

### Date of Return for students/Staff

Monday 8<sup>th</sup> March – Year 7 / Key Stage 4 / Key Stage 5 (Key stage 3

Tuesday 9<sup>th</sup> March – Year 8/9 and High Needs (Individual arrangements will be discussed with class teacher)

All staff to return Monday 8<sup>th</sup> March or first working day next week if part time.

### Student Testing

Please see dates that testing will take place at the college. These tests will be either carried out by students with support from staff or by staff. Please see the college YouTube channel for videos of what the process looks like. We will also be sending out a consent form which we will need completed prior to testing if you have not already completed one.

We are awaiting further guidance from the Government regarding home testing for students after the three tests at the College have been carried out. I shall write to you all again with this guidance as soon as we have received it.

	Test 1	Test 2	Test 3
Year 7 / Key Stage 4 / Key Stage 5	8 <sup>th</sup> March	11 <sup>th</sup> March	15 <sup>th</sup> March
Year 8/9 and High Needs	9 <sup>th</sup> March	12 <sup>th</sup> March	16 <sup>th</sup> March

### Staff Testing

All staff should have collected their testing kits before Monday. You will be expected to carry out your tests Sunday Night and Tuesday night if you are full time. Part timers will be doing them twice a week. Should you record a positive test please contact the college straight away.

### COVID Symptoms

Staff with any sort of COVID symptoms should remain at home and follow NHS testing protocols. Please contact the college to inform us.

### Safe Arrival/Pick Up

Parent drop offs will be through the front door and transport through the PE doors (Dan/Maddie)

<b>Parental and Independent Travellers arrival on site:</b>	<b>8:45 – 9:00</b>
<b>Parental and Independent Travellers collection/leave site:</b>	<b>2:30 - 2:45</b>
<b>Transport drop off:</b>	<b>9:00 – 9:25</b>
<b>Transport collection:</b>	<b>2.50 – Onwards</b>

### Bubbles

The children will be working in their own class 'bubble' and on some occasions the children will be in their larger year group/Key stage 'bubbles'. Shared equipment will be sanitised or stored appropriately at the end of each day. We will endeavour to keep staff in these bubbles. With weekly testing and vaccine roll out we are now able to move staffing if we have an operational necessity. This will of course be a last resort.

Bubble 1 – Year 7

Bubble 2 - Year 8/9

Bubble 3 - High Needs

Bubble 4 - Years 10/11

## Bubble 5 – FE

### Social Distancing

It is imperative that staff are following at all times when possible. Please ensure you are roll modelling this for students throughout the day.

### Lunch and Breaks

### Ventilation

All classrooms should have appropriate ventilation throughout the day. Please also ensure that windows are down when you are using school busses.

### Staff and arrival and end of day

Staff are expected to be at the college for 8.30 unless discussed with TS/NP or IB. The end of the day will be as follows up until Easter when we will move back to normal times.

Mondays – 3.45

Tuesdays – 3.45

Wednesdays – 4.30 (If training is not scheduled then this will be 3.45)

Thursday - 3.45

Friday – Last Bus or 3.30

### Face Coverings

All staff will be wearing face coverings in communal areas and in classrooms when they cannot socially distance. Where appropriate and safe to do so students can also wear face coverings in communal areas and class if they wish. **Latest guidance from the DFE has now indicated that a visor is not enough coverage and staff should wear a face covering if they cannot maintain social distancing.**

### Medical Room

Staff must only go into the medical room one at a time. Please only go in once the student/staff who are in there has come out. If a student has COVID symptoms, please DO NOT enter the medical room but knock on the door and ask for assistance.

### Playtime/ Lunchtime arrangements

All children will have an outside morning playtime as a bubble. This will be on a rota to ensure groups are at separate times. There will also be a further opportunity during the day to have some time outside for PE and other learning activities.

Children will also have a 30-minute lunch play outside with their 'bubble'. Hot lunches will be available as usual from the canteen. However, lunches will be eaten in classrooms and collected from the canteen. Each class will have their own set of cutlery provided daily.

Lunch is available for staff and must be paid for via the online system.

### Hygiene and Cleaning

One of the ways we are keeping children and staff protected and safe during this period is to use enhanced cleaning and hygiene routines. Each teacher will take responsibility for maintaining a clean and hygienic bubble, working with the children to increase hand washing, clearing their space and providing sanitised resources. Regular parts of the day will be used for cleaning high traffic areas, door

handles, toilets, etc. and there will be increased cleaning during the day on site to maintain the college.

#### **Positive COVID test results**

Should we receive a positive test result the college will follow our original protocol. This will involve a bubble closure and remote learning commencing for the period of isolation.

#### **Class closure**

A positive test result will lead to a bubble closure. Students impacted will move to remote learning. Should a class/bubble have too many staff off the college may need to close groups/classes at short notice. This will always be a last resort but something that we must be mindful of.

#### **Staff Wellbeing**

It is really important we are all looking after one and other. Should you need any support please a member of the SLT to discuss. This has been a really challenging time for everyone within the college community. The best way to move forward is supporting one and other as a team.