

28th October 2020

Dear Families,

Re: November 2020 Maintain Opening Plan – changes for next half term

I hope that you are all managing to have some sort of a half term break, especially for any students, families and staff who are self-isolating.

Ahead of us opening to students again on Monday 2nd November, I would like to share with you our 'November 2020 Maintaining Opening Plan' following a review of our current procedures and looking ahead into the winter months. Many of the changes such as wearing face coverings in the buildings and serving hot food in the food huts have already taken place. However, there are a few changes that will be new from next week. Changes include:

1. A dedicated BBS coronavirus email address for any queries/suggestions/communication around COVID-19. The email address is covid.bbs@taw.org.uk
2. Staggered start times will be shortened so that years 7 to 10 will have CLL Tutor time from 8:50am and year 11 will have theirs from 8:55am
3. Shortened lunch break by 10 minutes (1:35pm to 2:05pm). This is for health and safety reasons as we look towards the colder/wetter winter months. During the few wet weather breaks we had in the first term, the last 10 minutes of the lunch break have been difficult to manage without the additional canteen area for students. It is not sustainable to have the level of staffing needed to manage this over a long period of time. We also do not want students to have to stay out in the cold for longer than they need to. After monitoring the queues for the food huts and the toilets, the shortened lunch should not impact on the students too much.
4. Earlier finish time to reflect the shorter lunch time. The staggered finish times will start from 3:05pm to 3:13pm. School bus companies will be/have been notified.

The list of changes by section is as follows:

Net Capacity

- Tutor time in year groups now with staggered starts (see School Day for timings)
- All staff (teaching and support) required to be in school, including those classed as 'extremely vulnerable', unless risk assessment says otherwise
- Clarity that all teachers/support staff to wear face coverings (unless exempt) in classrooms

Organisation of learning

- All students to attend school unless self-isolating because they have been in close contact with someone who has tested positive for COVID-19 or they have been in close contact with someone showing symptoms of COVID-19
- Added that the music department will have procedures for peripatetic music teachers/music ensembles that are in line with government guidance.

The School Day

- Learning time will not be shortened. Overall however, the school day will be shortened by 10 minutes because there will be a reduced lunchtime. This is because the winter months are coming and we do not want students having to spend too much time outdoors and also, it has proved to be very difficult to manage on wet lunches with the limited space we have for that length of time.
- Lunch will take place from 1:35pm to 2:05pm
- Updated to say that both hot and cold food will be served from the food huts in each year group zone.
- All students to have a tutor time
- Assemblies will be via Teams
- Staggered times will change:
 - Year 7: 8:30am arrival, 8:50am tutor time
 - Year 8: 8:35am arrival, 8:50am tutor time
 - Year 9: 8:40am arrival, 8:50am tutor time
 - Year 10: 8:45am arrival, 8:50am tutor time
 - Year 11: 8:50am arrival, 8:55am tutor time (at the latest. Go straight to tutor time on arrival)
- Added that all staff/students to wear face coverings in the building/communal areas
- Added that start times have been reviewed after the first half term. Processes have run smoothly to date.
- Finish times updated to reflect shortened lunch
 - Year 7: 3:05pm dismissal
 - Year 8: 3:07pm dismissal
 - Year 9: 3:09pm dismissal
 - Year 10: 3:11pm dismissal
 - Year 11: 3:13pm dismissal
- Staff meetings start at 3:30pm again and finish at 4:30pm.

Break time and lunch time

- Taken out the need to bring packed lunches
- Added timings for the shorter lunch (1:35pm to 2:05pm)

Attendance

- No change



Curriculum Organisation

- Added that we now have an 'Accelerated Learning Curriculum' (ALC)
- Added that the ALC will be monitored through line management meetings

Contingency Plans

- Highlighted that recordings of lessons (if recorded) does not mean the whole lesson is recorded
- Resources from the lesson to be available on Teams and teacher available via the chat function during scheduled lessons (unless they are unwell)
- If staff member is unwell, there may be resources uploaded onto Teams but there may not be the specialist help via the chat function during scheduled lessons. This will be because it will depend who is covering the lesson.
- Highlighted that school tier system is not the same as the national three tier system (medium/high/very high) that was introduced on the 12th October.

Staff Workspaces

- Added that dedicated member of cleaning staff cleans all of the sanitization/hand gel dispenser points throughout the day
- Clarity on what to do in offices/classrooms where there are mixes of staff and students. 2m social distancing between all staff and students at all times in a well-ventilated room. If setting a detention in an office or classroom, 2m distancing between everyone is a must. In addition to this, rooms must be well-ventilated and if there are students from different year groups, everyone must wear a face covering.

Governance

- Changed wording to reflect what is going on now.
- Added staff wellbeing survey to be sent once a half term.

Policy Review

- Added that policies will be continually reviewed

Uniform, Equipment and Staff Workwear

- No change

Communication Strategy

- Updated that the 'Maintain Opening Plan' will be sent to all stakeholders before the November half term start.

Investment in Hygiene Arrangements

- Updated to continuous supply of PPE purchased and stocks monitored
- Updated to 10 non-contact temperature guns purchased



- Updated that temperatures will be taken from the wrist or forehead

Implementation of Hygiene Processes and Monitoring

- No change

Hygiene and Handwashing

- Took out the need to purchase bottles of hand sanitizer at entrances with no dispensers as all entrances now have dispensers.
- Wording changed to reflect current practice

Cuts and Open Sores

- No change

Toilets

- Face coverings to be worn when entering the building

Masks/Face Coverings

- All staff/students to wear face coverings in the building/communal areas (unless exempt)
- Updated that all staff to wear face coverings in the classroom (unless exempt)
- Reminders/training to be implemented after half term break

Ventilation

- Updated to reflect winter months ahead. Windows/sliding doors change from 'must' be open to 'should' be open. Doors 'must' be open.
- Added that coats/jumpers may be worn during lesson time (teacher's discretion).
- Added that T&W's Ventilation and Air-conditioning During the Coronavirus Pandemic Document to Appendix C

Induction for Staff and Students

- Changed wording to reflect what we have done
- Added that there will be regular updates on procedures.

Free School Meals

- Added that FSM students will still receive free school meals if they are self-isolating

Safeguarding

- No change



Visitors

- No change

Mental Health and Wellbeing

- Wellbeing surveys for staff every half term

Student Behaviour

- Changed wording to reflect what we have done/where we are now

Risk Assessments

- Changed wording to reflect where we are at

Staff Duty Rota

- No change

Entrance and Exit Points

- No change

Transport

- Changed wording to reflect what is going on now

Shielding - Students

- Updated wording to reflect what is going on now

Shielding – Staff

- Updated wording to reflect what is going on now
- Added that individual risk assessments will specify the work arrangements if there is a positive case in school

If COVID-19 Symptoms Appear During the School Day

- No change

Appendix A

- Year 8 area now on the tennis courts and not the school field

Appendix C



- New section. This includes the T&W Ventilation and Air-Conditioning Guidance Document.

The full 'Maintaining Opening Plan' is attached to the email that contained this letter for your perusal.

Many thanks for your support in advance and I look forward to seeing your children next Monday.

With all good wishes,



Krissi Carter
Principal



FRAMEWORK FOR
ETHICAL LEADERSHIP
IN EDUCATION
PATHFINDER

