



Woodhouse Grove School

Senior School site

Reopening Handbook

March 2021



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Woodhouse Grove School – Senior School Site

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Along with this handbook you should pay close attention to the details in your year group bubble guide, which tells you how to get around school while keeping everyone safe. Much of this will be familiar from our reopening in September.

For ease, key changes are [detailed in blue](#).

Introduction

The Government has confirmed that all children are expected to return to school again, full time, from Monday 08 March. We are looking forward to having everyone back in the school buildings once again. The Government has made clear that attendance will be mandatory for all pupils.

Practical Arrangements for 08 March

- School opens for all year groups from 7.30am as normal.
- Students should be dropped off at the turning circle outside main reception. (Do not use the yard for drop off – this helps keep everyone on site safe.)
- Students should use their designated entrance and go to their bubble zone (as per the autumn term.)
- Breakfast will be available as normal from 8.05am
- The school buses will run as normal.

Equipment

It continues to be important for students not to share equipment.

Students must bring with them the equipment and books they need for the day, which can be kept with them in their classroom in a backpack or small school bag.

Students will require the following equipment:

- A pencil case including pens, pencils, ruler, sharpener, rubber, colours, glue stick and scissors
- A scientific calculator (CASIO fx-83 or fx-85)
- Pair of compasses, protractor etc. when requested
- [A mini whiteboard and pen](#)
- A water bottle
- [A face covering](#)

Students and staff should not bring into school any equipment that they do not need. This will help minimise the risk of bringing the virus into school.

Students will be responsible for their own valuables, with only essential valuables being brought into school. Students should keep valuables items on their person during the day, including, phone, money etc. The School does not accept any responsibility for items brought into school which are then subject to loss, theft, or damage.

Year Group Bubbles

These will operate as per the autumn term. Further details can be found in the bubble guide for each year group.

Break and Lunchtime arrangements

Arrangements for break and lunchtimes remain as per the arrangements in the autumn term. For a reminder, please see the bubble guide for the relevant year group.

Uniform & Appearance

Students will be expected to attend in full uniform.

PE/Games kit must be worn on days that students either have a PE lesson or their Games afternoon. School tracksuit bottoms must be worn prior to and following PE/Games lessons.

Students attending an after-school co-curricular activity should come to school in uniform and change in the allocated changing room at the end of the school day.

We are aware and sympathetic that hairdressers have been closed and will remain closed for some time. However, we would ask that pupils make reasonable efforts to adhere to our stipulated guidelines for hairstyles in school. This includes hair being a natural colour and no extreme hairstyles, including excessive layering, no under-cut hair and the contrast between the shorter and longer parts being kept to a minimum and blended progressively without a sudden change of hair length. Senior boys can expect expectations on shaving to be as normal. There is a risk that students not making reasonable efforts could be asked to resume remote learning.

End of the School Day

The school day will broadly finish as normal at 4pm. Parents of those children not involved in an after-school co-curricular activity are asked, in so far as it is logistically possible, to collect their children at this time.

To try and reduce numbers of pupils leaving site at the same time and to assist with social distancing the following measures will continue to be in place;

- Where a Year Group has Games in the afternoon, pupils may be collected from the bottom Car Parks at 3:45pm. The Games Department will be supervising this collection.
- Year 7 can also be collected at 3:50pm. Parents who opt to collect Year 7 pupils early from the school yard should use the one-way system, entering via the main drive, past the Sports Hall and then exit the yard via the back drive past the Greenwood Building and follow the signage.
- Students being collected at 4pm will wait in an allocated Year Group area close to Sports Hall Reception until collection

Staff will be positioned around the school to ensure student safety. Students who are not collected at 4pm and who are not involved in a co-curricular activity will remain in a classroom within their bubble zone, where they can complete prep. A member of staff will supervise each year group.

We would appeal to parents to consider their collection time carefully as traffic in the locale will continue to be busy due to the major roadworks at the Greengates junction.

Tea/Late Pick Up

Those students still at school after 5:15pm will go to the Hastings-Long Gallery and remain there in designated year group zones until they are collected.

Students staying after 5:15pm can pre-order a packed tea through Firefly, which will be available for them at the Hastings-Long Gallery. All day students must be collected by 5.45pm.

Drop-off, Collection and Appointment Protocols

Parents/carers must not gather in the car park areas at the school gates and are requested to stay in their vehicles.

Other than the agreed drop-off and collection procedures, parents/carers are not permitted to come onto the site without a prior appointment.

Travelling to and from school

The Government advice remains that students who live close enough to walk or ride a bike into school safely should do so.

School buses will be running as normal.

The DfE have advised schools that students using School Designated Transport must continue to wear a face mask. Students using School buses should avoid sitting with students who are not in their bubble, unless they are their sibling. As those traveling on the School bus service will be classed as small consistent bubbles, ad hoc bus tickets will not be available, and students are encouraged to use the same bus route for all to/from school journeys.

The School minibuses and the Fourways buses will be cleaned prior to use.

Those students travelling by public transport, including the train, must follow current guidelines including wearing a face mask.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>

The Department of Transport continues to advise that car sharing with those outside your household is to be avoided. If students must travel with people from outside their household group, then this should be with the same people each time and kept to small groups of people at any one time. Wearing a face mask is encouraged.

Plans for PE and Games

PE will be delivered to every student in Years 7 to 11 within their year group bubble. In some cases, this may mean mixed gender teaching.

Students with PE or Games on their timetable should attend school that day in their Woodhouse Grove regulation PE kit. School tracksuit bottoms must be worn over shorts/skorts.

Weather permitting, PE lessons will take place outdoors. Activities and lessons have been carefully considered to ensure that the School complies with all safety guidelines.

At this time, no swimming lessons are planned for the Spring Term. Where swimming appears on the original timetable, alternative classroom-based activities based on the PE curriculum will be offered. Therefore, uniform will be expected on those days.

Co-Curricular Activities

The co-curricular timetable will run as per the autumn term with the option for every year group bubble to have one after-school physical activity a week (being on a different day from the year group's Games afternoon) and Saturday morning training.

The Co-Curricular Timetable can be [found here](#). This will be updated further as new activities can safely be added.

As changing facilities will not have been used during the school day, they will be available for after-school co-curricular activities, but students should then go home in their PE kit.

The full handbook on 'Returning to PE, Games & Co-Curricular Sport can be [found here](#).

No onsite music lessons will be delivered by peripatetic teachers this term. This decision has been made to protect year group bubbles as single units in so far as is possible in the early stages of reopening and due to the limitations on the size of the practice rooms. Peripatetic music teachers will continue to provide lessons remotely as they have been doing.

Pastoral Support

We will be doing targeted work with students in the run up to reopening, giving them the opportunity to flag up any worries they may have. Form Tutors will then be proactive in speaking with their tutees about any concerns. Additionally, we will be completing some activities during form periods in the first couple of weeks back in school.

Form tutors and Heads of Year remain the first option for pupils to seek support with any pastoral matters.

Members of the Hub Team will continue be available on a rota basis within the year group zones at break and lunch time.

Supporting SEN Learners

Learning Support will continue to be provided in the designated Learning Support classrooms and students will attend with other members of their year group bubble.

Any individual support will be provided from behind or beside the student and will not be face-to-face.

Assemblies

All Assemblies will continue to be held within the bubble area and/or using Teams. The details relevant to each year group will be circulated via Form Tutors.

Access to Toilets and Washrooms

As usual, during lesson time, students will be encouraged not to leave lessons to access the toilet. If they have to access a toilet at this point, they will be directed to the pupil toilet within the bubble area.

During break and lunch times, year groups will only use the assigned toilets in their bubble area. They can only access these via their designated unique entry point to their bubble area.

Toilets and washrooms will be regularly cleaned throughout the school day.

Use of School Computers and Devices

With suitable precautions, students can continue to use computers in lessons; they will be provided with a wipe to clean them down before and after each use.

Attendance Expectations

All students are expected to return to full time education from 08 March.

If your child has been confirmed as clinically extremely vulnerable and advised to shield, please notify Mr Cadman (Cadman.AM@woodhousegrove.co.uk)

Please continue to notify us of any Covid-19 related issues in your household by emailing details to enquiries@woodhousegrove.co.uk.

Behaviour Expectations

All students are expected to follow Government and School guidelines as failure to do so risks the health of themselves and others and the disruption of the education of others through the closure of bubbles. This includes the restrictions on movement and areas of school accessible to groups of students.

Certain behaviours may now carry increased risk, such as coughing deliberately on other students. Behaviour of this nature will be dealt with in the strictest possible terms and students can expect to be sent away from school.

The School's Behaviour Policy applies and is available upon request.

Overseas Boarders

Mr Vernon has been in touch with all overseas boarders and their families to explain the requirements for students travelling from abroad. [Full details of the requirements can be found on page 44 of this DfE document.](#)

Students Subject to Travel Quarantine Restrictions

The latest UK government guidance to families can be found [here](#).

Remote education

Where a student is unable to attend school due to COVID-19 regulations, we will be offering access to remote education. The work will be set on Firefly and support will be available through Microsoft Teams. Please bear in mind that there may be a delay in receiving work as the focus of the teacher may inevitably be on the students in the classroom in the first instance. If the work and support is not forthcoming in reasonable time, students must let their form tutor know.

How are we going to keep everyone safe?

Keeping everyone safe remains our priority as we fully reopen once again. We have reviewed and updated our detailed risk assessments and will be putting in place all measures expected of us to keep our community safe.

System of Control Measures

The School is putting in place prevention controls, as outlined in the most recent [Government guidelines](#).

- 1) The School will ensure that contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) The School will ensure face coverings are used in recommended circumstances (including classrooms until at least Easter.)
- 3) The School will ensure students and staff clean hands thoroughly more often than usual including using alcohol-based hand sanitizer. This will include every time they enter the building or a classroom and when they leave a classroom at break time, lunchtime or at the end of school. Hand sanitiser dispensers have been installed around the school site, both inside and outside.
- 4) The School will ensure good respiratory hygiene is followed by our students and staff by promoting the 'catch it, bin it, kill it' approach and ensuring classroom windows are open to allow natural ventilation.
- 5) There will continue to be an enhanced cleaning regime, including cleaning frequently touched surfaces using standard products such as detergents and bleach, additional cleaners will be recruited, and current cleaning colleagues have increased working hours to facilitate this.
- 6) Reduced contact between individuals and the maintenance of social distancing will take place wherever possible; some staff who come into close contact with a number of students, for example the Catering Team, will wear PPE.
- 7) Desks in classrooms are all front facing and have been spread out as far as possible.

Infection Control Measures

Face coverings

We will be following the recommended guidance outlined in the DfE (Department of Education) document "Schools coronavirus operational guidance" (Feb 2021);

- Adults and Pupils will be expected to wear a face covering when moving about the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be managed.

- Face coverings do not need to be worn by adults or pupils when outdoors on the premises.

Additional recommendations from 8th March 2021 are that;

- face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example PE lessons.
- Face visors or shields will not be used as an alternative to face coverings (unless a suitable risk assessment is in place).

For further details, the face coverings policy can be [found here](#).

Any medical exemptions should be communicated to your child's Head of Year.

Asymptomatic Testing

The school set up an asymptomatic testing site at Rawdon Meadows which has been in use since January to provide asymptomatic testing for staff, boarding students, and key worker children.

All students have been offered lateral flow testing prior to their return. Details about our asymptomatic testing programme have been circulated by Mr King. Please contact Mr King directly if you have any questions about testing (king.d@woodhousegrove.co.uk).

Developing Symptoms Out of School

If a pupil or member of staff develops symptoms compatible with coronavirus while they are not in school (a new, continuous cough **or** a high temperature, **or** has a loss of, or change in, their normal sense of taste or smell [anosmia]) **they must not attend school.**

The School should be notified (enquiries@woodhousegrove.co.uk), and you should book a test. This can be done quickly and easily via the following website: <https://www.gov.uk/get-coronavirus-test>.

The individual concerned should not attend school again until the test result returns as negative or, if it is positive, until they have completed 10 days of self-isolation and are free of the symptoms (other than a cough or loss of smell, as these symptoms can go on for several weeks after the infection has gone).

If someone you live with tests positive, your self-isolation period includes the day their symptoms started (or the day they had the test, if they do not have symptoms) and the next 10 full days.

Developing Symptoms in School

If a pupil or member of staff develops symptoms compatible with coronavirus while they are in school (a new, continuous cough **or** a high temperature, **or** has a loss of, or change in, their normal sense of taste or smell [anosmia]) they will be sent home immediately.

When a pupil is awaiting collection from school as they have developed symptoms, they will be accompanied to an outside space at the Medical Centre where they can be isolated, with appropriate adult supervision. If they need to go to the bathroom while waiting to be collected, they will use the toilet in the Medical Centre. PPE will be worn by staff caring for the pupil while they await collection.

The pupil or member of staff must book a test and not attend school again until the test result returns as negative or, if it is positive, until they have completed 10 days of self-isolation and are free of the symptoms (other than a cough or loss of smell, as these symptoms can go on for several weeks after the infection has gone).

Parents must contact school to inform of test results (enquiries@woodhousegrove.co.uk) The School will then work with Public Health England to determine our next steps. This will usually involve the school having to undertake contact tracing. If pupils are absent from school as a close contact or due to a bubble being closed, they will be provided with remote education as outlined earlier.