



Whalley Range 11-18 High School

Academy Headteacher: Mrs J. Fahey Executive Headteacher: Dr J. MacKinnon PhD



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Dear Parent/Carer

Year 7 – Welcome to Whalley Range 11-18 High School

We look forward to welcoming your daughter to Whalley Range 11-18 High School in September and working together to support your daughter through her time at Whalley Range. In line with the government guidance and to maintain the health and safety of all staff and students we have put a plan together for the full opening of school. A full copy of the guidance published by the Department for Education can be found at the link below <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our plan is as accurate as it can be at the time of sending it to you. As with the global and national picture, things can change and we may need to respond to these changes accordingly. We ask that you regularly check our school website over the holidays to make sure that you are kept up to date with the current information. The current school risk assessment is available on the school website <https://wrhs1118.co.uk/news/coronavirus-updates>

Year group	First day in school
Year 7	Monday 7 September

Please find below the arrival and exit information. *These times will be reviewed after three weeks and in line with any changes to government guidance.

Arrival time	Entry point	Reception Zone	Leaving time *	Exit point
8.00 am – 8.30 am Lessons start at 8.30 am	Main Gate	Gym/Sports Hall	2.50pm	Through Main Gate

In line with government guidance and to ensure that students receive specialist teaching, we have organised the year groups in different teaching zones, in different parts of the building with year groups remaining separate from each other. Students will remain in these zones for their lessons with staff operating across different classes and year groups in order to facilitate the specialist subject delivery of the school timetable.

Heads of Year and Year Co-ordinators will be based in their Year zones and teaching assistants will be attached to a year group.

	Head of Year	Year Co-ordinator
Year 7	Miss Culkin-Smith	Mr Mustafa

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Students will be entering and exiting the school at different points of the school building and will be greeted in different reception zones. We will be using a system of staggered breaks and lunches, where students will be kept in their year bubbles in different social time zones.

Uniform and Equipment

Students will be expected to wear their normal school uniform. An additional requirement will be wearing a coloured lanyard which will indicate the year group they are in and support in ensuring students do not go into areas of the school which are designated to a different year group. All students will be provided with a pencil case of stationery at the beginning of the year for their own personal use and we ask that students bring only necessary equipment in their school bags each day.

Travelling to and from school

As per the guidance issued by the government, the use of public transport should be kept to an absolute minimum, where possible, walking and/or cycling to and from school. If walking to school with someone else who is not from your household, social distancing guidelines should be followed, wherever possible.

If being dropped off by motor vehicle, students should come straight through their designated entry point at their start time and go straight to their Reception Zone. **They must not go to other areas of the building.** When leaving the site, students should not wait around the school gate. If you are escorting your daughter to and from school, she must be dropped off outside the school premises and we ask that **parents/carers do not congregate outside the school gate.** You will receive further information from Mr Mycock about drop off and collection for Year 7 students.

Further guidance can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

If your daughter has worn a face covering to travel to school, this should be removed on entry to school. Disposable masks/coverings should be disposed of in bins provided. Reusable masks should be placed in a plastic bag and taken home at the end of the day. Hands should be washed/sanitised immediately. When removing the face mask, particular care should be taken to avoid touching the face.

Arriving and leaving school

On arrival at school, students will enter through their allocated entry point (**Main Gate**) at their allotted start time (**8.00 am – 8.30 am**) and will sanitise their hands on entry to their Reception Zone. **Please note that the Learning Resource Centre will not be open before or after school until further notice.**

At the end of the day, students must leave site as per their finish times. **Students must not congregate outside the school gates.**

Classrooms

Where possible, classrooms will be set up so all students are facing the front in rows. Classrooms will have sanitiser, lidded bins and tissues to support managing good respiratory and hand hygiene. Classrooms will be furnished with wipes in order that surfaces can be cleaned before and after use. Teachers will remain at the front of the class, observing 2 metres distance from others in the room, where possible.

Doors will be propped open to reduce the need for surface contact. Where appropriate, windows will be open to promote ventilation.

At the end of each lesson, students will leave the classroom and move to their next classroom base. They should, as normal, line up in an orderly manner and wait for their teacher to arrive and the subsequent instructions to enter.

Break time and Lunch Time

Each year group will have their own dedicated break and lunch space. Dining spaces will be cleaned between uses. **Please note there will be no breakfast provision in school until further notice.**

Toilets and Cleanliness

Each year group bubble of students will have access to a set of toilets. Hand soap and sanitiser will be replenished as often as required. Regular cleaning of toilets, doors, handles and banisters will happen throughout and at the end of each day. Hand dryers will be switched off and hands dried using paper towels.

For your information we have included Appendix A which gives specific, additional details regarding Behaviour for Learning during this period. Appendix B outlines the current information from government guidance with regard to symptoms and actions related to the coronavirus. Please note that this is subject to change from the government and Public Health England.

We wish you a happy and safe summer break and look forward to meeting your daughter on Monday 7 September.

Yours sincerely



Mrs J Fahey
Academy Headteacher

APPENDIX A

Student Expectations when in school

We expect students to arrive on time and remain in school for the duration of the day. Students' attendance at school is mandatory from September 2020.

Students are expected to follow the usual school rewards and behaviour system. They must take in to account new expectations around social distancing.

All adults in school will be expected to remind students and each other of the need to observe social distancing rules, wherever possible.

The following code of conduct (a temporary appendix to the Behaviour for Learning Policy) is expected to be followed by all students.

Appendix to the Behaviour for Learning policy in response to Covid 19 – June 2020 adapted July 2020

The school behaviour policy remains in place and serves as the basis for young people to take responsibility for their own behaviour in line with the values of the Trust and school. As always, the building of relationships and the expectation of working within a set of expectations, based on mutual respect, will be particularly key at this critical time. As such, it is imperative that students are given a clear set of guidelines to follow, that these are explained and modelled to them and are shared with their parents and carers. The following expectations now also exist:-

1. Arrive to school and leave to go home at the correct time using the correct entrance and exit.
1. Do not wait for friends and do not congregate. Speak to a member of staff if your parent/carer usually comes to collect you, is late or does not arrive.
2. Speak to a member of staff if you are worried about any aspect of travelling to school or getting home at the end of your session.
3. Enter the building at your allocated gate and door and go straight to Reception Zone
4. There must be no physical contact at any time. This includes hugging.
5. When you cough or sneeze, catch it in a tissue or in your elbow. Do not cough or sneeze in anybody else's direction. Throw your tissue in the bin. **Catch it, Bin it, Kill it.**
6. Avoid touching your face – nose, mouth and eyes.
7. You must stick to the seating plan in the learning space.
8. You must only use your own equipment. If you need anything else, ask the member of staff, do not share equipment with anyone else.
9. There will be hand sanitiser and wipes in every room. The windows will be open, and the door – where appropriate.
10. Maintain a distance from other students where possible and maintain 2 metres between yourself and adults in school. There are marks around school that will help you with this.
11. Do not leave the learning space without permission. Each year group will be allocated a set of toilets, you must not use any other toilets. You should always wash your hands for 20 seconds using soap and water before you leave the toilets.
12. You will be told where to go to spend your break time.
13. You should always follow the instructions and advice of any member of staff.

If you follow all of these expectations, you will have a positive return to school.

These expectations are in place to support your learning, welfare, health and safety. If you are not following these expectations, we will remind you about them. If there is still a lack of co-operation, we will contact your parents/carers and you will receive consequences in line with our Behaviour for Learning policy.

APPENDIX B

Symptoms and Actions

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

(Accessed 6-7-20: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>)

If a young person demonstrates any of these symptoms during the school day, they must be sent immediately to Student Services. First Aid must be notified. The student will be taken to the Isolation Room (next to Student Services), parents will be contacted to collect them straightaway. The supervising first aider should remain outside of the room but make sure they can see the student. PPE for the first aider is located in Student Services and in all Year bases. If the student requires use of the toilet, they should use the disabled access toilet in Student Services and then a cleaner should be called immediately after use.

Actions

1. **Stay at home (self-isolate)** – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.
1. **Get a test** – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Test and Trace

All members of the school community (staff/students/parents/carers) must be ready to and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All

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children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The following actions must also be taken:

1. minimising 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, do not attend childcare settings, schools or colleges
1. cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
2. ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
3. introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach
4. minimising contact between individuals and maintain social distancing wherever possible
5. where necessary wear appropriate personal protective equipment (PPE)

(Accessed 6-7-20: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>)