



Holly Lodge High School

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PSH/LAS/Return to school Sept 2020

2nd September 2020

Dear Parents and Carers,

I hope you and your families are safe and well. I would like to welcome our students as they start the new academic year; for some it is their first term with us, for others they are returning for their next year.

Please see below the procedures we have put in place around school. Our aim is to ensure that safety is paramount for our students and staff and we will continue to strictly follow DfE guidance.

Student protocol for full school opening September 2020 updated - Keeping Everyone Safe

In opening the school to all students Holly Lodge is able to offer a full curriculum to students within a clean and safe environment. To maintain this, the school expects every student to play their part and respect the rules in place and each other.

- The school will be open to **All** students.
- Students are expected to attend on time every day. (Timing is important to allow the school to manage students entering the school).
- Students will be expected to wear face coverings as they enter school, walk between lessons in communal areas and corridors; as well as break time in social areas. (If a student has a medical reason not to wear face coverings they do not have to).
- Students will not be required to wear face coverings in classrooms during lessons as this will interfere with learning.
- Students are reminded that face coverings should be worn on all public transport.
- Full school uniform is to be worn except on the day when your child has PE. Then your child should attend in their full Holly Lodge PE kit - please note that hoodies or any other sports clothing without the Holly Lodge logo will not be permitted.
- Students will enter (and exit) the school via different entrances. Years 7, 8 and 9 through the normal front entrance on Holly Lane and Years 10, 11, 12 and 13 through the Marshall Street entrance at the rear of the school. This is simply to control the number of students and allow social distancing as students enter and exit the site.
- Once in school, students will have part of a block assigned to their year group. This will be their area where they and their year group only are taught for that day. Students will be in a year group 'Bubble' (a 'Bubble' is a group of students that will be allowed to mix but in this case, their year group only). They will register with their form members and Form Tutor and will be taught all subjects in their classes, but these will all be in an area of the school that just has their year group in it.
- Form Tutors will inform students on a daily basis which building and zone they will be in the next day. This will change to allow students to have access to learning areas such as science labs, IT rooms, etc.
- Morning registration form time will be for 30 minutes to allow the school to fill and also for Form Tutors to pass on vital information.

- Morning registration will be in different rooms each day as each 'Bubble' will move each day. Form Tutors will tell students the rooms but students are expected to remember and follow the instructions given.
- Student 'Bubbles' **must not** be broken. Students must stay within their zone, use the toilets within their zone and go to the dining area their 'Bubble' is assigned to for that day. It is important to realise that if bubbles are broken or if they go out of their zone they are putting themselves and others at risk. Breaking this rule, given all the health and safety procedures in place, will be a serious issue and dealt with accordingly.
- **At break time no canteen or refreshments will be available to students so they will need to bring a water bottle and a snack for break time. Students can only fill bottles during lunch time so if they drink more they should bring a second bottle.**
- At break students will be in a zone with their year group and are to adhere to the rules during this time as well.
- **Students need to bring their own pens, pencils, rulers, calculators, etc. with them. We will not be providing any stationery to avoid any transfer of possible infection. Students will be expected to take their exercise books home with them and be organised to remember to bring them into school again for your following/next lesson in that subject.**
- As students enter any block, an automatic hand sanitiser station must be used both on the way in and out of the building concerned and again as they enter any of the three dining areas (Canteen, Library and B Block Hall), one of which will be assigned to each bubble for a particular day.
- Timetables have been altered to show lessons in different blocks and zones each day. Students are expected to keep their timetable safe and read them before entering school so they know where to go. We suggest that students take a photo of their timetable when they first get it so they have an electronic copy as well.
- Depending on where students are that day and which gate they are to enter through there will be a route to follow. Once again students must stick to this without exception.
- On entry to a zone students will need to line up outside the classroom. (It is expected that behaviour will always be of the highest standard).
- Given the situation we are all in it is important that students listen carefully to all instructions given and without exception these are to be followed.

To keep everyone in school safe students must adhere to the following:

- They must wear a face covering as they enter school, in communal areas such as corridors and at break times (unless they have a medical condition that prevents them wearing one).
- They must keep their distance from other year groups or 'Bubbles'.
- They should use their own equipment and not share any equipment.
- When the school day has finished students will be directed to leave. This means staying on their own and going straight home.
- Students should not hang around and wait for friends.
- They should not meet up at the park or any other social area.
- They should keep their distance from staff members.
- They should respect others in the way they talk and act.
- They shouldn't expect to be able to socialise except within their 'Bubble' and in the zone they are assigned to.
- They should respect staff who are trying to help at this time.
- They must follow the social distancing rules on the way to and from school.
- They must tell a staff member if they feel unwell.
- They must not bring things into school from home that are not required.
- They must not mix with any other students, who are not part of their 'Bubble' in the school.
- They should only enter and exit the school building from the designated entrances.
- Follow good respiratory hygiene: coughing and sneezing into their elbow or a tissue.
- Follow good hand hygiene - use soap and water for 20 seconds/hand sanitiser as directed.
- Behave well at all times to maintain the safety of themselves and others.
- Follow these expectations and know that if they don't, they will be sent home and will not be able to come back into school until they can be safe.
- Act at all times to STAY SAFE!

As always we are encouraging 100% attendance by all to school.

Should your child be unwell and you believe it is COVID related, you will need to get your child tested and inform the school that this is being done. Whilst waiting for the results of a test please follow the absence guide below:

What to do if.....	Action Needed	Return to school when.....
...my child has coronavirus symptoms	<ul style="list-style-type: none"> Do not come to school Contact school daily Self-isolate Get a test Inform school immediately about test result 	...the test comes back negative
....my child tests positive for coronavirus	<ul style="list-style-type: none"> Do not come to school Contact school daily Self isolate for at least 10 days. Inform school immediately about test result 	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> Do not come to school Contact school daily Self isolate Household member to get a test Inform school immediately about test result 	...the household member test negative
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> Do not come to school Contact school daily Self isolate for 14 days 	..the child has completed the 14 days self-isolation
...NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> Do not come to school Contact school daily Self isolate for 14 days 	..the child has completed the 14 days self-isolation
...we/my child has travelled and has to self-isolate a part of a period of quarantine	<ul style="list-style-type: none"> Do not take unauthorised leave in term time. Consider quarantine requirements and FCO advice when booking travel Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> Do not come to school Contact school daily Self-isolate for 14 days 	...the quarantine period of 14 days has been completed
...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> Do not come to school Contact school as required by the pastoral team Shield until you are informed that restrictions are lifted and shielding paused again 	...

Your child will have brought home a pack asking for parent contact details to be completed. Even if your details have not changed, please complete the form and return to school by Monday 7th September 2020. It is important we have the full names, addresses, telephone numbers and email addresses of two emergency contacts.

Yours faithfully



Mr P Shone
Headteacher