff Movement	Pupil/Staff Movement	Pupil/Staff Movement
Slot 4	12:30	Lesson 4	Lesson 4	Lesson 4	Lunch	Lunch
	13:00				Lesson 4	Lesson 4
	13:25	Break	Lunch	Lunch		
	13:55	Staff Movement	Staff Movement	Staff Movement	Pupil/Staff Movement	Pupil/Staff Movement
Slot 5	14:00	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
	14:50	Dismiss				
	14:55		Dismiss	Dismiss	Dismiss	Dismiss
	15:00					

School food and free school meals

The school restaurant will be fully open from the start of the autumn term during break time and lunchtimes only, and they will provide free school meals as usual for those who are eligible. An additional restaurant has been created in the main hall and pupils will have access at different times for break and lunch depending on their year group.

- The restaurant will not be open before school, and pupils will not be able to enter the school building before morning line up.
- 1m+ distancing when queuing will be adhered to and pupils will face in the same direction when waiting to be served.
- Pupils will be able to move between their indoor and outdoor location during good weather. Pupils will remain in their indoor location during wet weather, achieving bubble isolation.

Uniform

- All pupils will be expected to wear full school uniform as usual, including appropriate footwear. Issues regarding uniform should be directed to your son's head of year in the first instance.
- Uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus (COVID-19).
- For PE days, a pupil will receive a reminder according to the PE timetable and internal practical/ theory rota of the need to wear PE kit. Pupils will get changed in specific classrooms that have been adapted to ensure privacy.

Equipment

Pupils in Year 7-9 will be provided with a pack containing the equipment needed for the school day. This will remain in their classroom and used for each lesson. Equipment will not be shared by pupils outside their class bubble.

In Year 10 and Year 11 pupils will be expected to bring their own equipment each day. Equipment will not be shared outside their year group bubble.

The wearing of face coverings (by pupils and adults)

Public Health England does not recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

Specific guidance and PPE have been provided to those administering first aid, working in reception and those working in the restaurant.

Pupils should wear a mask if they travel to or from school on public transport.

Pupil hand sanitiser/bacterial wipes

Pupils are encouraged to bring in their own anti-bacterial wipes and hand sanitiser to school. This will enable them to be extra vigilant in their hand hygiene and when working in classrooms.

Curriculum

The school timetable will run as normal in terms of classes being taught by specialist teachers. In Year 7-9, teachers will move to the class bubbles and in Year 10-11, pupils will move to their teachers within their year group bubble. Because the groups are separated within the school, there will be very limited scope for practical activities in subjects like food, D&T and Science for example. Group work will not take place in any subject. Whilst PE lessons will continue to take place in school, pupils will be required to change into PE kit in their designated classrooms. This is to ensure adequate space is maintained between pupils when changing into their PE kit. Pupils will take part in low intensity, non-contact sporting activities, fully risk assessed following subject association guidance.

Textbooks may be used in some of your son's lessons. When a set of books have been used, they can be used again within the same year group or class bubble. If books are being used with a different year group, they will be left untouched for 72 hours beforehand. When this cannot be achieved, necessary pages will be photocopied. School has made plans for the provision of remote education where needed, to ensure that the small number of pupils that need to be educated at home, for example, due to shielding or self-isolation, are given the support they need to continue learning. This will enable pupils to continue learning the same content that is being covered by pupils who are still in school.

Comfort breaks

Pupils are encouraged to visit the toilet if needed during lesson time so that use is reduced at break and lunch. Teachers will allow one pupil at a time to leave the lesson. Toilet use will be supervised and controlled by the zone leader. Pupils must sanitise their hands both on entering and leaving the toilet.

Safeguarding

We recognise that pupils' emotional and mental health will need an enhanced focus after nearly 6 months out of school for some pupils.

Mr Allaway, an experienced safeguarding and behaviour senior leader is starting full-time with school upon our return and will support the existing safeguarding team.

Staff training has been designed to make safeguarding pupils a much higher profile. Staff will receive enhanced training on dealing with pupils who disclose concerns and on issues which may have affected pupils over the long closure period for example, anxiety and cyberbullying.

We have identified potentially vulnerable pupils in each year group, and we will provide enhanced 1:1 support for these pupils over the Autumn term.

We have rearranged the curriculum so that PSHE lessons deal with emotional and mental health in age appropriate ways for all year groups until at least the end of November.

As a school we realise that pupils will have had a wide range of experiences during lockdown. We have a safeguarding team that can be flexible enough to respond to any issues that pupils bring into school that we may not have anticipated.

The first point of contact regarding any safeguarding concerns remain Ms Boyce and material to support emotional health and wellbeing and a range of other issues continues to be accessed via the school website.

Behaviour expectations to include consequences of poor behaviour

We take the safety and wellbeing of all those on site extremely seriously, especially in these challenging circumstances. It is absolutely vital that responsible, respectful and mature behaviour is the norm, especially given the nature of the national situation. Consistent with all schools, we have developed an additional behaviour protocol, outlined in the table below, to be used in conjunction with and alongside our full Behaviour Policy. The rationale behind its creation is to ensure that the pupils and staff of Turves Green Boys' School act in a manner that fully supports the very necessary safety measures that have been put in place during the COVID-19 crisis.

Some behaviour concerns referred to in this protocol may previously have been deemed less serious, however if an action now results in the potential compromising of a person's ability to socially distance and stay safe, it will now hold serious consequences.

This will apply especially in cases of a pupil refusing to follow on first request the instructions of members of staff supervising them.

Classroom and around the building non-negotiables

- Pupils must sanitise hands on entry, regularly throughout the day and when asked by any member of staff.
- Pupils must remain in their seat maintaining a safe distance from others
- Pupils must not share equipment
- Pupils must not touch each other, physical distancing must be maintained
- Pupils must follow staff's instructions

Category	Concern Examples	Actions / Consequences	
1	<ul style="list-style-type: none"> • Not taking responsibility to inform a member of staff if experiencing symptoms of COVID-19. • Not following expectations about sneezing, coughing, tissues and disposal (in line with the 'catch it, bin it, kill it' message). 	<ul style="list-style-type: none"> • Staff members issue formal warning. 	•
2	<ul style="list-style-type: none"> ▪ Not following instructions from any member of staff-once ▪ Not following correct school routine for arrival or departure – once. ▪ Not following rules about sharing equipment or other items – once. ▪ Not following instructions on hygiene, such as handwashing or sanitising – once. ▪ Not moving around school as per specific instructions – once. ▪ Not lining up or sitting following instructions to remain 2 metres apart wherever possible. 	<ul style="list-style-type: none"> ▪ Staff members issue formal YELLOW Card – recorded on Class Charts under <i>COVID-19: failure to comply</i>. ▪ Parents/carers informed by telephone or email. ▪ Recorded on MyConcern under COVID-19 category. Number of incidents to be monitored on a weekly basis and repeat incidences escalated to Category 3. 	▪

3	<ul style="list-style-type: none"> ▪ Not following correct school routine for arrival or departure – more than once. ▪ Deliberately tampering with or touching another pupil's equipment or belongings. ▪ Deliberately tampering with hygiene materials such as soap or sanitiser. ▪ Deliberately tampering with bins or the contents of bins. ▪ Deliberately entering an area or zone that is out of bounds or which may compromise the health of other Pupils or staff. ▪ Deliberately acting against rules on physical distancing. ▪ Deliberately misusing toilet areas and facilities. ▪ Refusal to comply with a member of staff's instructions. 	<ul style="list-style-type: none"> ▪ Staff members issue formal RED Card – recorded on Class Charts under <i>COVID-19: serious breach</i> ▪ Pupils will be removed from lesson immediately ▪ Pupils will be placed with the SLT supervising their "bubble" 	<ul style="list-style-type: none"> ▪
4	<ul style="list-style-type: none"> ▪ Deliberately coughing or spitting at another person. ▪ Any action that would usually require the need for restraint and which would severely compromise staff ability to remain socially distanced. 	<ul style="list-style-type: none"> ▪ Pupils will be sent home immediately and a risk assessment will be completed to ascertain their date of return. ▪ Any instances of a pupils being sent home will be recorded formally as a Fixed Term Exclusion. 	<ul style="list-style-type: none"> ▪

For breaches in classroom conduct not related to COVID-19, the TGBS In-class Behaviour System will be applied by staff members ensuring all incidents are recorded on Class Charts. The TGBS Rewards System will continue to operate in school. Pupils who adhere to and cooperate with the COVID 19 rules and expectations will be acknowledged through the TGBS Rewards System.

Travel to and from school

Where possible, it is recommended that pupils walk to school or are brought in by car. Pupils must not travel to school in groups or congregate in the local area at the start or end of the day.

If your son has a bike and can use it to travel to school, please ensure your child's bike is serviced, that you are confident it is safe, and they have a helmet. Pupils must bring a suitable lock if they are travelling to school by bike.

Additional bike storage has been installed at the front of the school to be used by Y7.

Additional security will be put in place at 08:45 as this is on an unsecured part of the site, although it is in plain view of reception.

Year 8 and Year 10 pupils will be able to chain their bike to the fence line along the vehicle entrance.

Year 9 and Year 11 pupils will have access to the bike sheds via their year group entrance, Where your child relies on public transport to get to school, and cannot walk or cycle, the safer travel guidance for passengers will apply. Face coverings are always required on public transport (for children over the age of 11).

Lockers

Pupils will not be allowed to use their lockers in September as it creates an unnecessary set of touchpoints and would result in pupils moving across the school site out of their bubble's zone to access their locker.

Contacting School

The primary method of contacting school must be via telephone or email. The school email addresses of teachers and key staff have been published on the school website and updated for the new academic year.

Parents should not come onto the school site unless arranged by prior appointment and procedures for hand sanitisation and physically distancing must be adhered to at all times.

Procedure if a pupil develops symptoms (COVID related)

If a pupil develops symptoms during a lesson, they will be asked to step outside of the room. The member of staff will call for the zone leader who will escort them to the medical room.

If a pupil develops symptoms during social time, they will be escorted to the duty leader who will escort them to the medical room.

At the medical room, the school nurse will make an initial assessment and if required, the pupil will be asked to wait in the medical isolation room (this has an open window and access to a private toilet)

In the case of any symptomatic individual, the system of controls guidance will be followed in full, liaising with Public Health England as required.

Parents will be contacted without delay for the pupil to be collected and test booked.

All areas will be deep cleaned after use.

Evacuation Procedures

In the event of an evacuation, in the event of a fire for example, the priority will be to protect life. Evacuation systems and locations for rollcall will not change from our standard operating procedure. All pupils will remain silent and facing in one direction. The distance between lines will be sufficient to reduce contact proximity and so roll call can be carried out in the usual way. After evacuation is complete, pupils will be dismissed back to their lessons one bubble at a time.

An evacuation drill will take place in September 2020.

Contingency process in the event of outbreaks or local lockdown

If the school experiences an outbreak, either because we have 2 or more confirmed cases of coronavirus (COVID-19) among pupils or staff within 14 days, or we see an increase in pupil or staff absence rates due to suspected or confirmed cases of coronavirus (COVID-19), we will contact our local health protection team. This team will advise if additional action is required, though the closure of the whole school will generally not be necessary.

Where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will

first focus on the person's class, followed by their year group, then the whole school, if necessary.

If our local area sees a spike in infection rates that is resulting in localised community spread, decisions will be made on what measures to implement to help contain the spread. The government will be involved in decisions and will support the school to follow the health advice.

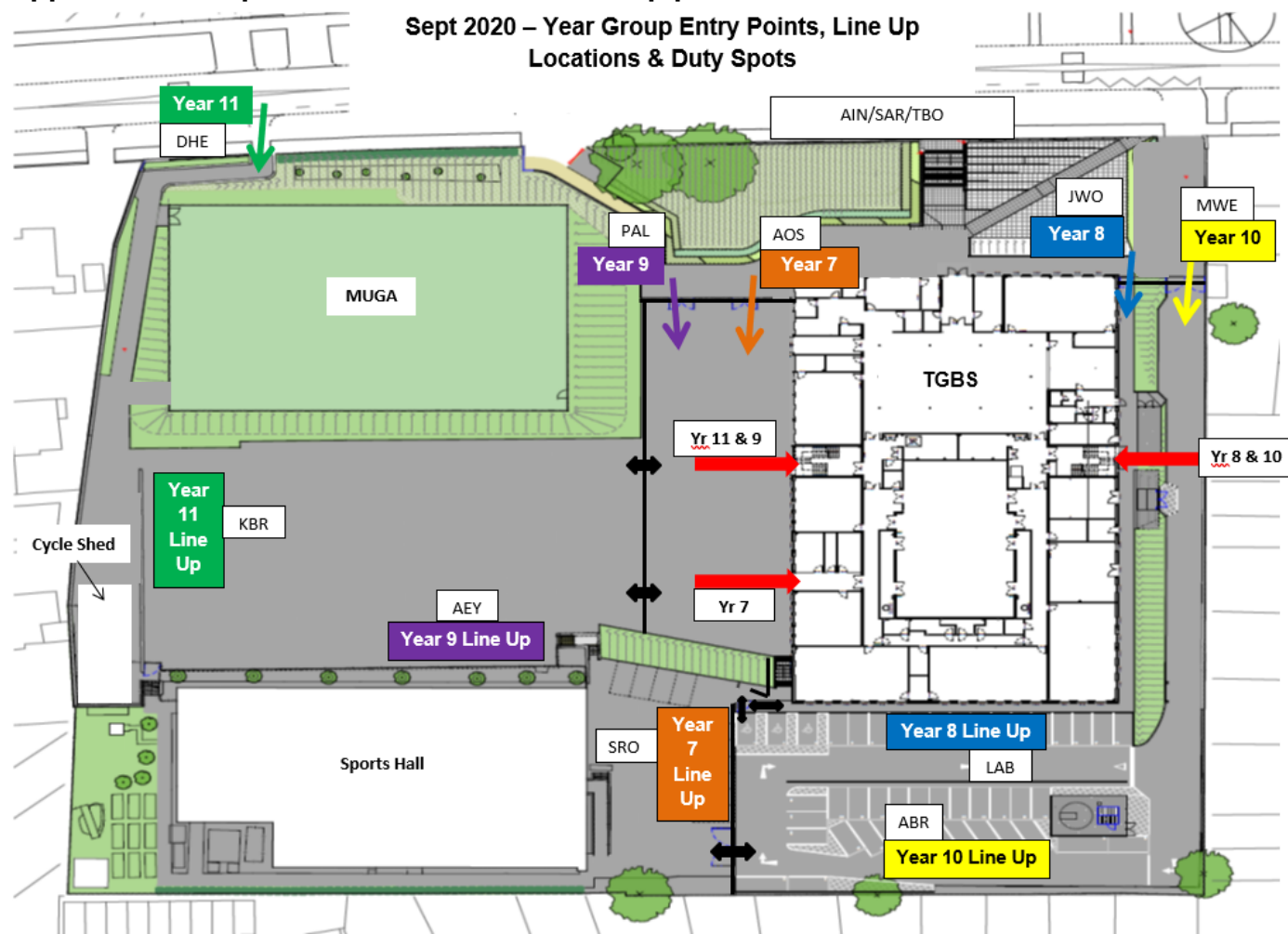
In all cases, where groups of pupils need to self-isolate or where a larger restriction of attendance at school is needed, school will ensure that pupil's education can continue remotely.

Full communication to parents will be made after consultation with Birmingham City Council and/or Public Health England.

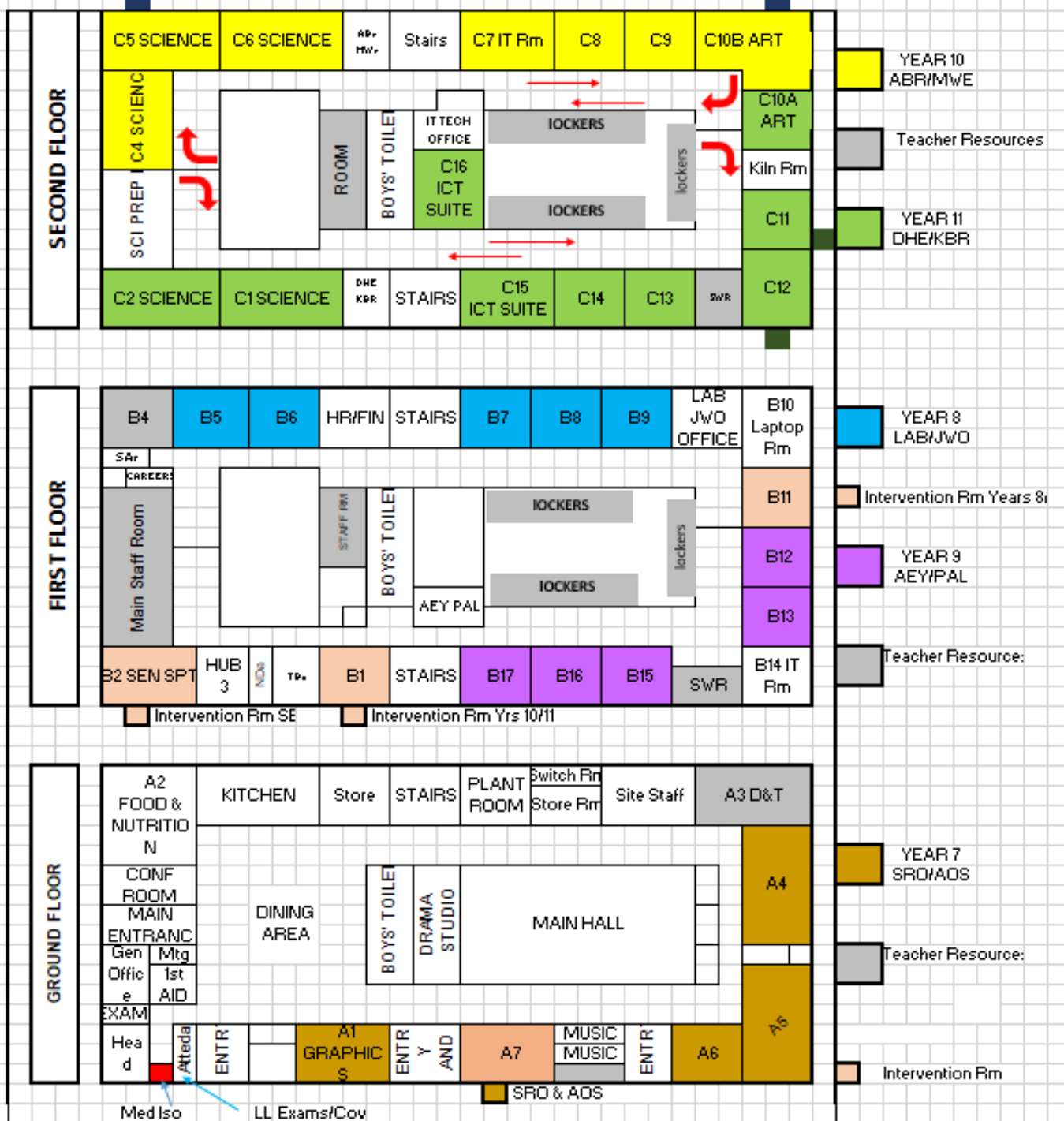
Appendices

Appendix 1 – Pupil entrances/exits and line up points:

Sept 2020 – Year Group Entry Points, Line Up Locations & Duty Spots



Appendix 2 – School Zones and Bubbles



Appendix 3 – Bike Storage

