



**WALES HIGH SCHOOL
ACADEMY TRUST**

Coronavirus (COVID-19) Full School Reopening Plan

Last updated: 15 March 2021

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The Aim of this Plan

This document outlines how the school will reopen to all students and the measures that will be put in place to ensure our school community is safe and that everyone is supported.

This is a live document that will be reviewed by the Strategic Leadership Team in conjunction with other key stakeholders as the situation develops.

The full re-opening plan has been updated in accordance with government guidance at the time of writing and replaces the previous version (which can be viewed [here](#)). **Revisions are shown in red text.**

The full re-opening plan should be read in conjunction with the following policies and / or procedures:-

[Behaviour for Learning](#) (including [Addendum](#))

[Infection Control](#)

[Risk Assessment](#)

[Safeguarding including Child Protection](#)

[Social Distancing](#)

[Testing](#)

The risk assessment is continually reviewed and updated so please visit this document regularly.

Returning to School

DfE plans for all students in all year groups to return to school full time from the beginning of the Autumn term.

Preparation for this will be undertaken by the headteacher and other senior members of staff; however, the Governing Body retains the responsibility for key decisions and the school's plans will be shared accordingly with Governors prior to students and staff returning.

The school will work closely with:

- Parents, staff and recognised unions when agreeing the best approaches for the school's circumstances
- The LA to determine what services are required and agree any specific arrangements for full return

Full Return

DfE confirm returning to school is vital for children's education and for their wellbeing. Wales High School fully supports this view. 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 that all students can return to school in September.

The risk to children themselves of becoming severely ill from COVID-19 is very low and school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. The prevalence of COVID-19 has decreased and the NHS Test and Trace system is up and running. Whilst it is not possible to ensure a totally risk free environment, the Office of National Statistics (ONS) suggests that staff in education settings tend not be at greater risk from the disease as many other occupations. We do however acknowledge that some staff may be at a greater risk due to the levels of contact they have with children.

The benefits of being back in school outweigh the very low risk from COVID-19 and the school will make informed judgements about how to deliver as close a normal educational experience as possible, ensuring this is broad, balanced whilst effectively minimising risk in line with Public Health England's (PHE) system of controls which will build on the protective measures that have been in use throughout the COVID-19 pandemic. These measures will create a safer environment for children and staff where the risk of transmission of infection is substantially reduced and include maximising distancing and minimising potential for contamination as far as is reasonable practicable.

System of Controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below:

Prevention

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, or who have tested positive in the last 7 days do not attend school. Where anyone who develops symptoms during the school day, they will be sent home. All staff will be aware of this control.
2. **Clean hands thoroughly more often than usual**, including on arrival at school, returning from breaks, when changing rooms, before and after eating. The school will ensure that

there are sufficient hand sanitiser or hand washing stations available and this action will be built into the routines of the school, supported by behaviour for learning.

- 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.** The school will ensure that there are sufficient tissues and bins available to enable this routine to be followed. Face coverings in school are currently not recommended by PHE as misuse may inadvertently increase the risk of transmission. Additionally, there may be negative effects on communication and education. Therefore, no face coverings will be worn in school.

The World Health Organisation (WHO) published a statement which advised that children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1 metre distance from others and where there is widespread transmission in the area. The government has revised its guidance on the wearing of face coverings in schools, however there is still no recommendation that face coverings are necessary / mandatory.

Whilst Rotherham is categorised as a Tier 3 area, **face coverings will be mandatory on corridors and during indoor social times.** It is expected that every student (unless exempt) is equipped with an adequate face covering so that they adhere to this whilst in school. No face coverings will be worn in lesson times and these will need to be removed on entry into any classroom. Outdoor areas will not require face coverings and the wearing of these outdoors will remain optional.

Whilst Rotherham is categorised as Tier 1 or Tier 2, face coverings may be worn during changeover in order to further minimise the risk of transmission where distancing cannot be guaranteed. Face coverings may also be worn when entering or leaving the premises and during social times.

The existing systems of control for minimising risk mean that face coverings will not be necessary in the classroom regardless of tier. DfE guidance confirms that face coverings can have a negative impact on learning and teaching and so the use of face coverings in the classroom should be avoided.

- 4. Introduce enhanced cleaning,** including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Additional cleaning routines will be undertaken during the school day in areas that are used by different groups and where there are frequently touched surfaces. Different groups have been allocated their own toilet blocks and these will be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet.

Shared classroom resources should be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between groups. Chairs, tables and used IT equipment will be cleaned at the end of each lesson. Each classroom is equipped with a hygiene box which contains cleaning products and sanitisers.

Staff and students will not share equipment. To facilitate this, individual staff will be equipped with board pens and board erasers to minimise sharing of resources. Students have been asked to bring standard essential equipment and each student will be given a pack containing a mini whiteboard, whiteboard pen and eraser to ensure they are equipped for learning.

Where a positive case or close proximity case has been identified during the school day, enhanced cleaning of the areas where these cases have been isolated to is carried out as soon as the area is clear.

- 5. Minimise contact between individuals and maintain social distancing wherever possible.** The overarching principle that we have applied is to reduce the number of contacts between students and staff, achieved by creation of 'bubbles' and maintaining distance between individuals. Appendix 1 which shows the bubble spaces for each year

group. Y12 and Y13 area will be split into 2 separate areas. It is not feasible to keep groups separate whilst offering a broad curriculum as this restricts the normal operation of the school, presenting both educational and logistical challenges. Maintaining consistent groups remains important and 'bubbles' will be year groups to enable the school to deliver the full curriculum.

Where possible, the school will implement smaller groups in order to reduce the number of people who could be asked to isolate should someone in the group become ill. Sharing of group social spaces and interaction between groups will not be permitted and this will be supported by behaviour for learning.

The school recognises that students will find it difficult to keep within their pure bubble although even partial separation and minimising of contact reduces the network of possible direct transmission.

All staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable and will maintain an appropriate distance (2 metres where possible) from students and staff to mitigate risk. Small adaptations to the classroom may be made to support distancing, ie side by side seating and facing forwards, removal of unnecessary furniture to give more space.

Staggered lunch and movement between lessons and the end of school will be implemented. Lunch will be provided in a number of areas for each group of students and students should use external routes when moving between classrooms wherever possible. Large gatherings with more than one group will be avoided.

Staff room and work room use will be minimised with teachings ensuring they are in classrooms to welcome students at the beginning of each lesson to avoid congestion on the corridors.

Parents will be reminded that they will not be allowed to gather at the school gates, ideally, they will drop students at the bottom Chestnut Avenue and will not be given access onto the premises unless by prior arrangement.

There is a staggered end to the school day with Y7 and Y8 leaving earlier to minimise congestion.

The Local Authority remains responsible for school transport and students will be encouraged to adhere to rules when travelling on school or public transport. The school continues to work closely with the Local Authority to ensure efficient bus service provision for our students.

There is a clear process in place for wearing of face coverings when in school and this will be clearly communicated. Additional bins for disposal of face coverings will be available at the front of school.

Where meeting external visitors, these should happen outside of school hours wherever possible. Distancing and hygiene guidance will be explained to visitors on or before arrival.

6. **Where necessary, wear appropriate personal protective equipment (PPE).** PPE would normally be needed
 - where a young person becomes ill with COVID19 symptoms whilst at school, and then only if a distance of 2 metres cannot be maintained.
 - where a young person already has a routine intimate care need that involves the use of PPE, in which case the same PPE should continue to be used.

Response to Any Infection

7. **Engage with the NHS Test and Trace process.** The school will communicate to staff, parents and carers the process and the requirement to immediately inform the school the results of a test where this has been undertaken. Where a positive test result has been

received for a student or any other household member, this should be communicated immediately to Head of Year or via email to contact@waleshigh.com outside of the normal school day.

8. **Manage confirmed cases of coronavirus (COVID-19) amongst the school community** by contacting the local health protection team and working with them through the process. Positive response protocols have been developed and are implemented.
9. **Contain any outbreak by following local health protection team advice.** Where 2 or more confirmed cases within 14 days are notified or an overall rise in sickness absence where COVID-19 is suspected, the school will continue to work with the local health protection team who will advise if additional action is required.

Attendance

Attendance will be mandatory from the beginning of the Autumn term unless a statutory reason applies and therefore the usual rules apply, including

- Duty of parents to ensure their child regularly attends school where they are of compulsory school age
- Duty of school to record attendance and follow up absence
- Consideration by school to issue sanctions in line with code of conduct

Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of COVID-19. This means that all students can return to school. Only where there are significant rises in infection in local areas, will students and staff be required to shield and therefore be temporarily absent from school. In these situations, absence will be authorised.

Where students are unable to attend school due to compliance with clinical or public health advice, remote learning will be offered.

Clear and consistent communication around school attendance has been shared throughout the summer in order to prepare families for returning to school in September.

Further guidance for schools to record attendance and absence, including what data to return will be issued by DfE in due course.

Travel To and From School

The school encourages active travel due to the potential congestion on public transport. Students are encouraged to walk or cycle where it is safe to do so.

The guidance for face coverings on dedicated school transport has been revised. From 2 September, all students travelling on dedicated school buses (as well as public transport) will be required to wear a face covering prior to boarding. Students will then need to remove their face covering as they enter classrooms at the start of lessons.

Staff will assist students in disposal or storage of face covering safely. If the covering is re-useable, it must be stored away safely and hygienically for the rest of the day in bags and should not be taken out whilst students remain in lessons during the school day. At the end of the day when students are boarding buses for their return journey or leaving site, they will be allowed to put their face coverings back on.

Senior colleagues ensure that students have face coverings before boarding school buses at the end of the day. Students who do not have a face covering or refuse to wear these are not allowed to board and have to make alternative arrangements to get home.

School Workforce

Clinically extremely vulnerable adults were advised that they no longer need to shield from 1 August, enabling return to work as long as social distancing is maintained. Staff who live with those categorised as clinically extremely vulnerable can also attend the workplace. The school will work with those staff who may be at increased risk from COVID-19 on an individual basis to ensure legal obligations are met in relation to protecting employees and others from harm.

Additional measures may be put in place to reduce risks, for example, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified or nominated teacher. Where it is deemed that a person has the appropriate skills, expertise and experience to carry out different work, any proposed changes in role or responsibility will be discussed and agreed with individual staff as required. This will include ensuring safe ratios are met and / or specific training is undertaken for any interventions or care for pupils with complex needs.

Individual risk assessments for staff are carried out where concerns are raised around particular elements of a role. Reasonable adjustments are implemented wherever possible which are recorded, reviewed within an agreed timescale and followed up.

Supply staff and temporary workers will continue to work with us as required and will be expected to comply with the school's arrangements for managing and minimising risk including taking particular care to maintain distance from other staff and pupils.

Where staff travel abroad during the summer holiday, return travel arrangements could be disrupted due to factors arising beyond their control in relation to COVID-19, such as the potential for reinstatement of lockdown measures in the place where they are visiting. Staff need to be available to work in school from the start of the Autumn term and individual staff should consider government quarantine requirements prior to travel during any holiday period during the academic year. Staff are asked to notify the school if they intend to travel abroad in order for appropriate plans to be made on their return to the UK.

Safeguarding

The school has due regard in the statutory safeguarding guidance, Keeping Children Safe in Education as well as COVID-19 Safeguarding in Schools, Colleges and Other Providers guidance. The school works actively together with agencies and services to ensure safeguarding and welfare concerns for students are met.

Premises

It is not necessary for us to make significant adaptations to site in order to welcome students back to school although adaptations such as additional hand washing and toilet facilities, one way systems will be made. All the usual pre-term building checks will take place prior to the full school re-opening and it is important to ensure good ventilation once the school is in operation. In classrooms, windows should be opened wherever possible before students arrive and closed at the end of each day.

There is an enhanced risk assessment in place for the catering provision.

Educational Visits

DfE continue to advise against domestic overnight and overseas educational visits. The school has cancelled all educational visits for the Autumn term and will review this decision in relation to visits for the Spring and Summer 2021 terms.

School Uniform

Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. The usual school uniform policy will apply from the Autumn term as these do not need to be cleaned any more than usual, nor do they need to be cleaned using methods different than from normal.

Extra-Curricular Provision

Whilst DfE advises extra-curricular provision can take place, the school will consider each provision separately alongside our wider protective measures including keeping students within their year group bubbles wherever possible. Contact sports will not take place, either during school led extra-curricular activities, or during the normal school day.

Curriculum Expectations

The key principles that underpin our curriculum planning are

- education is not optional – all students receive a high quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- the curriculum remains broad and ambitious – all students continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- remote education, where needed, is high quality and aligns as closely as possible with in school provision – we will continue to build our capability to educate students remotely, where this is needed.

To meet these expectations, we will

- teach an ambitious and broad curriculum in all subjects from the start of the Autumn term, but make use of existing flexibilities to create time to cover the most important missed content through our curriculum recovery planning.
- aim to return to our normal curriculum in all subjects no later than by the Summer term 2021.
- continue to plan our curriculum based on the educational needs of pupils, making effective use of regular formative assessments whilst avoiding the introduction of unnecessary tracking systems.
- develop remote education so that it is integrated into school curriculum planning.
- teach compulsory PSHE curriculum by at least the start of the Summer term 2021.

Student Wellbeing and Support

We will continue to provide a focused, pastoral support for all students, drawing on external support where necessary. All pastoral and extra-curricular activities will be designed to

- support the rebuilding of friendships and social engagement.
- address and equip students to respond to issues linked to COVID19
- support students with approaches to improve their physical and mental wellbeing

We will continue to work with school nurses to ensure delivery of the Healthy Child Programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.

Students continue to receive safe and well checks by the pastoral team during periods of self isolation via daily Teams call which they students are expected to attend. Where students have developed symptoms and are not well enough to join the call, the student or a family member should notify the Head of Year who will record this appropriately. Any none attendance at the daily Teams call will be followed up in accordance with the school's safeguarding protocols.

Behaviour Expectations

Our behaviour for learning policy is regularly reviewed to include new rules plus reasonable and proportionate expectations for student behaviour, particularly in relation to restrictions on movement and hygiene. Individual needs will be taken into account and new expectations will be built into our rewards system.

We acknowledge that some students will return to school, having been exposed to a range of adversity and trauma. We will work with local services to ensure the services and support are in place for a smooth return for all students.

The disciplinary powers we currently have in place will remain and will be consistent with the relevant legislation.

The addendum to the school's behaviour for learning policy focuses on expectations during the current pandemic.

Exams

There will be an exam series taking place in Autumn 2020 following the cancellation of Summer 2020 exams where students will be given the opportunity to sit exams in all subjects. Families are aware of the opportunity to re-sit exams in the Autumn and arrangements are in place to facilitate this as appropriate.

Performance Tables

Performance tables are suspended for the 2019/20 academic year and 2019 data will be used until new data is released.

Contingency Plans for Outbreaks

In the event of a local outbreak, the PHE health protection team or Local Authority may advise the school to close temporarily to help control transmission. Our contingency plan for this eventuality involves

- remote education will be offered immediately which will consist of a planned, well sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject
- delivery of a programme which is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers.
- positive response protocols in place and rigidly adhered to, including reporting of positive cases to DfE, PHE and the local authority
- where a positive case is notified, the positive response is implemented which includes immediate investigation to quickly identify close proximity contacts. where a student is asked to self isolate, checks are made to ensure that remote learning is accessible, ie that students are able to access their school email, teams and Go 4 Schools as well as having the necessary IT provision in place at home
- students are aware of the expectation that they should attend all lessons as per their timetable during self isolation, where they are well enough to do so. Attendance, engagement and home learning checks are carried out by teaching staff and issues are followed up
- students who are self isolating are invited to a daily Teams call where safe and well checks are carried out by the pastoral team.
- staff who are self isolating, are regularly contacted by senior colleagues check on wellbeing and to keep in touch.

Lateral Flow Testing

According to statistics, up to one third of people who have coronavirus do not experience any symptoms.

The school is required by DfE to offer lateral flow testing to all staff and students who will be attending school during the Spring term 2021. By testing in school, we will help to reduce the spread of the virus and so we would encourage as many staff and students as possible to accept the offer of the lateral flow test. The testing is completely voluntary and consent is required. If staff or students choose not to undergo the test, they will still be able to return to school. Further information around this method of testing is available on request, via contact@waleshigh.com.

During the Spring term, staff who are attending site are encouraged to undertake twice weekly tests and all key worker / vulnerable students who are attending on site provision are encouraged to be tested weekly.

From 8 March 2021, as students return to face to face education following the national lockdown, they will be expected to undertake three lateral flow tests in school, following which they will transition to home testing.

Staff will transition to home testing prior to students returning to school.

Appendix 2

Positive Response Protocol

Where a notification of positive case is received and information verified, the following process will be implemented:-

1. The positive case is contacted by phone to establish
 - possible close proximity contacts in lessons, social / friendship groups outside of school as well as in school, travel arrangements
 - when individual first became symptomatic
 - when the individual took the test
 - when the positive test was received
2. This information will enable the school to calculate the indicative number of staff and of students who may fall within these contacts.
3. DfE schools helpline is contacted to advise next steps.
4. DfE advice is followed.
5. Students identified as close proximity contacts will be collected as soon as possible from their tutor group / lesson. The relevant pastoral team, who are familiar with students within their year group, co-ordinate this to minimise anxiety.
6. Students are escorted to a safe place and the situation is explained to them calmly and clearly. Students are asked to contact home to arrange to be collected from school and staff are on hand to speak to parents / carers if needed. Students remain in the safe place until they are collected / have parental consent to leave school.
7. Students who will be self isolating are issued with a letter to take home to parents. For staff who need to self isolate, these are spoken to directly and guidance is shared on self isolation.
8. Assurance is gained from students / staff that systems of control have been adhered to. Should there have been a breach, consideration is given as to whether staff should also self isolate and if so staff are issued with the necessary guidance.
9. Relevant information is shared with staff and parents.
10. Colleagues are informed to ensure blended learning is in place for students during self isolation.
11. If we are made aware of the positive case before or during tutor group time, an extended tutor group will take place and this will be communicated by SLT. If we are notified during the school day, all staff must keep their groups with them until informed by SLT. If we are made aware during free time, we will endeavour to bring the break / lunch to a close and aim for students to return to their tutor bases as soon as possible. This will be communicated via email.
12. Before students leave site, a number of key points will be covered:
 - Students must not walk around school once they have been informed they should self isolate.
 - Staff should enable students to collect work and use lockers (supervised).
 - Students need to be reminded about expectations around remote/blended learning.
 - Students should be reminded what self-isolation is and to avoid public transport.

- Allow students to contact parents to arrange travel home and transport should be offered to those unable to arrange travel home.
- Before students are dismissed, ensure that it is in a time when all other students are in lesson.
- For KS3 and KS4, members of staff will be at the gate to ensure travel plans are in place as students leave.
- For KS5, check class lists to ensure students who are taught cross year groups are identified.

13. Cover is informed where staff are self isolating or attendance where students are self isolating.

14. Premises Manager is informed to arrange immediate deep clean of areas if needed.

15. A report is completed and submitted to the Local Authority.

16. Wellbeing is followed up through calls made to the positive case (and others self-isolating as a result of the positive case) the following day. Pastoral team will coordinate these self and well checks.