



COVID-19  
Parent/Student Handbook

Sixth Form Students

Version 4: 1<sup>st</sup> September 2020

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## **A message from the Director of Post 16**

I'd like to start by saying how delighted I am that the Sixth Form will be able to open to all students from September. We have worked hard on preparing the site and staff over the summer and this guide will help explain to you and your family how we will alter school to ensure that we are Covid-secure.

I am fully confident that our school is a safe place for everyone, with sufficient measures in place to allow students to stay safe whilst having an enjoyable and rich experience in school.

The Department for Education (DfE) has asked us to put in place a 'system of controls' to allow us to fully reopen in September. It is important that all parents and students understand these measures and this handbook outlines how we are implementing them in our school. The measures are designed to:

Prevent Covid-19 spreading by:

1. Minimising contact with people who are unwell;
2. Ensuring everyone in school cleans their hand thoroughly and more often;
3. Making sure that everyone coughs/sneezes in a safe way (catch it, bin it, kill it);
4. Enhancing our cleaning routines so that frequently touched areas are regularly cleaned;
5. Minimising the number of people an individual comes into contact with;
6. Wearing personal protective equipment in a very limited number of situations (e.g. when administering first aid).

Respond to a suspected case of Covid-19 by:

7. Engaging with NHS Test and Trace if there's a suspected case in the school community;
8. Managing any confirmed cases amongst the school community;
9. Containing any local outbreak by following local health protection team advice.

The school has made careful plans to ensure that all 9 measures are in place. Measures 1 – 6 are in place all of the time and measures 7 – 9 are only used if there's a suspected or confirmed case of covid-19 amongst the school community.

The guide you are about to read is an important part of making sure that everyone knows how to stay safe themselves and how to keep other people safe. A detailed staff guide has been issued to all staff so that everyone is aware of their role in ensuring our school is a safe learning environment.

**It is vital that all parents, carers and students take the time to read this guide in full.**

**In addition, it is vital that no one attends school if they have any coronavirus symptoms. These are:**

- **A high temperature:** this means you feel hot to the touch on your chest or back (you do not need to measure your 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 of your sense of taste or smell:** this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

**You MUST contact the school if anyone in your household has any of these symptoms. Anyone with symptoms must self-isolate for at least 10 days and longer if they still have a fever or loss of taste and smell after 10 days. Anyone else in the household without symptoms must self-isolate for 14 days.** The school will support any student with their education if they are self-isolating because of covid-19.

Thank you for taking the time to read this guide. These are unusual times for all of us and we must ensure that we all take these arrangements very seriously in order to minimise the risk to ourselves or to others. If you have any questions after reading this guidance or have concerns around your own or others' safety in school, then you should contact your Sixth Form tutor.

Warm regards



Karen Blackburn, Director of Post 16

## 'Bubbles'

The school will make some temporary changes to how we work to allow the site to be Covid-secure. The biggest change we'll be making is splitting the school into year group 'bubbles.' The Sixth Form will be one bubble.

The school routine is adapted to ensure that these bubbles are kept as separate as possible during the school day as well as minimising the chance of year groups mixing within each bubble. This should reduce the number of social contacts an individual has in school whilst still making sure we can teach our full curriculum to all students.

While Years 9-11 will be largely kept in separate areas of the school, we are trusting in the maturity of Sixth Form students to move around the building more freely. This will enable you to access a wider range of specialist teaching rooms, suited to your courses.

While moving around the building you should try to remain socially distanced from students in other year groups and must remain 2 metres away from staff members and other adults in school, such as visitors.

## The school day

Different year groups in school will begin registration at different times, use separate entrances, have separate social times and different dismissal arrangements at the end of the day. The Sixth Form school day is shown in this table. One significant change for Sixth Form students is at the start of the day, where you will no longer have Registration but will go straight to Period 1.

### Arrival to school

Sixth Form students will enter using the Sport@Gosforth entrance only. You will be expected to wash your hands at this point on arrival to school or use hand sanitiser. Use the PE toilets to wash your hands.

### Hand Hygiene

The Government have stated in their guidance for full opening that *'schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating'*.

Sixth Form	
Entrance time	8.55am
Period 1	8.55am – 9.45am
Period 2	9.45am – 10.35am
Break	10.35am – 10.55am
Period 3	10.55am – 11.35am
Period 4	11.35am – 12.25
Lunch	13.15 – 13.55
Period 5	12.25 – 13:15
Period 6	13:55 – 15:40
Period 7	14.40 – 15.30

The school will provide washing facilities/hand sanitisers/tissues around the building, in classrooms and at main entrances/exits.

Regular and thorough hand cleaning is going to be around for the foreseeable future therefore we encourage all students to bring a small bottle of hand sanitiser with them and take personal responsibility for cleaning their hands at these times. If students bring their own and get into good habits at the times mentioned above this will maximise learning time in the classroom without compromising safety.

### Transport to School

If possible, walk or cycle to school. Avoid gathering in large groups or loitering at the beginning or end of the school day and maintain social distancing from students in Years 9-11.

If travelling by car, you should not share a car with someone from another household. Parents cannot access the site to drop you off.

All students using public transport will be required to wear a face covering as per Government guidance. When students arrive to school, they should remove face coverings safely. Disposable masks should be placed in a bin. Reusable masks should be placed in a bag. Students will then wash or sanitise their hands after removing their face coverings.

### Arrival on site-Safeguarding

Students will still be expected to use the Inventory system to swipe in and out on entry and exit. This is a safeguarding rule and must be adhered to. Those who forget their ID badge will be denied entry or requested to report to the Sixth Form office to buy a new one.

### Getting around site

Staff will be present on corridors during lesson changeover to encourage students to practise social distancing, behave responsibly and to ensure that new students don't get lost.

### Break time arrangements

Sixth Form students will spend break time in the Common Room or leave the site via any entrance apart from Sport@Gosforth entrance. You must avoid mixing with students in other year groups. You may no longer use the Sport@Gosforth area and this area is now strictly out of bounds, apart from at the beginning and end of the school day or if you are passing through to access PE or enter or leave the site.

### Lunch time arrangements

The only lunch time food provision for Sixth Form students will be in the Common Room-there will be no hot food available but this will be reviewed as the year goes on. If you plan to stay in school for lunch we encourage you to bring a packed lunch. Sixth Form students are also encouraged to leave the school site at lunchtime in order to avoid overcrowding in any one area of the school. You should leave and re-enter the site via any entrance apart from Sport@Gosforth entrance. If you remain on site you must stay in the Common Room, the Sixth Form Breakout space or the LRC only.

### Classroom routines

When you arrive for a lesson, you won't queue outside but instead will enter the room as soon as you arrive. Every student must sanitise their hands when they arrive and sit where the teacher asks them to. This is important as seating plans will be referred to if the school is required to use NHS Test and Trace.

All desks will be forward facing where possible. Teachers will try to maintain a distance of 2 metres from their class and will minimise any contact that is less than 2 metres. Learning Support Assistants will also provide support but minimise any close contact with students they are supporting.

Windows and doors in classrooms will be open at all possible times to support ventilation and air conditioning is safe to be used where required.

All classrooms will have tissues, hand sanitiser and anti-bacterial wipes/spray available for use if they are needed. Gloves and anti-bacterial spray is available for use if a student sneezes or coughs over a desk area requiring cleaning. Bins are available for the disposal of tissues, anti-bacterial wipes or gloves.

### IT Rooms

IT rooms will have separate cleaning arrangements. At the end of every ICT lesson, students will be asked to wipe down their keyboards, mouse and desk area using anti-bacterial wipes.

### Toilets

Sixth Form students should only use the toilets in the Sixth Form area and those toilets on the top corridor near rooms 217-219.

### Dismissal from school

When your lessons are finished for the day, you should leave the school site via the nearest exit.

### After school clubs

After school clubs will not run until further notice.

## Clothing, Equipment & Behaviour

### Clothing

Our usual expectations around clothing still apply. You are free to wear your own clothes, as long as they do not cause offence, for example by displaying inappropriate messages. Clothing should be kept clean but no additional cleaning is required. You must, however, continue to wear your Sixth Form ID badge at all times when on site. This is a key aspect of safeguarding that must continue to be observed.

### Face Masks: Update 1<sup>st</sup> September 2020

Following World Health Organisation and Government updates, as a school we have made the decision that staff and students should wear masks / face coverings as they move around school, on the corridors and in communal areas, such as the common room, break out space and library. Masks should only be removed in the common room while you are eating and drinking. Masks are not recommended for lessons but you may wear one if you feel more comfortable doing so. Please ensure you come to school equipped with a suitable mask or face covering. Spares will be available from Sixth Form reception for any student who has lost or forgotten a mask. Please store your mask safely in a zip lock plastic bag while not wearing it and sanitise your hands before and after removing it. If you have a medical exemption from wearing a mask, please speak to your tutor.

### Physical Education

Students with PE on their timetable should arrive to school in their PE kit. They will remain in this kit for the whole school day. Contact sports won't take place and equipment won't be shared without cleaning.

### Practical subjects

Where it is safe to do so, practical activities such as science experiments will take place but this is likely to only be where class sizes are smaller. Students will be told where practical work is taking place and what equipment they require, if any. Students won't share equipment during practical activities.

### Books and equipment

Staff and pupils can take books home, as long as they avoid unnecessary sharing.

Students should bring their own basic equipment into school and not share it with anyone. The basic equipment that all students should have are:

- Black/Blue/Purple Pen
- Pencil and rubber
- Ruler
- Scientific Calculator if applicable to your subjects
- Water bottle (see below)

The giving out/collecting in of books, handouts, worksheets by teachers is permitted and staff will clean their hands before and after doing so. Marking work has not been identified as a risky activity so student work will still be marked. Staff may choose to give feedback on work remotely and will develop procedures for handing in work and giving you feedback-this may be written or via Frog.

Subject specific resources that students use can be used by students but won't be shared and will be cleaned before use by another group.

### Water bottles

All students are required to bring water into school in a water bottle. Single use cups will not be available. Water fountains will be switched back on but students must take care to sanitise hands before and after using them.

### Student behaviour expectations & Code of Conduct

Our high standards for student behaviour will be more important than ever. Safe, sensible conduct will be required by all students and good conduct will be recognised by the rewards system. Equally, there will be a zero tolerance approach to anyone who behaves in a way that deliberately puts the safety of others at risk.

The behaviour policy has an addendum relating to covid-19 specific issues. Detention will run as necessary for anyone with a track record of poor punctuality. The Sixth Form study room will continue to operate for students demonstrating the need for additional support with organising their time during free lessons.

### Fire/Lockdown drill arrangements

The normal procedure for a fire and lockdown drills remains. The priority in the event of any fire is to vacate the building in a calm and controlled manner. However, students are to be instructed to maintain social distancing where possible. You evacuate to the rear field and line up in **registration** groups in accordance with the markings behind Active Play. You will be registered by your allocated register taker.

### **Student medication and first aid**

#### Students receiving medication

A small number of students are medicated in school and this will continue as before. Medication will be issued using the First Aid room opposite student reception.

We ask that parents keep us updated with medication requirement as these may have changed since we closed in March.

#### First aid

If a student requires first aid then the first aider will wear PPE if required. The usual first aid room will be used for any medical issues not related to covid-19 and procedures will be in place to ensure the safety of both the first aider and the student.

## **Other adjustments for coronavirus**

### Visiting school

Parents will not be permitted on site without a pre-arranged meeting. Any contact with school should be made by phone on 0191 2851000 or via email to tutors/teaching staff/Sixth Form office.

### Safeguarding and Child Protection

Safeguarding and child protection is always our number one priority. If you have concerns about the safety or wellbeing of any child then you should contact one of our designated safeguarding leads. The designated safeguarding lead for the Sixth Form is Mrs Blackburn. The deputy designated safeguarding leads are Mr Sheppard and Mr Mather. Mrs Milburn and Mr Chahal are Safeguarding Leads in the Main School and will be available in the unlikely event that other staff are not. All Heads of Year have also completed Designated Lead Safeguarding training.

### Pastoral support & wellbeing plans

We know that a significant proportion of our school have been negatively affected by the pandemic and we will be looking to help all students who require well-being support. Many of those we wish to help have been identified through the welfare calls during school closure. We will continue to identify and support students through 1:1 and group tutorials or when students/staff raise concerns.

We ask parents to keep us informed of any concerns about their children by contacting the relevant head of year or Sixth Form tutor.

### Special Education Needs (SEN) Support

SEN support will continue for all students on the SEN register. Anyone wishing to discuss SEN support should contact Mrs Allan-Grant who is our SENDCo.

### Peripatetic music lessons

These will continue subject to further guidance.

### Assemblies

Formal assemblies will not be held in school until further notice. However, we are likely use virtual assemblies in the allocated time slots (Thursday Period 3 every other week) to cover important themes and give out key messages.

### Communication with Sixth Form Students

As there will be no registration until further notice, it is important that you check the day board in the Sixth Form common room for notices and announcements. Make sure you do this on a daily basis.

### Enhanced cleaning routines

An enhanced cleaning routine will operate focussing on communal areas, break and lunchtime, frequently touched surfaces e.g. door handles and other areas as required. In addition, the site team will undertake additional cleaning responsibilities at busy times like break and lunch.

Classrooms will be cleaned thoroughly at the end of each day and during the day as required.

### Student lockers

Student lockers are not in general use.

### School trips

Unfortunately, all schools trips are suspended until further notice. This includes sports fixtures but we will be reviewing this as the year progresses and will resume these once it is safe to do so.



## What we'll do if someone becomes unwell

### Pupil displays symptoms

The teacher will send the pupil outside of their classroom and ask the pupil to keep 2 metres away from anyone.

Teacher will inform Sixth Form reception and arrange for the pupil to be collected.

Student will be taken to the specialist medical room for assessment and supervision.

Reception staff contact home to inform parents and arrange for collection/dismissal and testing

### Staff member displays symptoms

Staff member inform either the Principal or other senior member of staff before leaving the school premises, avoiding contact with others.

If teaching, staff member will inform senior member of staff and cover will be arranged

Staff member leaves site immediately and arranged for a covid-19 test.

Symptomatic pupil/staff member will be told by senior member of staff to:

- Self-isolate for at least **10 days** or until no longer symptomatic (except for a cough), whichever is longer;
- Take a **coronavirus test** (if a home testing kit is available in school, this can be given to take home, if doing so would increase the likelihood of you getting tested);
- Ensure that members of their household should self-isolate for **14 days**.

Areas that the symptomatic individual has come into contact with will be closed and deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location

Symptomatic pupil (via their parents or carer)/staff member to inform the school (via main reception) of the coronavirus test result as soon as possible.

### If test is negative

The pupil/staff member can return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other pupils/staff in their class group can continue to stay in school, unless they display symptoms.

### If test is positive

Local health protection team will be contacted by the Principal to carry out a rapid risk assessment. They will discuss with the HPT who may have been in close contact with the individual and the next course of action.

Teachers will be asked to provide seating plans to assist with the test and trace process.

If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the **full 14 days if they still have symptoms**.

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps.

### **What to do if someone in your household is unwell**

If your child or a member of your household develops covid-19 symptoms outside of school then:

- The person with symptoms should self-isolate for at least **10 days** or until no longer symptomatic (except for a cough), whichever is longer;
- The person with symptoms should take a **coronavirus test**;
- Everyone else in the household should self-isolate for **14 days**;
- Contact the school immediately on 0191 2851000

School will ask you some basic questions to allow us to respond appropriately. We ask that you keep us informed of any test results, even if the test is negative.

To avoid causing unnecessary distress and alarm, we request that you do not share any information on a suspected case on social media.

The school will work closely with the local public health protection team to take the appropriate action to keep everyone safe in school. It is unlikely that a single case of coronavirus in school would result in the school closure but the school will follow all advice and guidance given from the local health protection team.

### **Educating students who are self-isolating due to covid-19**

The school has plans in place to support any student who is unable to attend school due to coronavirus so that they can continue to receive as high a standard of education as is possible. This will either be online through the Frog Virtual Learning Environment (VLE) or by hard copy through the post.

We will discuss the best way of doing this with individual parents/carers as and when required.

### **Test and Trace**

All members of the school community will be expected to fully engage with the NHS Test and Trace programme. This is a four step process to be followed. As such, anyone with covid-19 symptoms will:

- a. Book a test
- b. If result is positive, provide details to NHS Test and Trace of anyone they have been in close contact with
- c. Self-isolate
- d. We require parents and staff to inform us immediately of the results of a test.
  - i. If negative and they feel well with no symptoms a student can stop self-isolating
  - ii. If positive, the student should self-isolate for 10 days. They can return to school after 10 days even if they still have a cough.

In the case of a positive test results, the school will send home people who have had close contact with the infected individual. Close contact is defined as having:

- any face-to-face contact within 1 metre,
- contact for more than 15 minutes at a distance of between 1 – 2 metres
- been in a small vehicle with the infected individual.

These people should self-isolate for 14 days. Household contacts of those self-isolating don't need to self-isolate unless the person sent home develops symptoms.

In addition, if there are two or more cases amongst the school community within 14 days, or an overall rise in sickness absence then we will work with the local health protection team who will advise if additional action is required. Whole school closure will generally, not be necessary but a mobile testing unit may be dispatched if required.

### **Our contingency plan**

The DfE have stated that, by the end of September, the school should have a full contingency plan for if there is a local lockdown or an outbreak of covid-19 within school. We have a plan ready which we can implement immediately if required. The plan covers a number of potential outcomes, involve remaining partially open to some student or closing completely. In the event of any partial or full closure, we will look to:

- Cover the same content in lessons that we would have covered if the school was open
- Give access to high quality remote education resources
- Select online tools that allow interaction, assessment and feedback
- Provide printed resources for those without online access
- Work with families with SEND

We would inform parents of any partial or full closure by text message and post a notice immediately on the school website.

### **Key contacts**

The Sixth Form benefits from a large team of support.

Each student will have one of six personal tutors: Mrs Hetherington, Mr Limbrick, Mrs Ramsay, Miss Howe, Mr Stephenson or Mr S Roxborough

CE, IAG Careers Leads: Mrs Carter/Mrs Vincent

Heads of Year / Learning Managers: (Year 12 - Ms MacGregor, Year 13 - Mrs Bradley, G&T/Transition - Miss Belfield, Progression and Empowerment - Mrs Walton)

Director of Post 16: Mrs Blackburn

If you have any questions the first port of call is your personal tutor, who will then involve other relevant members of staff at need.