

Dene Magna's safe return to school protocols

Latest guidance (27/8/2020)



Guide for Parents/Carers and Students

Introduction

In preparation for everyone's return to school on Wednesday 2 September please find within this document our latest plans for a safe return to school. It's not perfect, but we think it provides the detail you need to discuss this with your daughter/son.

These procedures are based on public health advice, endorsed by Public Health England (PHE), and the Health and Safety Executive (HSE).

Unfortunately, there cannot be a 'one-size-fits-all' approach so this guidance has been put in place for Dene Magna after conducting our own in-depth risk assessment which can be found on our website.

Thank you for your continued support and, hopefully, this document will put your mind at ease that we are doing our best to keep Dene Magna a safe, Covid free, environment. If you are still anxious about your child's return in September please feel free to contact me at s.brady@denemagna.gloucs.sch.uk and we can chat through any concerns that you may have.

We are really looking forward to seeing everyone again and starting our new "normal" next week and please don't worry about too much about this, we will be going through all this guidance, in depth, with every student as soon as they return.

Enjoy the bank holiday weekend and see you soon.

Stephen Brady
Headteacher



Things you should be aware of

The prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within Dene Magna.

Returning to school is vital for your child's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all students return in September.

Whilst the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is **very low** we have put in place measures that we feel will keep everyone as safe as possible.

With our new risk assessments now in place (available on our website to download) we are now in the position to welcome all our students back in September using our latest protocols outlined below.

Masks

On top of the guidance for mask-wearing on the buses, students can wear masks if they have to move outside of their bubble (this should **not** be a scarf). Fortunately, this will be very rare (occasional movement to the Tech block or to PE) and students will not be mixing with students from other years whilst in school. Students should not wear masks in lessons.

Visitors to school must wear a mask if they are having a meeting in school or if they are talking to any member of staff in school (including reception). This is to add a layer of security for all of us and to allow us to function a little more normally. Please do not be offended if we ask you to get a mask before holding a meeting. Please also see section on page 11 "If you need to contact the school".

Cleaning and keeping the school virus free

Since the start of the Covid crisis, we have stepped up on cleaning areas that students and staff use and our enhanced cleaning routines will not be relaxed in any way in September.

Travelling by car or taxi to school

Parents/carers should not enter the building and just drop off/pick up their child/children in the car park or along the bus zone. We would prefer a quick drop off along the bus zone and your support in doing this would be appreciated.

Travelling by bus to school

Face coverings: On all buses servicing the school, face coverings should be worn whilst on the vehicle, this includes any students that are brought to school by taxi/minibus. In the first week of September when GCC pass holding students board the vehicle, they will be asked by the driver to take 2 washable face masks from a box. Students are being given 2 reusable face masks so they always have one wear whilst the other is in the wash. If students prefer to wear their own face coverings (not scarves) rather than the reusable ones supplied by GCC that is absolutely fine, it's their personal choice.

Waiting at the bus stop: Students need to social distance from each other whilst waiting at bus stops, only students from the same household or year group should stand together. Like many of the above measures, we are dependent on students taking responsibility for this themselves and being sensible.

Cleaning of vehicles: We can assure you that the bus transport providers have increased their cleaning schedules on the vehicles and they will be thoroughly cleaned each day and cleaned between different bubbles using the vehicle.

Period Six Buses: The school have contracted additional buses to return Year 11 students after period 6 each day at 4.30pm.

A seating plan for these three buses has been devised.

Students coming into and leaving the building

When students arrive they must go straight to their tutor room which will be in their year specific zone. Zones will have access to their own toilet and handwashing/sanitizing areas. Students will remain in their allocated zones, including break and lunchtimes in order to keep them safe. We will be encouraging all students to arrive at or after 8.20 am as their tutor will be in their room by 8.25. It is vital that students then remain in these zones until the end of the day and not wander into different zones for **any** reason, not even to see a brother or sister in another zone.

Student zones have been confirmed as (please also refer to the zone maps within this document:

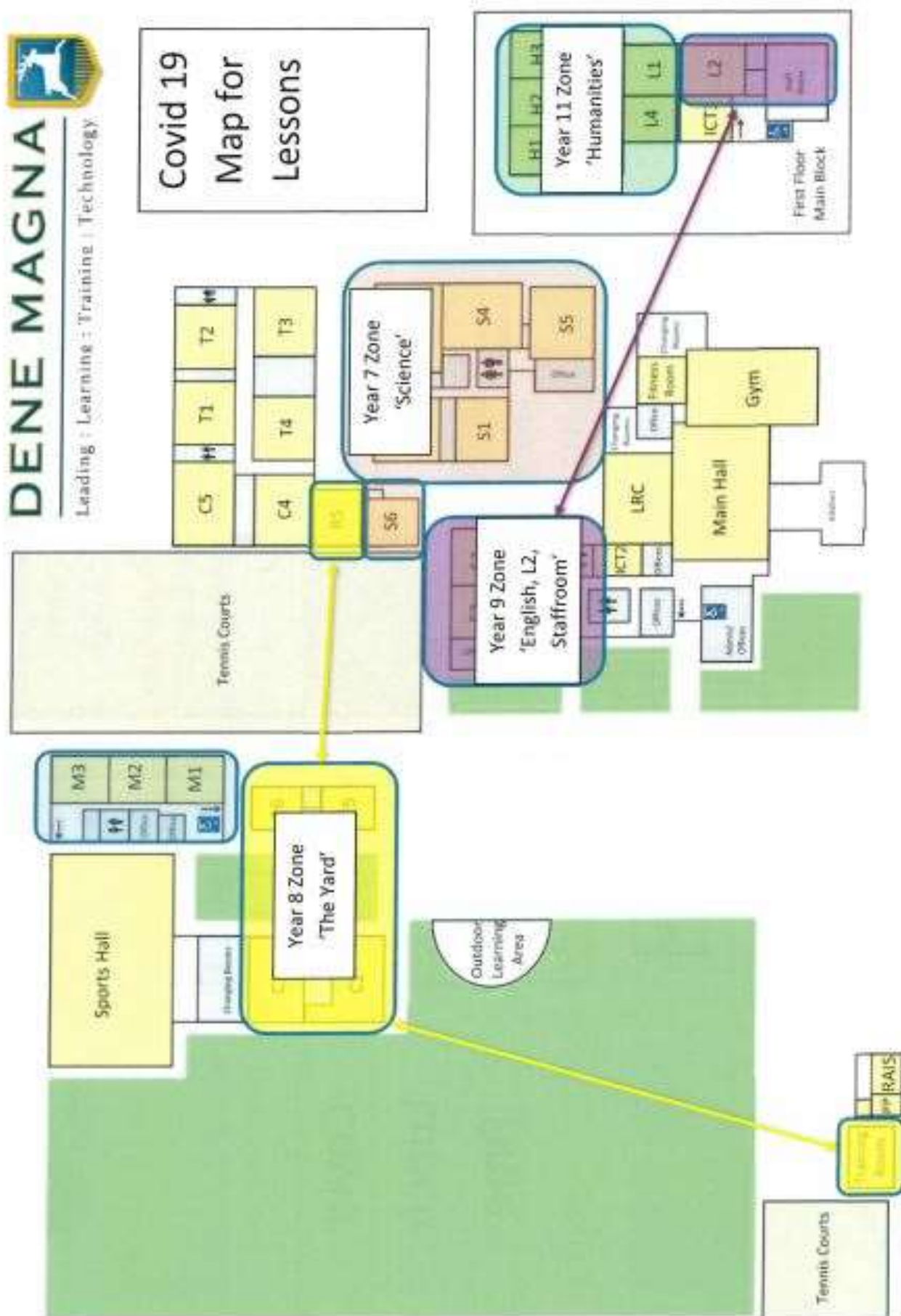
Year 7	Zone	Tutor	Tutor Base
7W1	Science block	Lewis Hacker	S6
7J1		Tony Reid	S2
7J2		Joe Watts	S5
7F1		Adele Clark	S4
7F2		Emily Malsom	S3
7D1		Chris Wynn	S1
Year 8			
8W1	English by Maths block, RS, Training Room, Music and Drama	Lauren Graham	RS1
8W2		Natasha Roderick	E6
8J1		Emily Morris	E5
8F1		Aaron Underwood	TR
8D1		Beth Ridler	C1
8D2		Charlotte Lee	C2
Year 9			
9W1	English corridor, Staff Room* and L2 Year 9 should only use the stairs going up to L2	Gareth Evans	E3
9J1		Abigail Bingham	E2
9J2		Mary Pope	Staff Room
9F1		Jess Hassell	E1
9F2		Steve Jones	L2
9D1		Sarah Adams	E4
Year 10			
10W1	Maths Block	Roy Bentley	M5
10W2		Kelly Savagar	M6
10J1		Natascha Cook / Jayne Dews	M4
10F1		Oliver Smith	M3
10D1		Paul Griffiths	M1
10D2		Sam Gardner	M2
Year 11			
11W1	Humanities corridor including L1 and L4 Y11 should only use the Humanities staircase	Steve May / Marina John	L4
11J1		Elizabeth Kitonga	H4
11J2		Simon Bridgewater	H1
11F1		Rachel Thomas	L1
11F2		Charlotte Connell	H3
11D1		Gwilym Morgan	H2



DENE MAGNA

Leading : Learning : Training : Technology

Covid 19 Map for Lessons



Timings for the day have been changed as follows:

Covid Day-Timings														
	P1	P2	Break	P3	P4				Break	P5				
	9.10	10.10	10.10	11.10	11.10	11.35	11.35	12.35	13.05	13.35	13.35	14.05	14.20	15.20
Y7								Lunch TC/QA						
Y8									Lunch TC/QA					
Y9									Lunch Yard					
Y10								Lunch Yard						
Y11												Lunch Yard		
Y12 & 13	9.10	10.10	10.10	11.10	11.10	11.35	11.35	12.35	Lunch	13.20	13.20		14.20	15.20

TC = Tennis Courts
QA = Quiet Area

Whilst in school

We know it's been a while but our normal outstanding expectations will apply, including compliance with any new safety guidelines. Students will be reminded of this on a daily basis. These instructions are non-negotiable and if asked students must comply as asked.

- Hand sanitizer stations will be located in each zone.
- Students will be asked to wash/sanitize their hands regularly especially on leaving or re-entering their classroom. Students will also be asked to wipe down their working area and items of equipment.
- Full school uniform will need to be worn.
- Please note that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- If a student has PE, they can come to school in their PE kit, if needed please bring a change of clothes. A schedule for PE lessons for the first term is attached at the end of this document.
- Students need to bring in their own set of equipment as guidelines state that this should not be lent or borrowed. All students need to bring in the following items *every day*:

Pen*, pencil*, ruler*, rubber*, sharpener*, protractor*, compass*, calculator (Casio FX 85GT+ or Aurora AX-595TV)*, scissors, a non-toxic glue stick, coloured pencils, highlighters all in an easy to clean pencil case.

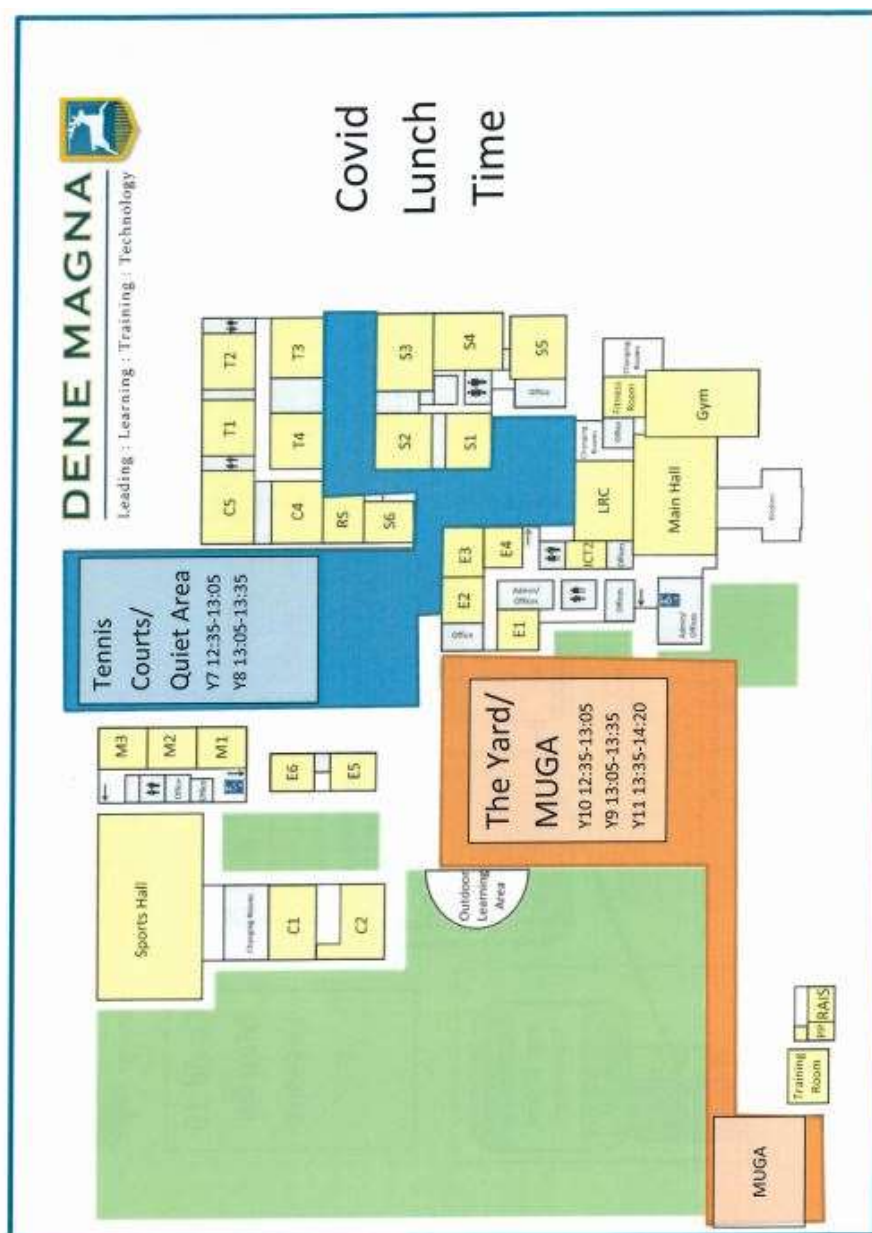
Items marked with an * can be purchased as a "Maths Pack" from the school over the summer break at the cost of £6. Additional pens and pencils are recommended if you purchase this pack of items. If you would just like the calculator it can be purchased, again from the school, at the cost of £5. All payments should be made via the Parent Pay system over the summer break. Please note that students should bring in at least one pen and pencil on the first few days of term as these items will be ordered and delivered during the first week of term in September.

At break time students can leave the classroom but must:

- Stay in their zone. Students should not wander into different zones (not even to see or speak to their brother or sister).
 - Follow the social distancing guidelines.
 - Wash and sanitize their hands before eating food, when asked and before going back into their classroom.
- Students should not leave their classroom unless they have permission from the teacher. Once permission is obtained, if students leave the classroom for any reason they must:
 - Wash and sanitize their hands before coming back into the room especially after using the toilet.
 - Remain in their zone, where possible.
- Students do not need to observe social distancing whilst they are in class. They do need to maintain the 1 meter plus social distancing should they be anywhere else in the school (eg going to a PE lesson outside of their zone, during their PE lesson, should they need to visit reception or the toilet and on entering and leaving the school site).

Lunch time

At lunchtime students will continue to remain in their zones (please refer map on page 7), eat in their class and tidy up where asked. They will then go to their allocated outdoor area for some fresh air.



Catering

There will be 5 meal deal choices available for students to pre order during tutor time:

<p>OPTION 1</p> <p>Hot main meal / vegetarian option</p> <p>Fruit</p> <p>Cake of the day</p> <p>Flavoured water or Calypso cup</p> <p>£2.95</p>	<p>OPTION 2</p> <p>Pasta with sauce / vegetarian option +cheese pot</p> <p>Fruit</p> <p>Cake of the day</p> <p>Flavoured water or Calypso cup</p> <p>£2.95</p>
<p>OPTION 3</p> <p>Ham or cheese ploughman's salad</p> <p>Fruit</p> <p>Cake of the day</p> <p>Flavoured water or Calypso cup</p> <p>£2.75</p>	<p>OPTION 4</p> <p>Hot baguette / vegetarian option</p> <p>Fruit</p> <p>Cake of the day</p> <p>Flavoured water or Calypso cup</p> <p>£2.75</p>
<p>Option 5</p> <p>Filled sub roll or wrap (ham, cheese, egg or tuna)</p> <p>Fruit</p> <p>Cake of the day</p> <p>Flavoured water or Calypso cup</p> <p>£2.20</p>	

Orders will be placed during tutor time and the catering staff will prepare these and deliver the lunches boxed and named to the year blocks for the lunchtime service. Students will eat their lunch in the classes and then vacate the classroom for the remainder of the time to enjoy some fresh air in the designated areas.

Students' accounts will be adjusted for the meals taken. Could parents please ensure there are sufficient funds on your child's lunch account.

Resources and large gatherings

We will be using Google Meet for assemblies to avoid any large gatherings.

Students should only bring into school the equipment and resources they need for the day and these should not be lent to others.

If your child feels unwell during the day they should follow the following guidelines:

- Your son/daughter should **NOT** contact you directly and follow this procedure:
 - They should inform their teacher that they are feeling unwell.
 - They should keep their distance from others.
 - Their teacher will send them to Reception to let them know that they are going to the medical room.
 - They should then go directly to the medical room and wait for someone to come up and see them. A first aider (with PPE) will go and see them to find out what the matter is and phone home if appropriate.
- If your child has normal cold-like symptoms or other conditions such as hay fever that makes them present with a runny nose, sneeze, cough etc they should:
 - Wash their hands more often.
 - If they sneeze, cough or blow your nose remember to use a tissue and *"catch it, bin it and kill it"*.

It is vital that if your child feels unwell prior to coming to school then you should call the absence line 01594 542370 opt 2 for advice.

If you have a Covid-19 test, please inform the school of the outcome, even if it is negative.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school, if well enough. Other members of their household can also stop self-isolating.

If you or anyone in your household tests positive to Covid-19 do not attend or visit the school. Please inform us on 01594 542370.

Where a student is unable to attend school because they are complying with clinical and/or public health advice, remote learning will continue and students will be expected to log into every lesson.

Please note that any members of staff who have helped someone with symptoms and any student who has been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.

Attendance

Attendance at school is now mandatory and penalty notices will be issued for non-attendance without a valid reason. If your son/daughter is unwell (including if your child or any of the family have any symptoms of Covid), please contact our Attendance Officer who will be happy to advise you.

This means from September, the usual rules on school attendance apply:

- “It is a parents’/carers’ duty to secure that their child attends regularly.” Should unauthorised absence be apparent sanctions and penalty notices have to be served in accordance with the LA regulations.
- We want all students and staff back in school, and believe the conditions are right for this, but understandably a few of you will have worries. If you are shielding or are anxious about sending your child back to school, please let us know so that we can address your concerns.
- Please refer to the table below if you are uncertain on what to do.

What to do if...	Action needed...	Return to school when....
My child has coronavirus symptoms.	<ul style="list-style-type: none"> - Do not come to school. - Contact school daily. - Self-isolate - Get tested. - Inform school immediately about the result. 	<ul style="list-style-type: none"> - The test comes back Negative. - They feel better and no longer have symptoms of coronavirus.
My child tests positive for coronavirus.	<ul style="list-style-type: none"> - Do not come to school. - Contact school daily. - Self-isolate for at least 10 days from the onset of the symptoms. - Inform school immediately about the result. 	<ul style="list-style-type: none"> - They feel better. - They can return to school even if they still have a cough or loss of smell/taste.
Someone in my household has coronavirus symptoms.	<ul style="list-style-type: none"> - Do not come to school. - Contact school daily. - The household should self-isolate. - Household member to get tested. - Inform school immediately about the result. 	<ul style="list-style-type: none"> - The household member test is negative.
Someone in my household has tested positive for coronavirus.	<ul style="list-style-type: none"> - Do not come to school. - Contact school daily. - Self-isolate for 14 days. 	<ul style="list-style-type: none"> - The student has completed 14 days of self-isolation.
NHS test and trace have identified my child as having ‘close contact’ with someone with symptoms or confirmed coronavirus.	<ul style="list-style-type: none"> - Do not come to school. - Contact school daily. - Self-isolate for 14 days. 	<ul style="list-style-type: none"> - The student has completed 14 days of self-isolation.
We/my child has travelled and has to self-isolate as part of a period of quarantine.	<ul style="list-style-type: none"> - Do not take unauthorised leave during term time. - Consider quarantine requirements when booking travel. <p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> - Do not come to school. - Contact school daily. - Self-isolate for 14 days. 	<ul style="list-style-type: none"> - The student has completed 14 days of quarantine
My child is classed as clinically extremely vulnerable.	<ul style="list-style-type: none"> - Shielding has been paused for all adults and students as of 01/08/20. 	<ul style="list-style-type: none"> - All students are therefore expected to return to school unless there is a local lockdown.

	- Contact a member of the pastoral team to discuss your situation.	- During a local lockdown, students should return to school when shielding restrictions have been lifted by government.
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If possible please ensure that any appointments are still made outside of school hours. If this isn't possible, please write a note into your child's planner or send a letter to their tutor to explain their absence. Evidence of their scheduled appointment may be required.

Period 6 for Year 11 students

Year 11 will be required to stay for an extra period each day so that we can ensure that they have not been disadvantaged by lockdown. This lesson is compulsory. Additional transport will be arranged to get them home if they travel into school by bus. Parents/carers can, of course, collect by car at 4.30pm.

Clubs

Clubs will become year specific. A full list of clubs that will be on offer will be made available during the first few weeks back. They will happen after school and we will be allowing students to use the late bus, but we encourage parents/carers to collect their daughter/son at 4.30pm.

How students with SEND will be supported

If your child is on our special needs register then support will continue to take place in school and in lessons but will look a little different in September. Allocated seating within the classroom will take into consideration specific SEN needs. Teaching Assistants will be in lessons supporting students whilst adhering to social distancing guidelines. Chromebooks will be made available to SEN students and they will use these to complete work using Google Docs, in a similar way to lockdown. Teaching Assistants will also be online to support students using this method.

If your child has an Educational Health Care Plan (EHCP) then support will continue in school as can reasonably be provided. If you have any questions or would like to discuss support further then please contact the school SENCo Mrs Dixon-Gough or Assistant SENCo Mrs Stevenson.

Behaviour

For staff and students to thrive we need to shift our expectations to meet the new conditions we are going to be faced with in September, while maintaining our high standards.

Our current behaviour systems around rewards and sanctions are still very much in place but will be underpinned by relentless routines, unconditional positive regard and ensuring that we work together to support each other.

Due to the restrictions in place, there will be a number of tweaks to the way students experience things like reward assemblies and sanctions. Students, parents and carers will be fully informed about how these will work should they be involved.

The way students experience lessons will be very different. Desks will be arranged in rows and each student will have a designated seat that they are expected to sit in. As teachers will be moving between bubbles it is important that students are sitting waiting in their designated seats with their relevant equipment out, unless they are cleaning or handing out books. Students should write the WALT from the previous lesson into their planners as a record which will be used in the afternoon tutor session. When the teacher arrives the students need to be focused and ready to learn.

As always the teaching staff at Dene Magna will set high expectations of our students to allow them to achieve their potential through this time.

Reading

Reading is still very much a priority and students will be able to select books to read at Dene Magna. The difference will be that they will be using our online library browser to select books. Any reservations will be delivered to the students and any book that is returned will be quarantined for 72 hours. We do have E-Books and an array of online resources that students will be actively encouraged to use.

Teaching & Learning

All staff are really looking forward to getting back to school and teaching your children again! We will continue to teach a broad and balanced curriculum that provides all our students with the opportunity to challenge themselves, maximise their potential and most importantly enjoy the process. Given the current circumstances, there will be changes to the way your child is taught. These are outlined below;

- Students will be working in tutor groups in the same classroom for the majority of the day, exceptions to this are when they need to move to specialist rooms
- Exercise books will be left in classrooms, along with equipment that they will need during the day
- Any ILT completed on paper or in exercise books will need to be left for 72 hours before it is marked
- There will be at least a 72 hour delay on written feedback in exercise books
- Staff will be teaching from the front of the classroom from a designated area, therefore not moving around the room
- Year 11 will now have 6 period days
- Students will be sat in rows facing the front of the classroom
- Initially, there will be no group-work, however, as time progresses we will re-evaluate this
- There will be a seating plan for each class.

House Hub and pastoral support

To comply with the cov19 guidelines, we have relocated the Houses of the school to separate offices around the school.

- Foley - between E5 & E6
- Wilson - office within the music/drama department
- Jenner - Office in science opposite Mr Tolley's room
- Dowty - Office end of English corridor

If students wish to see their Head of House or Student Support Worker, they should go to the appropriate house office during breaks and lunchtimes.

Students who currently have a time-out card will still be able to use this if they need a few minutes outside of the lesson. Should they need to use their time out card to see their Student Support Mentor or Head of House, the teacher should inform reception, who will arrange for the SSM/HOH to go to the student.

If you need to contact the school

If you need to visit us, for any reason, please call for an appointment (01594 542370). Once you have an appointment, please come to the school at the allotted time, announce your arrival at reception, via the intercom, and take a seat in the foyer. A member of staff will come and collect you. You will need to sanitize your hands before entering the building and sign in as normal. Please bring your mask as we will insist on this.

Any messages to go to your child/children should come via Reception for each child in your household. Please don't expect one of your children to pass it on to their brother/sister as they may be in different zones.

Outside of school

Please remind your child/children that even though they are back at school, social distancing continues even outside of school hours!

Contingency planning of local outbreaks

We are in the process of creating our contingency plans should our area see a spike in infection rates that is resulting in localised community spread. Should this happen remote learning will resume and any additional measures will be sent out to parents/carers.

We look forward to seeing everyone back in September.

This guidance is correct at the time of writing, but as you know, things might change!

PE structure for Term 1

Term 1 Curriculum Map 2020-21

Term 1	OCTOBER HALF TERM				
Time Period	2 Weeks	3 Weeks	2 Weeks	2 Weeks	3 Weeks
Date	7/9 - 17/9	21/9 - 9/10	12/10 - 23/10	2/11 - 13/11	16/11 - 26/11
Boys A	Fitness	Rugby	Athletics	Football	Basketball
Boys B	Fitness	Athletics	Rugby	Basketball	Football
Girls A	Fitness	Netball	Hockey	Athletics	Table Tennis
Girls B	Fitness	Hockey	Netball	Table Tennis	Athletics