

## Full Opening of Kendrick School from September 2020

**This is an executive summary of the key points of full opening of Kendrick School, based on DfE guidance, which is supported by a detailed guidance document and all necessary risk assessments. All these documents will be kept under regular review and be readily available on the school's website and internal information systems.**

It is the government's expectation that all students in all year groups, will return to full-time school from the beginning of the autumn term. Kendrick school is working in line with [government guidance](#), which is endorsed by Public Health England (PHE) and sets out the actions schools should take to minimise the risk of transmission.

**Kendrick School is working to reopen the school in September and will be guided by these five key principles**

1. Everyone returns in September; staff and students
2. Safety for all is the top priority
3. Focus on best quality learning and teaching
4. Mental health and well-being of all are considered and supported
5. Contingency planning and quickly becoming lock down ready

### Key points of full opening of Kendrick School

#### 1. Attendance

- All students to be back in school from 7/9/20
- All staff to be back in school from 1/9/20
- Any staff unable to attend to discuss and agree an individual plan with the Headteacher
- Any students unable to attend to discuss and agree an individual education plan including remote learning with their tutor and TLC.
- Any staff or students who are isolating or unwell with COVID symptoms must inform the school and stay at home.

#### 2. Arrival and Departure

- All students are able to come into school from 7.45am through reception gate and can go straight to their form rooms. Students naturally stagger their arrival so no staggered times or separate entrances set.
- Students and staff who are wearing face masks/face coverings must remove them on arrival in school and place in a sealable plastic bag. Students and staff will be allowed to wear a fresh face mask or covering in school if they wish and if it is appropriate to the activity they are doing. These should also be stored in a sealable plastic bag and put on/off according to the guidance given.
- Students and staff must wash or sanitise their hands on arrival and then follow robust hand and respiratory hygiene protocols throughout the day.
- All students to depart via reception main entrance or the front gate depending on where they are the end of the day. Car gates will be open on a timer. Staff who need to leave between 3.15 and 3.30pm to park in Cedars car park.
- Sixth form students may not leave the site during the school day.

#### 3. Timing of the day

Movement time included in lesson time and students access the canteen at allocated times in year group bubbles.

Reg am	8.25 – 8.40
Period 1	8.40 – 9.40
Period 2	9.40 – 10.40
Break	10.40 – 11.00
Period 3	11.00 – 12.00
Lunch	12.00 – 13.05
Reg pm	13.05 – 13.15
Period 4	13.15 – 14.15
Period 5	14.15 – 15.15

#### **4. Movement, Accommodation and Resources**

- One way systems in all areas of the school to be followed at all times during the school day (see site maps).
- All rooms to be equipped with a hygiene box and instructions.
- Year group bubbles to be registered and mainly taught in their form rooms with teachers moving to these rooms. Students to do practical lessons in specialist rooms and areas; work surfaces and equipment are cleaned on arrival of new groups by students. Staff wipe down their working areas including keyboards.
- Students to bring their own equipment where possible.
- All students and staff to receive individualised timetables including rooms.
- Assemblies to be delivered remotely.

#### **5. Lessons and Registration**

- Every lesson starts with a register in which students confirm that they are present and well.
- Ideally adults to maintain two metres from each other and students, avoid face to face contact and minimise time spent within one metre of anyone.
- Rooms to be arranged with students facing forward and sitting side by side as far as possible.
- Teachers to be aware of students with agreed remote learning plans.
- Teachers to be aware of students with SEND passports.

#### **6. Lunch and breaks**

- Students should use toilets as close to their form rooms as possible; there are no designated toilets for groups of students.
- Students to access the canteen and dining areas in the conservatory and Horizons by rota. Dining areas to be wiped down between groups. Students may eat in their form rooms.
- Staff duty rotas to include parts of break and lunch.
- Students to be allocated designated outside spaces close to their form rooms for use at break and lunch.
- All break and lunch arrangements to be kept under constant review.

#### **7. Extracurricular and Events**

- All clubs, activities, evening events and House Events to be reviewed and to go ahead only with discussion and agreement by SLT. There is no expectation to run extracurricular activities.
- Information and welcome events to be conducted remotely.
- Parent teacher consultations to be reviewed and may be conducted remotely.
- Temporary suspension of residential trips, all day trips to be proposed and agreed with the Headteacher.
- All meetings of staff and students to be conducted under social distancing guidelines or remotely as appropriate.

#### **8. Contingency planning**

- All departments to review their schemes of work to be aware of future lockdown, for example: all groups to teach the same topics at the same time where possible to support whole year group teaching.
- Google or Microsoft virtual classes to be set up at the start of term for all classes. IT support for staff and students to ensure remote access for all.
- SEND passports to be updated to support SEND students when remote learning.