

# Woodfield School

Guidance for Parents on opening to all Pupils  
in September 2020

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## Introduction:

The information in this handbook is for the first half-term, Monday 7<sup>th</sup> September – Friday 23<sup>rd</sup> October 2020. During this time, Woodfield School will be running an adapted timetable we are calling the ‘recovery curriculum.’ We are also limiting the movement of staff and students around the school until we are able to establish best practice protocols.

Our overarching aim in keeping our staff and students safe under COVID conditions, is to *reduce contact as much as possible*. In order to do this, we have implemented the following safety protocols to reduce the risk of transmission through staff and students and others entering school building from outside:

- Staff and visitors are provided with **masks** and have been instructed to wear these when they will be working within **one metre** of other staff and students.
- Divided the school into **three zones** which will limit the contact of staff and students between these areas. Pupils and staff will **keep left** when transitioning around the building, including when on the stairs. The only time students and most will leave these zones are at the beginning and end of day, break times and lunchtimes.
- Established good practice protocols around **maintaining social distancing, handwashing** and practicing **good respiratory hygiene**. All staff are expected to remind students and each other to follow these protocols throughout the day.
- **Hand sanitising stations** will be positioned in key areas throughout the school

This handbook details how we are implementing these protocols as well as giving you information about the adaptations we have made to Teaching and Learning for the first half-term.

This is a live document and will be continually re-visited and updated throughout the term.

## Section 1: Dealing with symptoms of COVID-19

The following measures are in place to deal with those who display the key symptoms of coronavirus which are:

- **A high temperature** – this means that you feel hot to touch on your chest or back.
- **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)
- **Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

### Staff procedures

Staff with symptoms of COVID-19 **MUST NOT attend the site under any circumstances**.

You **MUST** stay at home and self-isolate for 10 days from when symptoms were first shown and arrange for a test (see below) and advise everyone in your household to isolate for 14 days from when symptoms were first shown.

Note that advice from Government is changing continually and it is important staff familiarise themselves with latest advice and follow the necessary actions.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

It may be possible that staff develop symptoms of COVID-19 during the day. If this is the case, you should inform your line manager and the PA to the head teacher as soon as possible so that cover can be arranged for any remaining lessons. Collect any belongings you may need, and leave the school site as soon as possible with no or minimal contact with other individuals.

### Testing

If either you or anyone in your household has any of the symptoms of COVID-19, you **MUST** self-isolate and arrange for a test as soon as possible. As essential workers, teachers will be prioritised for testing. You can find further details and book a test at:

<https://www.gov.uk/apply-coronavirus-test-essential-workers> or by calling 119.

If your test result is negative and you feel well enough to attend work, you should return to work as soon as possible. For example, if you find out at 10am that you have tested negative, you should make your way to school as soon as practically possible so that you can teach/support any remaining lessons that day.

If your test result is positive, please contact the PA to the head teacher and your line manager as soon as possible. You should continue to self-isolate for a period of 10 days from when the

symptoms first presented. After 10 days you can then return to work unless you remain ill or still have a high temperature (note that the continuous cough or loss or change to your sense of smell or taste can last much longer but it is safe to return to work with those symptoms after a period of self-isolation).

## Self or household isolation

There may be times when staff have to self-isolate, isolate as a result of someone in your household developing symptoms of COVID-19 or if contacted by NHS Test and Trace. If this is the case, you should follow our normal absence procedure and inform the school and arrange for a test as soon as possible. If you are symptom free or symptoms of COVID-19 are such that you would ordinarily have attended work, you will be expected to work from home as directed by your Line Manager. This could comprise different aspects of work such as making online resources or helping to manage Google Classrooms.

It is important that all staff are aware of the use of Google Classrooms, Google Meets, and how to access the school network from home.

Note the above only applies when staff are displaying symptoms of COVID-19. For all other illness matters, the normal school procedure should be followed.

## Pupil procedures

Regular reminders will be issued to pupils and their parents on the [symptoms of COVID-19 and what to do in the event of anyone displaying symptoms](#).

Any pupil with symptoms of COVID-19 **MUST NOT** attend school **UNDER ANY CIRCUMSTANCES** and should arrange for a test as soon as possible.

It may be the case that pupils develop symptoms of COVID-19 during the day at school. Staff will exercise their judgement and ensure, as best as possible, that the pupils are suffering from COVID-19 symptoms (for example, a cough must be continuous and last for an hour as stated above and cannot be just a single cough). If this is the case, pupils should be sent to the Medical Office with all their belongings. Pupils should avoid walking through school buildings where possible and **MUST** enter the Medical Office from the rear 6<sup>th</sup> Form entrance.

Following an initial assessment, the pupil may be sent back to class or be sent home. If they are sent back to class, the Medical Officer will inform the class teacher and also contact home to let parents/carers know what has happened. If the pupils need to be sent home, siblings will also be sent home.

If the medical room is occupied, the staff member with the student will take them to sit in the **dining hall** (currently not in use) and inform the Medical Officer or a member of the reception team that they are waiting for an initial assessment.

Note the above only applies when pupils are displaying symptoms of COVID-19. For all other illness matters, the normal school procedure should be followed.

## Group isolation procedures

The DfE have issued guidance to all schools on what to do if there are confirmed cases of COVID-19. The school will follow the procedures as outlined by the DfE and they may comprise of any or all of the following:

- Tracing all immediate contacts of the infected individual.
- Liaising with our local Public Health Protection Team who will carry out a rapid assessment and advise us further.
- Asking a wider group of individuals to isolate at home. This could be a class, classes or a whole year group.

All action taken will be in line with the guidance and advice received by the school from the relevant Government agencies.

## Section 2: Organisation of the school site

### Pupil Zones

In order to minimise mixing across the school site and keeping pupils as reasonably separate as possible, each year group will operate within distinct zones of the school. This includes separate entrances and exits to the school site and buildings and outdoor play spaces.

The school is divided into three zones. In effect, these zones are what would be called 'bubbles.' So all students and staff within Zone 1 are in the same bubble. Some staff (SLT/Therapy and behaviour teams) will be moving between these zones/bubbles, but we are trying our best to limit this movement where possible.

**Zone 1: Woodfield 1 students:** this includes all classes located in Woodfield 1, including the two portacabins and the old teaching school.

**Zone 2: Woodfield 2 students:** all classes located in the Woodfield 2 building *as well as those who work in the admin and therapy offices.*

**Zone 3: 6<sup>th</sup> Form students:** all classes located in the 6<sup>th</sup> form area including the portacabin adjacent to the 6<sup>th</sup> form playground.

During the recovery curriculum period, all learning activities will take place within these zones. There will inevitably be cross over between these zones, especially at the beginning and the end of the school day, however our aim is to *reduce contact as much as possible* between these zones.

### Entrances and Exits:

All staff will still need to enter the school through the reception in order to sign in each day. They must then make their way to their respective zones from there, ideally avoiding internal corridors where possible. Until the automated temperature reader is operational, staff will need to be mindful of any sudden change in their temperature (this means that you feel hot to touch on your chest or back) as this may be an indicator of you possibly having coronavirus.

### Hand cleaning

In line with Government guidance, all staff, pupils and visitors **MUST** clean their hands on arrival at the school site. If staff are moving between zones, then they should wash their hands/sanitise immediately before entering the new zone. A hand sanitiser station is available in the main reception and more will be added across the school.

### Face masks for students

Students are welcome to bring their own face masks from home to wear, however it is not compulsory for students to wear a mask. Only staff and visitors must wear a mask when they will be within 1m of another person.

## Section 3: The School Day

The school day for students is from 8:35am - 2:15pm, Monday - Friday. These adaptations to the finishing times have been confirmed by transport.

### Morning entry:

All students coming from buses will need to be escorted from the buses to a temperature check-point and then straight into their form classes. Independent travellers and students travelling by taxi will need to follow the same procedure.

### Temperature check-point locations:

#### Zone 1: Woodfield 1 students:

The entrance to the Lodge  
WF1 – Annex 1 & 2

#### Zone 2: Woodfield 2 students:

Entrance to the hall from the playground

#### Zone 3: 6th Form students:

6th Form reception

Class teams will need to coordinate the movement of their students from the buses to their class each morning.

Staff will ensure pupils will be escorted to the correct zones.

There will be **no wake and shake or waiting around in the playground** during this half-term. Students will go straight from the buses into their classrooms.

### Late Arrivals:

Reception staff will contact class teams to pick up students from reception who have arrived late and escort the pupil to their class.

**Note: Staff, and students who come into school late will have their temperature taken in the main reception before proceeding to their allotted zone.**

### Afternoon exit:

All students will remain in their classes until all of the buses are in the playground. A member of the SLT will then inform classes by zone (starting with Zone 1) to bring their students to the buses. Zone 2 will be next, followed by Zone 3.

We understand that this process is not going to be free from problems, and will evolve overtime, but we need to work to make sure we are trying our best to follow this procedure in order to *reduce contact as much as possible* between these zones.

### Break:

Break times during the first half-term will operate in a manner to keep classes within their bubbles and minimise contact between class groups. The break times for different classes will be staggered to assist in achieving this aim. A detailed operational program for break times has been distributed to all staff.

### Lunch:

Lunch times during the first half-term will operate in a similar manner to break times. The dining hall will not be in use. Pupils requesting a school dinner will have the food delivered to their classroom, where they will eat their lunch. The lunch times for different classes will be staggered to assist in minimising contact between classes. A detailed operational program for lunch times has been distributed to all staff.

Pupils bring in their own snacks and lunches will still need to follow [school healthy eating guidelines](#), especially in regard to no nuts or products containing nuts. Several members of our community have a severe allergy to nuts.

Drinking fountains are not in use, so please ensure your child brings in a bottle of water clearly labelled with their name.

### Assemblies:

Assemblies will be continue via Google Meets at the following times:

**KS3:** Monday 1:20pm – 1:40pm

**KS4:** Tuesday 12:40pm – 1:00pm

**6<sup>th</sup> Form:** Friday 9:00-9:20am

Key stage leads will send out a google meets invitation for teachers.

## Section 4: Classroom Practice

### Staying safe

We are aiming for a non-contact policy between students. For Pathway 1 students in particular, this may be a bit harder to adhere to, but we will keep reminding students that it is important to remain 1m apart where possible.

### Maintaining social distancing

Teachers will arrange their classes to maximise the distance between desks.

All pupils should face the front and not sit facing one another or side on.

In the classroom, pupils should remain seated unless directed by the teacher. Pupils **MUST** adhere to a non-contact policy to ensure they are maintaining social distancing from their peers and teachers where possible.

### Cleaning hands

In line with Government guidance, pupils and staff **MUST** clean their hands every time they enter the classroom in the morning and when returning from break and lunch. This is of utmost important.

### Sharing of equipment:

Where possible, students do **NOT SHARE** equipment. If this cannot be avoided, we will make sure to clean equipment thoroughly after use. Measures are in place to ensure only students from the same zone are sharing the same equipment. For example, each class has its own set of PE and sports equipment.

In more general terms, staff will minimise the amount of shared material needed and consider the educational benefits of using the resources against the additional risk of sharing resources.

### Good respiratory hygiene

Pupils and staff **MUST** practice good respiratory hygiene (“catch it, bin it, kill it”) and tissues should be disposed of in the covered bins in every classroom. White roll is available in every classroom and teachers can get further supplies from the site team when needed.

### Lockers

Lockers will not be used during the first half-term at least. It encourages groups gathering outside of the classrooms and increases the risk of germs being spread. Students are to take their coats and bags into the class with them and teachers should make sure they are stored properly.

## Teaching and Learning

### The Recovery Curriculum/Phoenix Project

As you are aware, we are following the recovery curriculum guidelines for the first half-term. Details of this can be found here:

[Recovery Curriculum rationale and outline for staff and parents](#)

Class teachers retain control of how they will use the time to deliver this curriculum with their students, although we still expect that you will be maintaining the highest expectations for planning and teaching, and that you are reflecting each day on the effectiveness of your learning sessions.