

HELSEBY

High School



Reopening
Information

September 2020

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#AchievingSuccess
#ValuingOthers

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The information in this booklet will be regularly reviewed with updated information given to students and parent/carers when an update occurs.

Absence from school or work

If your child is unwell and is to be absent from school for any reason please follow the usual steps of contacting the school via telephone before 8am if possible by phoning 01928 723551 or emailing attendance@helsbyhigh.org if your child is in Y7-11 or acook@helsbyhigh.org if your child is in Y12-13. Please provide details of your child's name, form and the reasons for their absence.

If your child is in quarantine as a result of travel from one of the countries on the Government list that requires it, please advise us of this in your email along with the expected date of their return to school.

Covid-19 related absence

Prevention is key to reducing the spread of coronavirus and minimising contact with infected individuals is the first of the hierarchical system of controls (set of actions schools must take) outlined in Government guidance.

It is vital that we minimise contact of members of our community with individuals who are unwell, by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. This means that if you (staff) or your child (parents) or someone in their household has symptoms, has tested positive for coronavirus or is awaiting the results of a test, you/ your child MUST NOT come to school.

The symptoms to be aware of are:

- **high temperature**
- **new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours**
- **loss or change to your sense of smell or taste**

The current advice regarding what to do next can be obtained from: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Current advice on getting tested can be located at:

<https://www.gov.uk/get-coronavirus-test>

Government advice, updated as of 13th August, can be found at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Advice is that if you have symptoms of COVID-19, however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19.

If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.

Current Government guidance states that if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If your child is sent home from school due to an incidence of Covid-19

If your child is sent home from school as a result of being in contact with a child in school who has tested positive for coronavirus, they must isolate for 14 days. Household members of those contacts who are sent home do not need to self-isolate themselves unless the person who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). This guidance states that they should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, you should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Children who are shielding due to being clinically extremely vulnerable or advised not to attend school by a medical professional due to being clinically vulnerable

A very small number of clinically extremely vulnerable children have been advised to shield. We do not expect these children to be attending school, and they will continue to be supported at home by their teachers through Show My Homework and Microsoft Teams. A small minority of children will fall into the category of clinically vulnerable, and parents should follow medical advice if their child is in this category. If your child has been advised to shield due to being extremely clinically vulnerable or their medical professional advises that they do not attend school due to being clinically vulnerable, please send a copy of this advice to Mr Jones, Education Welfare and Attendance Office at attendance@helsbyhigh.org so that he can ensure that your child's absence is recorded appropriately and that their teachers are aware and appropriate home learning can be set.

Catering provision in school from September

There will be a limited catering offer available in school from September.

Parents and carers may wish to send their child to school with a packed lunch and drink. Children will be able to top up water bottles in school at appropriate times during the day.

Break time

There will be a 30 minute break for students in the morning. This will be staggered for students in Key Stage 3, 4 and 5. Food **will not** be available to purchase at break time or before school.

Lunch time

There will be a 30 minute lunch break for students. This will be staggered for students in Key Stage 3, 4 and 5. Food and drink will be available to purchase on a 'grab and go' basis. Food will be pre-packed and available to collect at the following collection points:

Year 7 will be able to purchase food and drink from a collection point in the PE foyer in E block.

Year 8 will be able to purchase food and drink from a collection point on the right hand side of the break out space close to E block.

Year 9 will be able to purchase food and drink from a collection point in the e café in E block.

Year 10 will be able to purchase food and drink from a collection point on the left hand side of the break out space close to B block.

Year 11 will be able to purchase food and drink from a collection point on the right hand side of the break out space close to E block.

Years 12 and 13 will be able to purchase food and drink from the main serving area of the Dining Hall.

Students in Y7-11 should leave the building once they have collected their food to eat it in their designated area outside. During inclement weather, students will be able to eat their lunch in a designated classroom.

Topping up student smart cards

Parents and carers can top up student smart cards online using the SCOPAY system. Parents of students new to the school, including Year 7, will be provided with their unique ID code to set up their online account as soon as possible.

In the meantime, new students, including those in Y7, should arrive with coins and use the re-evaluation units in school to top up their smart cards.

Cheques will continue to be accepted by the catering team by depositing them in the collection box in a named envelope. Notes can also be deposited in this manner.

Students **will not** be able to exchange notes for coins in school so please do not send students with notes unless they are to be deposited as detailed above.

Important information regarding items of equipment for your return to school

School uniform

No-one will be in full uniform for the first couple of weeks in September. This is because Covid-19 closure of the school made it difficult for parents of all children to order, pay for and collect items of uniform before the start of September. Our initial uniform will be: school shoes (not trainer or trainer hybrids), school skirt/trousers and a white school shirt. Students are also able to wear an outdoor coat, that must be removed when in lessons, should they wish to do so.

All Year 7 students will be given a time to go and collect any items of uniform that have been ordered and paid for during form time between Wednesday 2nd September and Friday 4th September. Form tutors will send the students in small groups at intervals during the allotted time for their form group. Items purchased can then be tried on at home and any items that don't fit can be exchanged at an allotted time the following week. If we do not have the right size available, you may need to wait a few days before we can issue a different size as we will not be able to re-issue any returned items within 72 hours of receiving them in school.

If you have ordered uniform but not yet paid for it, your child will need to bring a cheque (made out to the correct amount and payable to Helsby High School) or the correct amount of cash in an envelope with the child's name and amount enclosed on it when they collect their ordered items.

If you need items of uniform but have not yet ordered any this can be done on line as usual.

Students in Y8-11 who have ordered uniform will have the opportunity to collect it in the second week of term. Further details will be issued to students at the start of term.

PE lessons

PE lessons will be theory only for the first two weeks of school and then 50% theory, 50% practical after that. All students who have ordered new PE kit will have their kit in time for the start of practical PE lessons.

Lockers

A number of students who had lockers last year did not have the opportunity to clear them before the end of the academic year due to the closure of the school in March. Over the first week of school the lockers will be emptied by school staff and anything within each locker put in a bag with the name of the student on it. Students will then get a message, via their form teacher to collect their items at a specified time and place within their zone of the school. It is really important that students collect their items the first time they are messaged to do so, as there will be a lot of possessions to reunite with owners. This should mean that any PE kit that was within lockers can make it home to be washed before it is needed for practical PE lessons.

New lockers will be re-issued to Y7 students who wish to hire one, once all lockers have been cleared. The lockers are all in the Y7 'zone' of school so whilst we are operating school in the current manner, unfortunately students in other year groups will not be able to hire a locker.

Equipment for lessons

Students will all need to bring their own pen, pencil, eraser, ruler and any other equipment they might need for lessons. This is because students are not going to be able to share school equipment with other students or loan any from staff. They will be asked to take their books home from school with them unless the teacher is intending to keep them to provide feedback. As a result, **it is imperative that all students have an appropriate sized school bag to carry all of their belongings** to, from and around school.

Whilst there are sanitisation stations around school and hand sanitiser and tissues in all classrooms, we would understand if students wanted to bring their own tissues and sanitiser with them.

Hygiene Guidance for students

In accordance with the DfE Guidance for the full re-opening of schools, it is important that all students follow the guidance below that will effectively reduce risks and create an inherently safer environment.

- 1) *Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.*

If a student experiences symptoms during the school day, students are to alert the nearest adult who will arrange for the student to be collected and taken to the Main Hall to receive First Aid if required. Parents/carers will be contacted to collect the student as soon as possible.

- 2) *Clean hands thoroughly more often than usual.*

Students will be asked to sanitise their hands upon entry to the school building. Students will be encouraged to wash their hands with soap and water for at least 20 seconds whenever they visit the toilet facilities. Students will also be asked to sanitise their hands upon entrance to a classroom before they take their seats. There are sanitiser stations within classrooms and around school to support this endeavour.

- 3) *Ensure good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' approach.*

Each classroom is fitted with tissues, hand sanitiser and a pedal bin. Students will be asked to dispose of any used tissues in the pedal bins provided and to sanitise their hands after use. All classroom doors and windows will be kept open wherever possible to aid ventilation.

- 4) *Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.*

In addition to our enhanced cleaning routines throughout the day, students will be asked to disinfect their desk and chair at the start of a lesson whenever they have moved to a different classroom location.

5) Minimise contact between individuals by maintaining social distancing wherever possible.

Students will be expected to remain in their allocated 'bubble' for the duration of the school day, including at break time and lunch time. Students in Year 7-9 will have a different break and lunch time to students in Years 10-13 to stagger the number of students out of the classroom during these times. Within these times, each year group will be given an allotted time to use the toilet facilities as well as a separate area of the school field to access. However, even within their 'bubbles' during social time, students are expected to maintain social distancing amongst their peers and staff as much as possible. To support this further, a one-way system has been introduced throughout the school that all students are expected to follow at all times.

6) Where necessary, wear appropriate face coverings

Students must wear a face covering if they use public transport or school transport to and from school. Students will be asked to remove this face covering before they enter a classroom.

Student Expectations

If you have Covid 19 symptoms, you must stay at home and you must book a test.

Social Time (when students are not in lessons)

- student movement around school is restricted to the zone allocated to their particular year group.
- students are expected to follow the one way system to ensure that contact with other students is minimised at all times.
- lanyards are a part of school uniform and must be worn at all times.
- students must enter and leave school at the door or doors specifically allocated to their year group to ensure that movement into and out of the building is controlled and minimal contact with other students ensured at all times.
- students must remain in their year group area of the field before school and at break and lunch time unless the weather is poor and 'wet weather' arrangements are implemented.
- there is no student access to the school building before school, unless a student has a 20/21 Access to Learning Card.
- at break and lunch time students should be in their year group area and only access the building (using the correct entry point and following the one way system) to go to the toilet. During inclement weather, students will be able to spend break or lunch time in a designated classroom.
- students must use only use the toilet during break/lunch at their allocated year group bubble time. Access will be managed by coloured lanyard. The following times have been identified for each year group in the lower and upper school:

Break

Year Group	Break	Lunch
7	10.00am	12.30pm
8	10.10am	12.40pm
9	10.20am	12.50pm
10	11.00am	1.30pm
11	11.10am	1.40pm
Sixth Form*	11.20am	1.50pm

*Sixth Form students may use the toilet in the Upper School during a free lesson.

- students must use sanitisation stations appropriately
- students must follow any staff instructions and socially distance as much as possible outside of lessons.
- students should not leave their zone, unless with a member of staff.

Learning Time (when students are in a lesson)

- students must not leave the classroom without the explicit permission of their teacher.
- during lesson change over, if students are staying in the same room, they must remain in their seats and complete the task set by their teacher.
- if a room is empty, students should enter, sanitise their hands, clean the desk and chair area and sit at their seat to wait for their teacher.
- if a starter activity has been provided by the teacher this must be begun in preparation for learning.
- students must remain behind the 2m social distancing yellow tape at all times
- students are expected to bring an appropriate amount of stationery with them to enable productive learning to take place.
- students should have a big enough bag that will fit their exercise books and should bring them in each day they need them.
- students must not leave their zone, unless with a member of staff

The following section will apply to the school behaviour policy until all restrictions, linked to the Covid-19 pandemic, have been lifted nationally.

Helsby High School has put in place measures to ensure the safety of all members of our community as a result of the Covid-19 pandemic. These measures are to be considered temporary rules of the school. Any student who commits a serious or persistent breach of these rules may be sanctioned by the Headteacher. The Headteacher will be able to use the full range of sanctions available, dependent on the seriousness of the breach, up to and including, in extreme cases, permanent exclusion.

Plan of Helsby High School

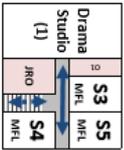


First Floor

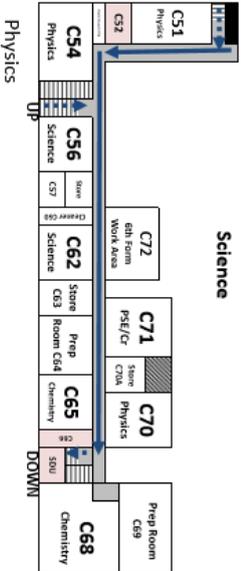
One Way System

S Block

Dr/MFL/MS

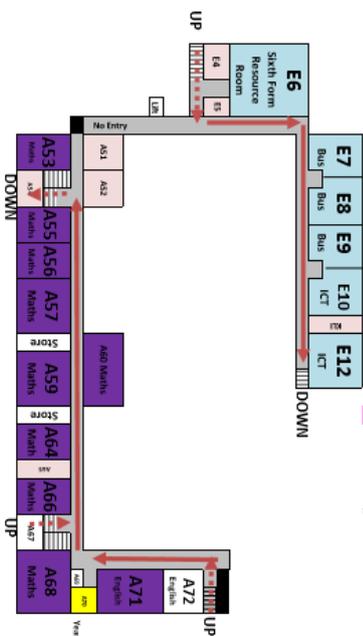


No one way in S Block



E Block - Rear of Building

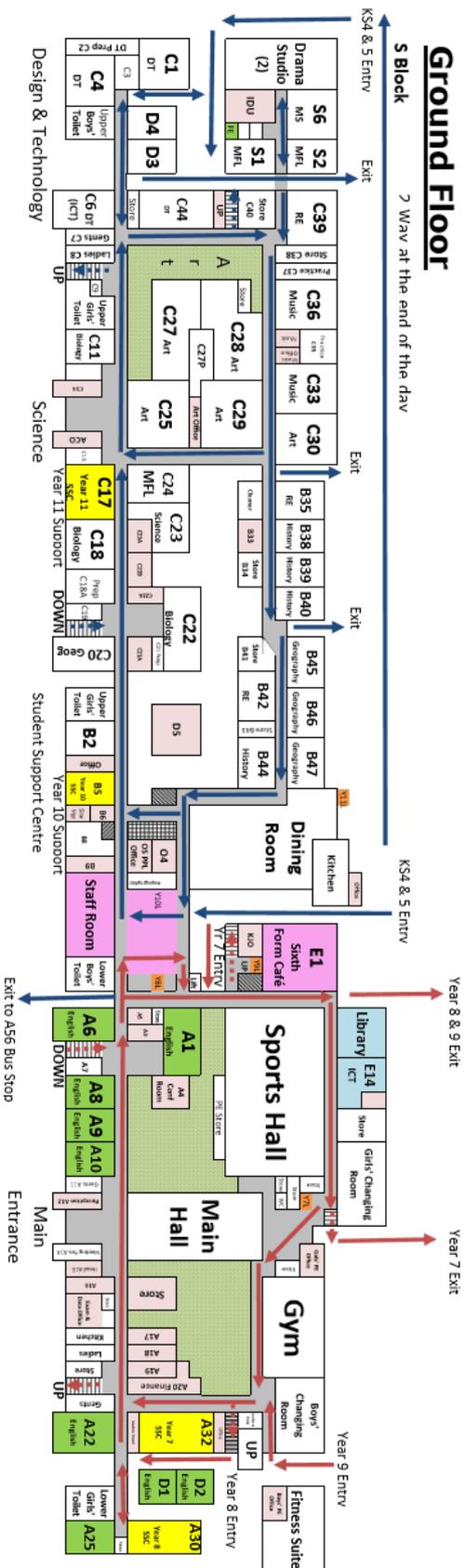
- 7 - E Block
- 8 - Lower A Block
- 9 - Upper A Block
- Year group lunch collection areas
- Staff working areas



One way system

Ground Floor

S Block 2 Way at the end of the day



September 2020
Student Lanyard Bubbles



Guidance for students travelling to and from school in September

Everyone can play their part to ensure that children can return to school safely in September and we encourage parents and carers to consider using different forms of transport.

Students must not travel if they or anyone in their household has symptoms of coronavirus (COVID-19).

If you live within a safe distance of school please encourage your child to walk or cycle and help reduce congestion at the start and end of the day.

Using public transport

Public transport continues to operate at a reduced capacity due to current Government guidance on social distancing. Students **must not** board the vehicle if they are displaying any symptoms associated with Covid-19. Students using public transport must wear a face covering whilst travelling unless they are exempt from this. Disposable face coverings can be disposed of safely at the school using one of the many pedal bins located throughout the building.

Journey by car

If students have to travel more than 3 miles from school and come by car please consider parking away from the school so that your child can walk the final part of their journey and help reduce congestion at or near to the school. We recommend that only students from the same household or bubble (either in-school or out of school) travel together.

Travelling by school bus

The following protocols will apply:

- Students **must not** board the vehicle if they are displaying any symptoms associated with Covid 19. Vehicle drivers will be unable to permit travel if students are displaying symptoms. Parents/Carers will need to collect their child from school if they display symptoms during the course of the school day.
- Hand sanitiser will be available for use for all students on every vehicle to be used prior to boarding the vehicle. Parents should consider providing children with their own hand sanitiser and tissues for the journey. Used tissues can be disposed of safely at the school using one of the many pedal bins located throughout the building.

- Students **should** wear a face covering whilst travelling – this applies to all students travelling on mainstream home to school transport in Cheshire West and Chester in order to safeguard all passengers. Children should ensure that they travel with their bus pass and face covering every day in order to board. **You may not be permitted to board the bus without a face covering or your bus pass.** Disposable face coverings can be disposed of safely at the school using one of the many pedal bins located throughout the building.
- It is **imperative** that children board the vehicle they have been allocated to, at the stop they have been allocated to. They **must not** board an alternative vehicle. This is absolutely essential in order to be able to provide passenger information for 'test and trace' purposes.
- The vehicle driver will advise students when they can board and students must wait safely at the stop and not attempt to board until permitted to do so.
- Students must follow any instruction from the driver to sit in a specific seat.

All vehicles will be subject to enhanced cleaning regimes, with touchpoints wiped down before each route in line with Public Health England guidelines.

Wherever possible, transport staff will remain as 'regular driving staff' – however if a driver develops symptoms, there may be a need to change staff at short notice.

Should there be any issues with driving staff capacity, the operator, or the Council will endeavour to communicate this to parents and carers as early as possible.

If a student develops symptoms whilst at school they will be sent home. They must not travel on home to school transport. The school will contact the parent or carer who should make arrangements for the student's journey home.

Staff will be on duty at the school bus park to ensure students disembark the bus each morning and embark each afternoon in an orderly manner.

Arrival at school

Students will not be allowed to enter the school building until 0835am and under the supervision of staff.

On arrival at the school staff will be on hand to direct students to the correct waiting area and entry point.

Student Grouping Arrangements

For our new Year 7 students joining us in September, we would under normal circumstances use KS2 SAT data to inform our groupings. As students have not undertaken these assessments, we feel the most appropriate grouping arrangements for Year 7 would be for students to study all of their subjects in their mixed ability Tutor Group in the first instance. This will allow students to develop relationships with their peers and hopefully support the transition from primary into secondary education.

For Year 8 through to Year 11, the end of an academic year is a time when we would normally review the academic groupings for students in subjects where they are set based upon their ability, namely Maths, Science and Modern Foreign Language. As we have not conducted any end of year assessments, we feel that any set changes at this stage would not be appropriate, as some students' progress may have been affected by the current situation and not be a reflection of their true capabilities. Therefore, where possible, we will maintain the same set for students in these subject areas. We may revisit students' academic groupings at a later point in the year when we feel we have an accurate picture of their progress to inform such decisions.

Supplementary Sixth Form information

- Students should use the S block and opposite C block entrances only
- Sixth Form lessons will be timetabled in B, C and S block and students must only use these parts of the school building
- Sixth Form students should follow the one way system at all times
- The Sixth Form social space will be the Dining Room, and there will be separate zones in there for Year 12 and Year 13. Food will be served in the Dining Room during the day for the use of Sixth Form students and school staff only
- The supervised Sixth Form study space will be in C72. There will be no timetabled study lessons during September.
- The Sixth Form team will be based in the following locations:
 - Mr Duffell – Lower S block office
 - Mrs Robinson – Upper S block office
 - Mrs Cook – C15
 - Mrs Till C72
- Sixth Form students should wear their ID badge at all times
- There will be a dedicated area of the school field for Year 12 and for Year 13
- Before the start of the school day, Sixth Form students may use their designated outside areas, the Dining Room or their tutor room
- Sixth Form students may leave the school site if they do not have a timetabled lesson or tutor session
- Sixth Form students should use the C block toilets only
- Sixth Form students should follow the same hand sanitising procedures as all other students

HELSEBY

High School



**We look forward to
welcoming all of our
students on the
following dates:**

Year 7 & Year 12

Wednesday 2nd September 2020

All students

Thursday 3rd September 2020

**If you have any questions please
contact us via:**

admin@helsbyhigh.org

f @helsbyhigh

t @helsbyhigh

**#AchievingSuccess
#ValuingOthers**