



ENSURING A COVID-SECURE WORKING AND LEARNING ENVIRONMENT

A GUIDE FOR SENIOR SCHOOL STUDENTS



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Dear Senior School students

I hope that you have been able to enjoy the summer holiday, although it has been unlike any summer holiday any of us has experienced before. I hope that you have found time to relax and to do the things that you enjoy, after such a challenging end to the last academic year. I also hope that you are looking forward to your return to the College. We are certainly looking forward to welcoming all of our students back into the building. There is so much to look forward to; seeing your friends, doing your favourite subject or Forder activity, and you may even be looking forward to seeing your teachers! Although you may be excited to return to school, it is perfectly natural to also feel concerned. The last six months have been far from normal, and school will continue to feel a little different when we return in September. We have tried our best to keep as much as possible the same, but inevitably have had to make some changes to try and keep everyone safe and reduce the potential for the transmission of Covid-19.



This booklet will hopefully answer any questions you may have about what school will be like from September. It goes through the changes to routines we have had to make, and the arrangements for the school day. If, after reading this booklet, you still have questions or concerns about any aspect of returning to school, please contact your form tutor or Head of Year.



We are really looking forward to seeing you soon.

Mrs Davies

Acting Deputy Head Pastoral



Returning to School: Senior Students

What should I wear to school?

You should wear your normal school uniform. On the days that you have Games, PE or a physical Forder activity you should wear your PE kit, as the changing rooms will not be in use until further notice. On days that you wear PE kit, you must ensure that this is the full school PE kit.

What do I need to bring to school?

You will need to bring your usual pencil case, with pens, pencils, ruler, calculator and all other stationery that is required for all subjects. Remember that you will not be able to share equipment with others or borrow items, so you must have everything you need. Make sure that you remember to bring your fob, so that you can access the school buildings.

You will need to bring your own water bottle, which should be filled before you leave home. You will be able to re-fill your water bottle during the day at water points, located next to the hand washing stations, and indicated on the map.

You will need to bring your usual exercise books or folders for each lesson, as directed by your teacher.

How should I get to and from school?

Wherever possible, you should walk or cycle to and from school. If this is not possible, then you can be dropped-off or collected by car on the front drive, at your allotted time. If you need to use public transport, you will need to wear a face covering. You should sanitise your hands as you get on or off a bus or train, and avoid touching your face or face covering.

If you get the school coach, you should use hand sanitiser as you get on and off the coach. Try to sit apart from other people on the coach as much as possible and stay within your bubble. You will need to wear a face covering on the school coach.

If you have worn a face covering on your journey to school, when you arrive you will need to place it in a plastic bag and wash your hands thoroughly for 20 seconds. You will need a separate face covering for your journey home.

What time should I get to school and where should I go when I arrive?

Each year group has a different arrival time and location. These are detailed in the table enclosed in this document; please check carefully what time you should arrive and which entrance to use. When you arrive, you should wash your hands thoroughly for 20 seconds at any of the handwashing stations or use hand sanitiser provided in the classrooms or at key points around the school. Once you have cleaned your hands, you should go directly to your form room or to your first lesson.

Can I use my locker?

To prevent large groups gathering in close proximity and the increased touching of surfaces, we will not be using lockers. If you have a locker that you were using last year, we will be emptying these on rotation during the first week of term. This will mean that you will need to think carefully about what you pack each day and keep what you bring to a minimum, as you will need to keep your bag with you during the day. Any textbooks that you are issued can remain at home so that you do not need to bring them to school and carry them with you.

How can I keep my hands clean?

We have installed new hand washing stations across the College site, and these are indicated on the map. Hand sanitiser is available at key points around the school. You will need to wash your hands when you arrive at school, after your breaks, when you change classroom and before and after you eat. We request that you bring your own small bottle of hand sanitiser to carry with you for use at the start and end of lessons, which should not be shared with others. During the first week, we will be reminding everyone how to wash their hands thoroughly for 20 seconds and you will find that hand washing will become part of your usual school routine.



Who will I be 'bubbled' with?

Each year group will form a bubble. This means that, as far as possible, you will only mix with other people in your year group and you will be separated from students in other year groups. The exception to this is Year 12 and 13, who will form one bubble within the Sixth Form.

What will the structure of the school day be?

The timings of the school day have changed slightly. Please see the table below that shows the timings of the school day for each year group. You will see that, wherever possible, the timings of the day have been adjusted to try and stagger the movement of year group bubbles.

Should I wear a face covering in school?

We ask that all Senior School students wear a face covering in corridors and indoor communal spaces, as it is harder to keep your distance in these areas.

Where will my lessons be?

To reduce movement around the school, students in the Lower School will be timetabled in the same room for as many subjects as possible that do not need specialist teaching rooms, such as English, History and Geography. Subjects such as Art, Design Engineering and Science will be taught in specialist classrooms. For students in the Middle School and Sixth Form, lessons will be held in different classrooms, as normal.

How do I get to my lessons?

To help keep bubbles apart at lesson changeovers, there will be some changes to the way you move around the building, which will be clearly signposted. When moving around the corridors, you must walk in single file and on the left side of the corridor. Some staircases may be for going up, and others will be for going down. Some doors to the building will be entry or exit only. There will be a path on the floor that you need to follow to move around outside spaces, for example going from the Main Building to Physics or Music. Although this might be inconvenient at times, it is essential that you always follow the signs and try to keep your distance from others as much as possible, especially those not in your

year group bubble.

Will I do all my usual subjects?

Yes! We are keeping every subject in the timetable, as we believe it is important for you to have a full and broad curriculum.

What will my lessons be like?

Most of your lessons will feel like normal, with a few adjustments. You will not be able to sit facing someone, so classrooms will be set out in rows facing in the same direction. Your teacher may not be able to circulate between students in the normal way, as they need to try and keep their distance. For some lessons you may need to start and end the lesson by wiping down your workspace and/or equipment. During the first week, we will be showing everyone how to do this and your teacher will be there to support and supervise cleaning. You will find that this will soon become part of your normal school routine.

What will tutor time be like?

Tutor time will feel like normal and you will take part in the usual tutorial activities, although the timings have changed. Assemblies will be broadcast into your form room, rather than taking place in the Great Hall. As you return to school, your form tutor will be there to support you and if you have any questions or concerns, they will be happy to help. Your form tutor will spend a lot of time in the first few weeks helping you get back into the normal routine of school. You will have time for team building with your form and support with settling back into school life.

Where can I go at break time?

At break time you will need to go to the allocated space on the fields for your year group, as indicated in the map. You will not be able to remain in the school building. Whilst in your year group area, you should try to maintain distance from other students. On particularly cold or wet days, you will be allowed in the building in specific locations. There will not be a tuck shop available at break time. You may bring your own healthy snack (that does not contain nuts) to eat during break. Sixth Form students can use the Sixth Form Common Room



or LRC during break, in line with distancing and hygiene measures in place in those areas.

Can I hug my friends?

Sadly, you cannot hug your friends at the moment. We all need to try and keep our distance from each other. Therefore, you should try to stay as far apart from other students as you can and most importantly not mix with students from outside your year group bubble. You should not touch anyone else or share equipment with them.

Where can I go to the toilet?

The toilets by the Maths Office will be used by Senior School students and we ask that you wear a face covering when using the toilet. You will need to queue on the marked spots if the toilets are full. These toilets will be regularly cleaned throughout the day and it is essential that you also do your best to keep them clean and maintain good hygiene. A member of staff will be on duty in this area during morning and afternoon break to supervise.

Where will I go to eat lunch?

You will be given lunch in the Refectory. Your year group has a slot for lunch that is indicated on the table below. It is essential that you eat lunch with your year group bubble at your allocated time. At this time, you will either be escorted by your teacher, if you are in a lesson, or sent to the Refectory by the member of staff on duty, if you are on your break. You will queue around the Sixth Form Garden and enter the Refectory from the side ramp. The seating in the Refectory will be arranged so that you are not sitting opposite anyone, and so that there is a gap between students, and your tray will be placed on the table for you. You will need to bring your water bottle to the Refectory.

What Forder activities can I do?

The Forder Programme will still contain many activities and will be as close to our usual programme as possible. To help keep bubbles separate, on days where you do not have a planned Forder activity you may need to be in supervised study. This will have the added benefit of helping you get back into the routine of school life. Forder activities will commence two weeks into term, so

that there is time to get used to the new daily routines first.

What should I do at the end of the school day?

Each year group ends the school day at a slightly different time, as indicated by the table below. At the end of the day, you must leave directly through your allocated exit. It is important that you leave quickly and do not remain in the school building, so as to avoid mixing with other year group bubbles. If you are being collected from school and your parent or carer is running late then you may wait in the Refectory, ensuring that you keep your distance from others. If you are getting public transport then you will need to wear a fresh face covering, different to the one you wore on the way to school.

Can I stay in school after the end of the day?

You may only stay in school at the end of the school day if you are in a supervised activity e.g. Forder activity, supervised study in the LRC or with a teacher for a support session. No student may be in the school building unsupervised after the end of the school day.

What do I do if I feel ill in school?

If you feel unwell, for any reason, you should ask your teacher for permission to go to the Pavilion. They will provide you with an out-of-lesson pass to show to the College Nurse.

If you feel unwell with Covid-19 symptoms (a high temperature, a new continuous cough or a loss or change to your sense of smell or taste), the College Nurse or a member of the Pavilion team may need you to wait in a separate room. If you develop any Covid-19 symptoms in school you will need to be collected and your parent or carer, who will need to organise a test for you.

How will the school help me settle back into school life?

Your form tutor will be going through a re-induction programme with you, during the first half term, that will help remind you about routines, organisation and getting used to being back in school. Your teachers understand that this has been a really difficult time for



everyone and that you may need some extra support in getting used to being in school again. If you are worried about anything, please speak to your form tutor, who will be happy to help or direct you to someone who can support you.

What should I do if I have a question or am concerned about coming back to school?

If you have any questions or concerns about coming back to school, you can speak to your parent or carer about the question or concern you have. Either you or your parent or carer can contact your tutor or Head of Year, who will be happy to help. The Pavilion team, Chaplain, school counsellor, peer mentors and mental health first aiders are all available within school and you can speak to any member of staff if you are worried. The 'Who can I talk to?' page on Firefly has lots of information about how to access support and you can always use the 'Help' button on Firefly to report a concern either for yourself or someone else.

What will happen if we have another Covid-related lockdown or the school has to close?

We sincerely hope that this will not happen. However, we do need to be prepared. We are very proud of our remote learning programme and should we need to go into another lockdown or in the unlikely event that the school has to close, then we would ensure that you were fully supported, using Microsoft Teams and Firefly to access remote learning. If you are new to the school, we will ensure that you receive training in how to use these two programmes early in the Michaelmas Term, so that you are confident in how to access remote learning.

What should I do if I feel unwell at home?

If you have any coronavirus symptoms (a high temperature, a new continuous cough or a loss or change to your sense of smell or taste) or have tested positive then you should not come into school. Your parent or carer should inform the school through sending an e-mail to absence@stdunstans.org.uk and your form tutor. If you have coronavirus symptoms, your parent or carer should organise a test for you as soon as possible and follow NHS guidance. We are always here for you and you can talk to your form tutor,

Head of Year or any member of staff if you are worried about anything.

What happens if I have to self-isolate?

If you become unwell, then the most important thing is to get better. Make sure that you follow NHS guidance and look after yourself. If you must self-isolate, but do not have symptoms or feel well enough to participate, then you are welcome to join in school remotely. Your teachers will be ready to stream lessons on Microsoft Teams and set work on Firefly if needed.

What is 'catch it, bin it, kill it'?

It is important to have good respiratory hygiene to prevent the spread of disease, and particularly coronavirus. You should:

1. Catch it: carry tissues with you and use them catch your sneeze or cough.
2. Bin it: dispose of your tissue in the bin.
3. Kill it: clean your hands thoroughly for 20 seconds.

Will I still be able to go on trips?

There will be no residential trips during the Michaelmas Term. Residential trips for the rest of the school year will be kept under review and will go ahead if possible, in line with Government guidance. Day trips may happen, where it is safe to do so.

Will normal school events be happening?

Some school events will take place, where these can happen within Government guidance. However, some events may need to be adjusted or cancelled.

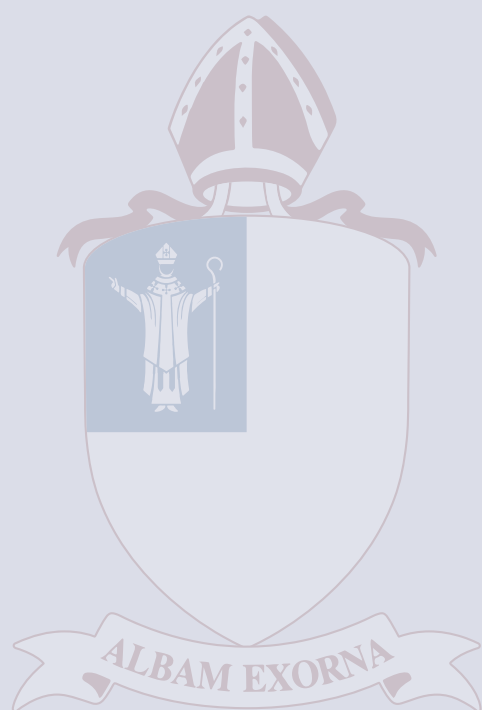
Will my instrumental music/LAMDA lessons take place?

Yes, you will be able to have your usual instrumental music and LAMDA lessons in school, from week three of term, in line with other Forder Programme activities. There may be some slight changes to the way that these lessons run, to keep everyone safe, but you will still be able to enjoy your lessons. Your music or LAMDA teacher may also offer remote lessons outside of school hours. Please speak to Mr Oldfield or Mr Stewart if you have any questions.



Can I use the LRC?

The LRC will open at 0800. From 0800 to 0850 the LRC may be used by Middle School and Sixth Form students, with permission from the Head of Middle School and Head of Sixth Form. Sixth Form students will be able to remain in the LRC to work until their first lesson of the day. At morning break, the LRC may only be used by Sixth Form students. At afternoon break, the LRC will be open to year groups on a rotation basis. After school, students from any year group may use the LRC and it will remain open until 1730. At all times, there will be a maximum number of students allowed in the LRC and all students will need to follow distancing and hygiene rules, as directed by staff.



Structure of the School Day: Lower School

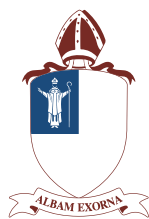
	Year 7	Year 8	Year 9
Arrival	0800 – 0810	0810 – 0820	0800 – 0810
AM Tutorial	0810 – 0845	0820 – 0845	0810 – 0845
Period 1	0850 – 0945	0850 – 0945	0850 – 0945
Period 2	0950 – 1045	0950 – 1045	0950 – 1045
AM Break	1045 – 1105	1045 – 1105	1045 – 1105
Period 3	1110 – 1205	1110 – 1205	1110 – 1205
Period 4	1210 – 1320	1210 – 1320	1210 – 1310
*Lunch	1230 – 1245	1250 – 1305	1310 – 1325
PM Break	1320 – 1410	1320 – 1410	1325 – 1410
Forder	1410 – 1445	1410 – 1445	1410 – 1445
Period 5	1445 – 1540	1445 – 1540	1445 – 1540
PM Tutorial	1545 – 1600	1545 – 1615	1545 – 1610

Structure of the School Day: Middle School

	Year 10	Year 11
Arrival	0840 – 0850	0840 – 0850
Period 1	0850 – 0945	0850 – 0945
Period 2	0950 – 1045	0950 – 1045
AM Break	1050 – 1110	1050 – 1110
Period 3	1110 – 1205	1110 – 1205
Period 4	1210 – 1310	1210 – 1310
PM Break	1310 – 1410	1310 – 1410
*Lunch	1330 – 1345	1350 – 1405
Forder	1410 – 1445	1410 – 1445
Period 5	1445 – 1540	1445 – 1540
PM Tutorial	1545 – 1625	1545 – 1630

Structure of the School Day: Sixth Form

	Sixth Form
Arrival	0940 – 0950
Period 2	0950 – 1045
AM Break	1050 – 1110
Period 3	1110 – 1205
Period 4	1210 – 1310
PM Break	1310 – 1320
Period 1	1325 – 1420
Lunch/Break	1420 – 1445
Period 5	1445 – 1540
PM Tutorial	1545 – 1625
Forder	1630 – 1715



St Dunstan's

— College —

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