

Return to School Plan for all students March 2021

We have put in place key preventative actions in accordance with the updated [government guidance](#) to effectively reduce risks and create an inherently safer environment. These are summarised below and have been used to inform our more detailed plans.

1. Asking you not to send your child to school if they have coronavirus (COVID-19) symptoms, or if there is someone in your household who does.
2. Ensuring hands are cleaned more often than usual - there will be hand sanitiser in every classroom and students will be reminded to use it at the start and end of each lesson. **Everybody at the college will wear masks at all times inside the building, including the classrooms. At break and lunch times Masks should be worn at all times except whilst eating and drinking. All students must be seated whilst eating.**
3. Ensuring 'catch it, bin it, kill it' guidance is followed if a child coughs or sneezes. Each classroom now has a lidded bin and tissues.
4. Introducing enhanced cleaning, which will include more regular cleaning of toilets and frequently touched surfaces throughout the day.
5. Minimising contact between individuals and encouraging social distancing wherever possible. We will continue to nominate each year group as a bubble and as far as possible for to teach children seated facing forwards. Students will be encouraged to distance when moving around the school and at break times. Year groups will not mix with other year groups and will have separate break times. Staff will maintain a 2m distance from students wherever possible, but where they need to work with students at less than 2 metres this will still be at the furthest distance that is practical, side on, and for the shortest amount of time possible, but no more than 15 minutes at a time.
6. PPE will be worn if a student develops symptoms at school and it is not possible to provide appropriate care whilst maintaining a 2m distance.

Return to College Timetable

Year	Initial Testing Day	First day at College	Entrance	Classes start	Break	Lunch	Exit	Library 2.30 to 5pm
Year 7 Mr Lee	Thursday 4 th March	Tues 9 th March	8.30am Sports Centre	8.45am	10.45am	12.50pm	2.15pm Back Gate on Glenburnie Road	Monday
Year 8 Mr Simeone	Thursday 4 th March	Weds 10 th March	8.30am Main car park	8.45am	11.40am	1.45pm	2.15pm Pupil entrance	Tuesday
Year 9 Mr Razaq	Thursday 4 th March	Thurs 11 th March	8.30am Next to Reception	8.45am	9.50am	11.55am	2.15pm Main car park	Wednesday
Year 10 Mr Wiseman	Friday 5 th March	Mon 8 th March	8.45am Next to Reception	9.00am	11.00am	12.10pm	2.30pm Back gate	Thursday
Year 11 Ms O'Leary	Friday 5 th March	Tues 9 th March	8.45am Main car park	9.00am	10.05am	1.05pm	2.30pm Main car park	Friday
Sixth Form Ms Young	Friday 5 th March	Mon 8 th March	9.00am Sports Centre	9.15am	11.15am		1.20pm Sports Centre	

Attendance

Parents should note that attendance is mandatory from the first day that your child is expected to return to the college. Non-attendance will be followed up as per the usual attendance procedures. Punctuality is particularly important at this time, students who arrive promptly will benefit most from their lessons and support the smooth running of classes for the benefit of all.

Uniform

- College uniform must be worn smartly by students in years 7 to 11. Please ensure that your son is in the best possible uniform and is fully equipped for the day at College.
- Please get in touch with your son's Head of Year if you have a uniform query.
- We will be loaning uniform to students if they have arrived at school and are not in full uniform.
- However, students in year 7 and 10 are permitted to wear their college PE or Games kit to and from college and in all classes on their activity days. Year 11 will have an alternative programme on Fridays. (see table below)

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Full Uniform	PE Kit	Full Uniform	Full Uniform	Full Uniform
Year 8	Full Uniform	Full Uniform	PE Kit	Full Uniform	Full Uniform
Year 9	Full Uniform	Full Uniform	Full Uniform	PE Kit	Full Uniform
Year 10	PE Kit	Full Uniform	Full Uniform	Full Uniform	Full Uniform
Year 11	Full Uniform	Full Uniform	Full Uniform	Full Uniform	Full Uniform

- Students in years 12 and 13 must wear suitable clothing in line with the expectations and have their ID card worn on a lanyard at all times when on the premises.

Coronavirus symptoms

Do not send your child to school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 10 days or if another household member develops coronavirus (COVID-19) symptoms.

In both these circumstances you should call the school to inform us of this and acknowledge that you will be following the national [Stay at Home](#) guidance.

If a student develops coronavirus (COVID-19) symptoms in school:

Individuals

- The student/member of staff will be isolated until they go home.
- They should be tested as soon as possible and let the school know the outcome.
- The school will contact the local health team to discuss next steps.

Class, bubbles or whole school.

- Where a class or a bubble need to self-isolate, or there is a local lockdown requiring students to remain at home, we will offer remote education.

Covid Testing

Students will be invited for their first lateral flow test on Thursday 4th or Friday 5th March ahead of college reopening. A message will be sent to those students who have consented to be tested via MyED; please arrive at the time stated in the message. We strongly encourage all families to take up this opportunity which will reduce the risk of infection in college.

- Home testing is being introduced for secondary age students (11+) but it is important that students are initially supervised whilst swabbing to make sure they are doing it correctly.
- We will offer students 3 tests on-site, 3 to 5 days apart (minimum 3 days), upon their return.
- Testing is voluntary; however, we would encourage everyone to participate in the asymptomatic testing programme to help break transmission links by identifying those who may be carrying the virus unknowingly. Please complete the consent form sent home via My Ed on 23rd February or it can be downloaded from the college website [here](#).

Skeleton School

In order to facilitate a deep clean of the building, to create opportunities for testing and to provide a break for students as they move from one bubble to the next we will close the skeleton provision from Thursday 4th March. Students involved in this provision will have their final day on Wednesday 3rd March and then return to the college on their allocated day – see above.

Travelling to and from the college

We do ask that students walk or cycle to college if they can. We have improved the bike parking at the college. Bikes and scooters must be securely locked, they are not to be brought into the building. Students using buses or trains must wear masks.

Lesson essentials and Classroom routines

- Students to be on time for lessons.
- Face masks must be worn at all times.
- Students enter the room in an orderly manner, stand behind chairs and wait until the teacher instructs them to be seated.
- Students must adhere to the classroom seating plan and only sit in their allocated seats - this is absolutely essential for contact tracing.
- Once seated necessary equipment will be placed on desk/working surface.
- All students should bring their own school equipment to prevent sharing amongst students.
- Students begin the starter or 'do now' activity promptly.
- Students listen to instructions and explanations without interrupting.
- Students work quietly, respecting the needs of others to a calm environment.
- Toilet breaks during lesson time is only for students with a medical need.
- Students record any Homework set.
- Students pack away sensibly when instructed to.
- If leaving the class at the end of the lesson students stand behind chairs in quiet and wait to be dismissed.

Changes to Classrooms

Students in Years 8 and 10 will have different base classrooms. These will be assigned explained clearly on their testing days and on the morning of their arrival back to the College.

Behaviour addendum

Whilst we welcome the students back, and will strive to offer all possible support, it is important that students and families recognise that the expectations of behaviour and attitude are high. We cannot allow any time to be wasted as every student has lost out on learning in recent months. We ask that all families speak to their sons and daughters and support this message. On our dedicated website page you will find the [Behaviour Addendum](#) which will provide clarity on expectations.

All students will be briefed on the specific procedures in place whilst we have the 'COVID' timetable in place. It is absolutely vital that they adhere to these, specifically around hand washing / sanitising, covering coughs, social distancing, remaining in their bubbles, not shouting etc. Any member of the college community who behaves in a way that puts others at risk can expect very significant consequences.

Breaks, Lunch and Catering

- All canteen purchases must be made through ParentMail. We cannot accept cash.
- Students will be able to buy meals and snacks during the day, but are welcome to bring (healthy) packed lunches.
- We expect students to bring a full water bottle each day. The water fountains are turned off, but students can refill bottles during break and lunch times.
- Meals will be provided for students in receipt of free school meals.
- Masks should be worn at all times except whilst eating and drinking. All students must be seated whilst eating.

Lesson adjustments

- Adjustments to lessons will need to be made in all subjects to ensure time is set aside for cleaning to take place at the end of each lesson. This will be more prevalent in specialist subjects such as; PE, Art, DT and science to ensure equipment used can be sanitised before re-use.
- Assemblies will be streamed remotely to students in their tutor rooms.
- We will be using Microsoft Teams and Canvas as the key platform for communications, homework and feedback.
- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. We will ensure they minimise contact and maintain as much distance as possible from other staff.

Assessments

- We appreciate that summative assessments can be a good way to establish students' learning gaps. However, we will be prioritising students settling back into learning routines and focus on their wellbeing in the initial weeks after their return.
- Mini-assessments e.g. quizzes, low stake tests etc will encouraged to help teachers identify gaps in students' knowledge.

Catch-up

It is important to recognise that students will have gaps within and across a variety of subjects. However, to prevent further gaps being created it is vital that students continue to learn the curriculum content as planned.

We will use a range of strategies to support catching students up:

- Within the lesson teachers will be using starters to recap learning and ends of lessons to check for understanding so they can identify gaps and addressing misconceptions straight away.
- Homework tasks to revisit and consolidate learning.
- Outside of lessons students may attend the library to gain additional support (see timetable above).
- Academic and other extra-curricular activities – we will communicate a timetable to you after the College has reopened.
- GCSE Maths and English retake small group interventions.
- Targeted intervention for an identified cohort of key stage 3 and 4 students.

Sixth Form

- On entry and exit to the school Sixth Form students will sign in and out using their InVentry card.
- Year 12 and 13 will be considered a single bubble and will go directly to their timetabled lessons.
- Sixth Formers may wish to bring in their own computer devices for independent study. Any such device brought to the school remains the students' responsibility.
- Sixth Form students must leave the site when they do not have lessons.

All year groups

- All classrooms, where possible, will have furniture rearranged so that tables are parallel to the front of the class. Students will be seated side by side and facing forwards, rather than face to face or side on.
- Teachers must maintain social distancing both in and out of the classroom. Whenever possible adults will maintain two metres distance from others including students.
- Hand sanitiser will be provided in each classroom for students to use on entry/exit.
- Individual and frequently used equipment, such as pencils and pens, must not be shared. Staff and students **must** use their own items.
- Classroom based resources, such as books, may be used and shared within the bubble; shared equipment and frequently touched surfaces will be cleaned regularly.
- Where equipment is used across different year group bubbles, such as sports, art and science equipment, this will be cleaned frequently, or 'quarantined' for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- It is recommended that students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books and stationery. Bags are allowed. Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.
- Toilets are cleaned regularly throughout the day.

Student wellbeing and support

Students may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak and it is important to contextualise these feelings as normal responses to an abnormal situation.

Parents have an extremely important role to play in preparing for the return. Whilst some children will be excited to return, others may feel scared or worried.

1. **Talk to your child about how they are feeling** about going back to school and try not to make assumptions. Ask them if they are worried or feel scared about anything, but also if they are excited about or looking forward to something. No matter how your child feels, let them know that it is completely normal to feel a mixture of emotions and that everyone will be in the same boat. Have a look at more advice on [starting a conversation with your child](#).
2. **Provide your child with as much information about their new routine and school day as you can.** Reading and discussing this letter with them will help them to prepare for the changes that have been made.
3. **Reassure your child.** Talk with your child about ways they can stay safe at school, such as washing/sanitising their hands before and after eating and reassure them that the school have put measures in place to keep them safe.
4. **Re-establish a routine to help ease into school life.** To help them get ready for school, try to gradually get them back into their usual morning and bedtime routines as they get closer to their return date.

The return to school allows social interaction with peers and teachers along with a return to consistent routines, both of which benefit wellbeing. Re-establishing these routines is essential and therefore students are expected to attend and remain in their timetabled lessons.

Within school we will re-emphasise our wellbeing messages alongside activities designed to:

- support the rebuilding of friendships and social engagement
- address and equip our students to respond to issues linked to coronavirus (COVID-19)
- continue to support students with approaches to improving their physical and mental wellbeing

Students will be reminded of the universal support available and if it becomes evident that individual or small groups of students need additional support, this will be planned for, drawing on support from external agencies where necessary. For students in crisis, specialist support should be sought by parents/carers via local NHS services. For further information on this, see the [college website](#).

BBC Asian network: vaccine scams

The BBC Asian Network has created some information on coronavirus (COVID-19) vaccine scams and made it available on social media. The information includes videos in [Urdu](#), [Sylheti](#), [Punjabi](#), [Tamil](#) and [Gujarati](#) for Twitter, [Facebook](#) and [Instagram](#).

You can also find these on the [BBC news website](#).

Contact details

We ask parents to contact us immediately of any change in contact details through MyED or contacting the college.

Meetings at the school

We will encourage all parent or external body meetings to be conducted through Teams or equivalent.

Monitoring arrangements

We will regularly review our plans as guidance from the local authority or Department for Education is updated, and, as a minimum, every 3 to 4 weeks during term time.

We hope what you read on the website provides reassurance regarding the return to school and full-time face-to-face learning.

We will update you, as required, and we want to review our operations regularly to ensure they are as robust and rigorous as possible.

We will post any significant changes on the website so please do check the school re-opening page for up to date news.

If you have any concerns regarding our re-opening plans, then email this address mail@ernestbevin.london and they will be answered directly or through a questions and answers page on the website. If there is a serious health concern, then please email the same address and someone will be in touch before the school term starts.

26 February 2021