

RPHS Re-opening Plan: March 2021

RPHS will endeavour to provide a safe working/learning environment whilst at the same time welcoming back students and staff for a full reopening in March. To ensure a safe return to RPHS, we have implemented a system of controls as advised in the latest version of the guidance (Guidance for the full opening of schools/Operational guidance: February 2021) and we have introduced strict routines that must be followed by all members of staff and students. We are committed to the safety of all and this remains our number one priority.

Implementing protective measures

These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. **Minimise contact with unwell individuals:** *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school*
2. **Use of face coverings:** *"the use of face coverings in recommended circumstances is one element of the system of controls and must be implemented in line with other guidance".*
3. **Cleaning hands:** *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol-based hand sanitiser ensuring that all parts of the hands are covered*
4. **Respiratory hygiene:** *ensuring good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach*
5. **Cleaning regime:** *cleaning frequently touched surfaces often, using standard products such as detergents and bleach*
6. **Altering the environment and organisation to minimise contact:** *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*
7. **PPE:** *appropriate PPE available for staff who need to wear it*
8. **Ventilation:** *occupied spaces will be kept well ventilated*
9. **Test & Trace:** *engagement with NHS Test & Trace process*
10. **Managing confirmed cases:** *in line with LA/PHE procedures*
11. **Containing outbreaks:** *in line with local health protection team advice*
12. **Covid-19 National Testing Programme:** *the mass testing programme will help to identify asymptomatic positive cases and will avoid individuals carrying the infection unknowingly and potentially spreading the virus in our school setting. By taking the test/regular testing, staff and students will help stop the spread of the virus, protect others and save lives*

The rules defined within the latest guidance state that schools, on the advice from the health protection team, must send home anyone who has been in close contact with the person who has tested positive, advising them to self-isolate for 10 days (subject to any changes to NHS guidance) since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

- travelling in a small vehicle e.g. a car, with an infected person

Staff must follow the guidance to maintain 2 metre social distancing throughout the day with minimal time within 1 metre (this 1 metre contact must never surpass 15 minutes)

Pre-Opening Checks for March

During the time of our partial closure, all maintenance checks have continued through our PFI providers to ensure we have a safe building. This will continue through the Spring Term and prior to reopening in March; this will include water safety checks and all other statutory health and safety requirements.

Prevention

- *Numbers 1-5 & 8 must be in place in all schools, at all times*
- *Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances*
- *Number 7 applies in specific circumstances*

Issue	Action	When	Where	Lead
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, do not attend school	<ul style="list-style-type: none"> ▪ Staff/students will be asked to remain at home if they or anyone they live with is experiencing coronavirus symptoms ▪ If a symptomatic person (staff or student) comes into school, they will be sent home immediately ▪ Letter sent to families: Summer mailing <p>Staff training/daily checks:</p> <ul style="list-style-type: none"> ▪ Observation of students upon entry to the school ▪ Observations by staff during lesson ▪ Self- reporting by staff members, families and students 	Operational since March 2020		SLT
2.Where recommended, the use of face coverings in school	<ul style="list-style-type: none"> ▪ Face coverings <i>should</i> be worn by staff and students (although some individuals are exempt from wearing face coverings and carry an exemption card) when moving around the premises, in corridors and communal areas, and in classrooms ▪ A spare face covering should be safely stored (in a plastic bag) ▪ The school should have a small contingency supply of face coverings 	Operational since October 2020 & February 2021		SLT
3.Clean hands thoroughly & more often than usual	<ul style="list-style-type: none"> ▪ Staff and students will sanitise hands upon entry to the school: hand sanitiser stations at each gate ▪ All students and staff members will sanitise their hands before and upon exit of a classroom ▪ Sanitiser placed outside each dining facility to provide an additional clean prior to eating 	Operational since partial re-opening in June 2020		SLT

4.Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach	<ul style="list-style-type: none"> Clear process in place as detailed in this document with the use of bins in the classrooms/corridors for disposal of tissues 	Operational since March 2020		All
5.Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	<ul style="list-style-type: none"> Cleaning process agreed with the cleaning company and a strict room signing process that can be checked by every teacher upon entry and the site manager each morning Additional Janitors appointed 	Operational since March 2020		SB*
6. Minimise contact between individuals and maintain social distancing wherever possible	<ul style="list-style-type: none"> Year Group organisation of curriculum, resources and spaces Classrooms organised to provide the teacher with a 1 metre 'safe zone' 	Operational since September 2020		SLT
7.Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> Full PPE available in the medical room and staff required to wear it are fully trained 	Operational since June 2020		SB*
8.Always keeping occupied spaces well ventilated	<ul style="list-style-type: none"> The school should be well ventilated whilst ensuring a comfortable teaching/working environment is maintained The following measures should be used as appropriate: <ul style="list-style-type: none"> ➤ Open windows to provide constant background ventilation (high level windows in colder weather to reduce drafts) ➤ Open internal/external doors ➤ Increase ventilation while spaces are unoccupied 	Operational since September 2020		
<p style="text-align: center;">Response to infection</p> <ul style="list-style-type: none"> <i>Numbers 9 to 11 must be followed in every case where they are relevant</i> 				
Issue	Action	When	Where	Lead
9.Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> Anyone self-isolating with symptoms must access testing – the HR Manager can support colleagues with this – and all staff will be encouraged to sign up for 'track and trace' app Processes in place within the school to report positive test results to the local Health Team Processes in place to support the local Health Team if an outbreak is reported 	Operational since September 2020		JS*

10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> LA Flow chart in place Standard letters provided to be issued if required Process of actions developed so all appropriate staff know their actions 	Operational since September 2020		SB*/JS*
11. Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> If several cases are detected at the school, the local health protection team from Public Health England will advise on the appropriate action to take The school has developed plans to help contain the spread through social distancing of year groups (bubbles) 	Operational since September 2020		SLT
Covid-19 National Testing Programme				
Issue	Action	When	Where	Lead
12. Rapid Testing	<ul style="list-style-type: none"> Rapid testing introduced (Lateral Flow Testing: LFT) for staff and students attending during lockdown who may be asymptomatic: <ul style="list-style-type: none"> ➤ staff on site will be tested twice weekly ➤ students on site will be tested twice (minimum of 3 days apart) and weekly thereafter (or more frequently at parental request) PCR test to be taken following a positive LFT (staff will be provided with one/students should book a test) Asymptomatic Testing Centre risk-assessed to ensure end to end health, safety and infection control for lateral flow testing (<i>see RA document</i>) 	From 8 th January 2021	Asymptomatic Testing Centre = Main Hall (January)	SB* + EM*/JS*
13. Mass Testing	<ul style="list-style-type: none"> Students with consent to be tested three times (w/b 8th March) Phased return: students to undertake first LFT on site & return home to await test result <ul style="list-style-type: none"> ➤ Years 10,11 & 6th Form: Monday 8th March ➤ Years 7,8 & 9: Tuesday 9th March ➤ 2nd & 3rd tests to be done during school day (Thursday 11th/Friday 12th & Monday 15th/Tuesday 16th March) 	From 8 th March 2021	Asymptomatic Testing Centre = Sports Hall (March)	SB* + EM*/JS*
14. Home Testing	<ul style="list-style-type: none"> Staff to collect LFT and test from home twice per week (suggested days; Sunday & Wednesday) Students to collect LFT and test from home twice per week (suggested days; Sunday & Wednesday) 	From 8 th March From 15 th March		SB* + EM*/JS*

	<ul style="list-style-type: none"> ▪ Staff and students to upload results to the NHS website ▪ Staff & students to email 315.covid@lists.lgflmail.org after each test ▪ Positive LFT = requirement to undertake confirmatory PCR test 			
<p style="text-align: center;">Students</p> <p>The DfE guidance has now indicated that schools should reopen from 8th March 2021 for all students and make sensible adjustments to provide a safe environment; attendance is compulsory for all students.</p> <p>To achieve a safe environment and be able to have all year groups back on site we have implemented the following strategies:</p> <ul style="list-style-type: none"> ▪ DfE Guidance: Staff and students must wear facial coverings in corridors and communal areas and are recommended to wear face coverings in the classroom ▪ Adjustment to the school day (change to start & end times) ▪ Entrance hand sanitising procedures at the start of the day at 3 separate entrances <ul style="list-style-type: none"> ➤ 1. Bushey Road gate: Main entrance ➤ 2. West Barnes Lane gate: Bushey entrance ➤ 3. West Barnes Lane gate: DT entrance ▪ Enhanced cleaning of the building and toilets during the day ▪ Year Group bubbles with assigned breaks and identified spaces to prevent social mixing of groups ▪ A blended curriculum delivery model to ensure students isolating can access some of their learning 'live' or via printed material if not in the classroom 				
Issue	Action	When	Where	Lead
Student return from 8 th March		w/b 8 th March	Zoned-areas	SLT
Travelling to/from school – Safer Transport Campaign <i>Additional 655 after school, departing at 3.05pm and 3.25pm</i> <i>Up to half of buses on certain higher-frequency routes signed as 'school services' (generally between 07:30 and 09:00 and 14:30 and 16:30)</i>	<ul style="list-style-type: none"> ▪ Encourage students to walk or cycle to school rather than take public transport if possible ▪ If public transport is essential, students will be encouraged to only use it for the minimum time necessary and get off when they are in walking distance of the school ▪ Students using public transport must wear face masks as required by law 	March 2021		

<p>Entrance to the school site</p> <p><i>The gates will open 5 minutes before arrival time; students will be greeted at the gate, will sanitise their hands and go to line up for either registration or Period 1</i></p>	<table border="1"> <thead> <tr> <th>Year</th><th>Entrance gate</th><th>Gate open</th><th>Arrival times (for all years) & Line up (for KS3 only)</th><th>Activity: Registration (8.40am) or Period 1</th></tr> </thead> <tbody> <tr> <td>7</td><td>Bushey Road</td><td>8.25am</td><td>8.30am <i>Yr 7 Playground</i></td><td>Registration</td></tr> <tr> <td>8</td><td>Bushey Road</td><td>8.45am</td><td>8.50am <i>Tennis Courts</i></td><td>Period 1</td></tr> <tr> <td>9</td><td>West Barnes Lane (Bushey)</td><td>8.25am</td><td>8.30am <i>Bushey Car Park</i></td><td>Registration</td></tr> <tr> <td>10</td><td>West Barnes Lane (DT)</td><td>8.45am</td><td>8.50am <i>Yr 7 Playground</i></td><td>Period 1</td></tr> <tr> <td>11</td><td>West Barnes Lane (DT)</td><td>8.25am</td><td>8.30am <i>DT Building</i></td><td>Registration</td></tr> <tr> <td>6th Form</td><td>West Barnes Lane (Bushey)</td><td>8.45am</td><td>8.50am <i>6th Form</i></td><td>Period 1</td></tr> </tbody> </table>	Year	Entrance gate	Gate open	Arrival times (for all years) & Line up (for KS3 only)	Activity: Registration (8.40am) or Period 1	7	Bushey Road	8.25am	8.30am <i>Yr 7 Playground</i>	Registration	8	Bushey Road	8.45am	8.50am <i>Tennis Courts</i>	Period 1	9	West Barnes Lane (Bushey)	8.25am	8.30am <i>Bushey Car Park</i>	Registration	10	West Barnes Lane (DT)	8.45am	8.50am <i>Yr 7 Playground</i>	Period 1	11	West Barnes Lane (DT)	8.25am	8.30am <i>DT Building</i>	Registration	6 th Form	West Barnes Lane (Bushey)	8.45am	8.50am <i>6th Form</i>	Period 1	<p>Operational since September 2020</p>	<p>Bushey Road West Barnes Lane x2</p>	<p>SLT</p>
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<p>Arrival at school</p> <p>Students Arriving Late</p> <p><i>Students arriving late after the gates have closed (5 mins after designated arrival time) will enter via the main gate on Bushey Road and report to the Attendance Officer at Reception. Students will be registered and required to sanitise their hands</i></p>	<ul style="list-style-type: none"> Students will enter the site at different times (either 8.30am or 8.50am) from 3 different entrances, depending on their year group (<i>see above</i>) Any student presenting with COVID symptoms on arrival will be directed to the medical room; parents will be called and students will be sent home Students will be asked to sanitise their hands at a hand sanitising station located at one of the 3 entrances to the school KS3 students will line up and be taken into the building in single file: Year 7 (Year 7 playground)/Year 8 (Tennis courts)/Year 9 (Bushey car park) KS4: Year 11 go to registration and Year 10 line up in Year 7 playground 	<p>Operational since September 2020</p>	<p>Bushey Road & West Barnes Lane x2</p>	<p>SLT</p>																																			

October: Late detention for persistent lateness reinstated	<ul style="list-style-type: none">KS5 students will make their own way to registration or Period 1																															
Dismissal from school At the end of the day teachers will dismiss their class ensuring they sanitise their hands and leave one by one to ensure a calm flow onto the corridors when the corridor is not busy	<ul style="list-style-type: none">Students will leave the site from 3 different exits at staggered times from 2.50pm <table><tr><th>Year</th><th>Dismissal gate</th><th>Dismissal times</th><th>Activity: Registration (2.55pm) or Dismissal</th></tr><tr><td>7</td><td>Bushey Road</td><td>2.50pm</td><td>Dismissal</td></tr><tr><td>8</td><td>Bushey Road</td><td>3.20pm</td><td>Registration</td></tr><tr><td>9</td><td>West Barnes Lane (Bushey)</td><td>3.00pm</td><td>Dismissal</td></tr><tr><td>10</td><td>West Barnes Lane (DT)</td><td>3.20pm</td><td>Registration</td></tr><tr><td>11</td><td>West Barnes Lane (DT)</td><td>3.00pm</td><td>Dismissal</td></tr><tr><td>6th Form</td><td>West Barnes Lane (Bushey)</td><td>3.20pm</td><td>Registration</td></tr></table> <ul style="list-style-type: none">Staff on duty will supervise the three exit gates; students will exit using the same gate as in the morningStudents will be escorted to the designated gate and students will not be permitted to congregate; any student not going straight home or refusing to leave and instead wait for others will be dealt with according to our Behaviour PolicyStudents are expected to support the school and follow all rules to ensure everyone’s safety	Year	Dismissal gate	Dismissal times	Activity: Registration (2.55pm) or Dismissal	7	Bushey Road	2.50pm	Dismissal	8	Bushey Road	3.20pm	Registration	9	West Barnes Lane (Bushey)	3.00pm	Dismissal	10	West Barnes Lane (DT)	3.20pm	Registration	11	West Barnes Lane (DT)	3.00pm	Dismissal	6 th Form	West Barnes Lane (Bushey)	3.20pm	Registration	Operational since September 2020	Bushey Road West Barnes Lane x2	SLT
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	<ul style="list-style-type: none">Students should leave the site quickly and try to socially distance from other students not in their year group bubble															
Adjustment to the school day <i>Staggered start to the day will ensure that year groups do not mix with other year group bubbles</i>	<ul style="list-style-type: none">Years 7/9 & 11: start at 8.40am with registration/tutor timeYears 8/10 & 6th Form start at 9.00am and go straight to Lesson 1 (<i>Registration/tutor time will run for these year groups from 3-3.20pm</i>)	Operational since September 2020		SLT												
Handwashing/hygiene	<ul style="list-style-type: none">Students will sanitise their hands on arrival at the allocated gateStudents need to be encouraged/reminded to sanitise hands as frequently as possible throughout the day e.g. on entry/exit from teaching roomsHand sanitising stations will be set up around the school e.g. by the main student entrances/in identified teaching spaces/at Reception'Catch it, bin it, kill it' approach – students should sneeze/cough into a tissue and dispose of it immediately (double-bagged lidded bin)Students should sanitise their hands after sneezing/coughing, preferably washing their hands again	Operational since September 2020	Each year group will have an identified toilet to use during break/lunch	SLT												
Toilets	<ul style="list-style-type: none">As has been the case, students will not normally be allowed out of lessons unless they have a GP note to support a medical conditionStudents will sanitise their hands before leaving the classroom and report to a designated place to collect a toilet key. They will wipe the key with an anti-bac wipe and then go to the toilet <table><tr><th>Year</th><th>Assigned toilets</th><th>Key collection point</th></tr><tr><td>7</td><td>English</td><td>Library</td></tr><tr><td>8</td><td>G12 Corridor</td><td>Reception</td></tr><tr><td>9</td><td>Bushey 1st floor</td><td>Year 9 Office (Bushey)</td></tr></table>	Year	Assigned toilets	Key collection point	7	English	Library	8	G12 Corridor	Reception	9	Bushey 1 st floor	Year 9 Office (Bushey)	Operational since September 2020	Each year group will have an identified toilet to use during break/lunch	SLT
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<p>Movement around the school</p> <p><i>In line with DfE guidance, staff and students should wear facial coverings in corridors, communal area and classrooms (February 2021)</i></p>	<ul style="list-style-type: none">▪ Students will remain in the same zoned-area/teaching space every day▪ 2m floor markers are visible in corridors/around the school▪ One-way system across the school▪ Students walk in single file where possible▪ Displays placed in buildings stating 2m rule etc.	Operational since September 2020	Zoned-areas	LKG									
<p>Year group ‘bubbles’</p> <p><i>In line with DfE guidance, staff and students should wear facial coverings in corridors, communal area and classrooms (February 2021)</i></p>	<ul style="list-style-type: none">▪ Consistent groups reduce the risk of transmission; groupings (Year Group bubbles) have been developed in line with DfE guidance▪ Students will remain in their Year Group bubbles, in assigned zoned areas for all lessons; staff will move between Year Group bubbles▪ Students are not permitted to enter another Year Group bubble/assigned zoned area at any time or for any reason; students who fail to comply and break a bubble will be sent home and asked to remain at home for up to 10 school days <table><tr><td>Year</td><td>How are subjects grouped?</td><td>Zone</td></tr></table>	Year	How are subjects grouped?	Zone	Operational since September 2020	Zoned-areas	AHH/SLT/HoY						
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Support for students	<ul style="list-style-type: none">LSAs/KSWs will no longer be able to sit close to a student and provide quiet guidance to the student and must aim to stay 2 metres away but at least 1 metre away from students and other adults. If this does not facilitate the support the child requires, they can with agreement of the teacher remove the child and take them to work in the SEND & Access DepartmentWhen working within the SEND & Access Departments, social distancing must continue but the LSA/KSW will be free to talk with the student as they will not be disturbing the rest of the groupAny staff members concerned about a student or if a student discloses anything that may worry you i.e. they are concerned about COVID 19 or all other Safeguarding issues, you should follow the normal process and call for On-Call/refer via the Safeguarding proforma	Operational since September 2020	Access/SEND	SKI																		
Refreshments	<ul style="list-style-type: none">Students should be encouraged to bring in a bottle of water/snack/packed lunch to be taken in their assigned canteenStudents using the canteen will need to pre-order from a limited menu	Operational since September 2020	Canteens x3	SB*/Catering Team																		

	<ul style="list-style-type: none">A hot meal will continue to be provided for FSM students – this must also be pre-orderedThe canteens will provide water at break times (water foundations are currently out of use)																								
<p>Break & lunchtime arrangements</p> <p><i>Areas such as dining halls can be shared as long as adequate cleaning between groups is in place</i></p> <p><i>In line with DfE guidance, staff and students should wear facial coverings in corridors, communal area and classrooms (February 2021)</i></p>	<ul style="list-style-type: none">Year Groups will take their breaks and lunchtimes together and will be designated their own location so there is no mixing across Year Group bubblesThere will be 2 30 minutes breaks (11 – 11.30am & 1.30 – 2pm)The Main canteen, Bushey canteen and the Main Hall will provide a limited hot and cold food service in each of these three separate locations for both Break 1 or Break 2; students are encouraged to bring in a healthy snack for the other break (<i>see above</i>) <table><tr><th>Year</th><th>Break 1: 11 – 11.30am</th><th>Break 2: 1.30 – 2.00pm</th></tr><tr><td>7</td><td>Main canteen</td><td>Year 7 playground</td></tr><tr><td>8</td><td>Main Hall</td><td>Tennis courts</td></tr><tr><td>9</td><td>Bushey canteen</td><td>Bushey area</td></tr><tr><td>10</td><td>Main playground</td><td>Main canteen</td></tr><tr><td>11</td><td>Tennis courts</td><td>Bushey canteen</td></tr><tr><td>6th Form</td><td>Common Room</td><td>Common Room</td></tr></table> <ul style="list-style-type: none">A complete wipe down of surfaces will take place between Key Stage 3 and Key Stage 4 service therefore ensuring all Year Groups receive a sanitised and clean area for lunch6th Form should bring in their own snack/packed lunch as they will not be permitted to leave the site until further notice	Year	Break 1: 11 – 11.30am	Break 2: 1.30 – 2.00pm	7	Main canteen	Year 7 playground	8	Main Hall	Tennis courts	9	Bushey canteen	Bushey area	10	Main playground	Main canteen	11	Tennis courts	Bushey canteen	6 th Form	Common Room	Common Room	Operational since September 2020	Canteens x3	SLT
Year	Break 1: 11 – 11.30am	Break 2: 1.30 – 2.00pm																							
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6 th Form	Common Room	Common Room																							

Equipment	<ul style="list-style-type: none"> ▪ Lockers will be out of action until further notice (for Years 8 – 11) ▪ Students will be expected to have their own equipment (pens, pencils etc.) every day as there will be no loaning of essential equipment for the foreseeable future ▪ Students can take books and other shared resources home, although unnecessary sharing should be avoided 	Operational since September 2020		LKG
Uniform	<ul style="list-style-type: none"> ▪ Students must wear full school uniform including school shoes and RPHS PE kit – families will be emailed (Summer mailing) with reminders about regular washing of uniform ▪ If students have a PE or Dance lesson on any given day, students should arrive in RPHS PE kit + blazer and remain in this for the rest of the day (<i>PE changing rooms will remain locked until further notice</i>) ▪ Families of students arriving in incorrect uniform will be contacted – students will be sent home to change as we are unable to loan items 	Operational since September 2020		LFN
<p>Classroom rules</p> <p><i>Students who do not comply with the usual RPHS expectations and the new behaviour protocols (including a COVID-19 amendment to the Behaviour Policy), will be removed from lessons and the policy enforced</i></p>	<ul style="list-style-type: none"> ▪ All students must follow the Respect Code of Conduct/Behaviour to Achieve procedures: staff will be unable to ‘meet & greet’ as usual but will pay particular attention to dismissal ▪ RPHS Behaviour Policy includes new school rules (COVID amendment) ▪ RPHS Consequences will apply as normal ▪ All students/staff will be required to sanitise their hands upon arrival to the classroom and upon leaving the classroom (and repeated during the lesson if the student leaves the classroom for any reason) ▪ Students will be asked to go to their nominated seat and remain in this seat at all times 	Operational since September 2020	Whole school	LKG

	<ul style="list-style-type: none"> Seating plans will be created by teachers and saved centrally so that SLT can quickly identify who has been in close proximity to another child if they receive a Test and Trace call from the local Health Team The teacher will aim to be 2 metres away from the students but will remain at least 1 metre from students at all times & within their 'Teaching Zone' that is clearly marked on the floor The teacher will also take up an appropriate location when students are entering or exiting the classroom to ensure supervision and monitoring of hand sanitising and corridor behaviour / social distancing No equipment sharing Desks are to face forwards so that students do not face each other All detentions will be held in year group bubbles in the assigned zoned area Middle Leaders rota: daily detentions for On-Call (45 minutes) and Homework and Lates (30 minutes) SLT: weekly Year Group detentions (90 minutes) every Friday in bubbles 			
Mass gatherings	<ul style="list-style-type: none"> Year group assemblies will not take place in the Main Hall until further notice Assemblies will take place within the Tutor Group and this may be recorded or via Teams 	Operational since September 2020		SAY/HoY
Unwell individuals: during the school day	<ul style="list-style-type: none"> If a member of staff or student develops COVID-19 symptoms during the day, On-Call is to be called immediately 	Operational since September 2020	Medical Room	SB*

	<ul style="list-style-type: none"> ▪ If a student is unwell, they will be assessed in the medical room where PPE will be available (Government guidelines on use of PPE to be followed) – door and window will remain open ▪ The medical room will be sanitised once students have been sent home before anyone else enters or uses it again ▪ Any student sent home due to COVID -19 symptoms will remain at home and self-isolate whilst arranging a test (within first 5 days) and awaiting results ▪ Students may return to school after 48 hours if they receive a negative test result and must email confirmation of this result with the School Attendance Officer ▪ Students/families who receive a positive test result must follow NHS guidance and update the school immediately 			
Student well-being & safeguarding	<ul style="list-style-type: none"> ▪ PASS Survey completed and followed up (Autumn Term 2020) ▪ Wellbeing tutor time for all students on their return (Wednesday 10th March 2021) ▪ Bereavement training has been completed by the Pastoral Team ▪ Mentoring/wellbeing sessions for students who have flagged as a concern/have had a bereavement ▪ Safeguarding protocols remain unchanged ▪ Safeguarding Policy includes a COVID-19 appendix ▪ Staff to raise any concerns about WB with HoY/Pastoral Team 	December 2020 March 2021 May 2020 Operational since September 2020		LKG LKG/LFN + Student Support

Fire alarm	<ul style="list-style-type: none"> ▪ Staff accompany students out of the building via the nearest exit in usual way (<i>ignoring the one-way system on this occasion</i>) ▪ Students will then follow the normal procedures and line up on the Astro in their Tutor Group socially distanced from the other year groups ▪ A register will be taken and once the all clear is given, you will be asked to escort the students back to your classroom 	March	Astro	SB*
<p style="text-align: center;">Staff</p> <p>To achieve a safe environment and be able to have all year groups back on site we have implemented the following strategies:</p> <ul style="list-style-type: none"> ▪ DfE Guidance: Staff and students must wear facial coverings in corridors and communal areas and are recommended to wear face coverings in the classroom (February 2021) ▪ Adjustment to the school day (change to start & end times) ▪ Entrance hand sanitising procedures at the start of the day at 3 separate entrances (Bushey Road gate: main entrance/West Barnes Lane gates: Bushey entrance & DT entrance) ▪ Enhanced cleaning of the building and toilets during the day ▪ Year Group bubbles with assigned breaks and identified spaces to prevent social mixing of groups ▪ A blended curriculum delivery model to ensure students isolating can access some of their learning 'live' or via printed material if not in the classroom ▪ Staff dress code – staff will be dressed in accordance with the RPHS Code of Conduct/Handbook (professional dress) 				
<p>Arrival to the school</p> <p><i>All staff must follow these procedures to ensure they support the school in keeping the workplace as safe as possible</i></p>	<ul style="list-style-type: none"> ▪ If travelling by public transport, staff must wear a facial covering to lower the risk of contracting COVID-19 ▪ Staff shouldn't car share until further notice as travelling in close contact with someone not in your household is not advised ▪ Staff parking: staff may park in the main car park or DT – there will be no parking in the Bushey car park until further notice ▪ Staff must wash their hands on arrival and sign in using Inventory as usual (use staff pass; do not touch Inventory) ▪ After signing in/handwashing: <ul style="list-style-type: none"> ➤ Form Tutors should go to their tutor room (please refer to Staff Handbook issued on INSET Day) 	Operational since September 2020		SLT

	<ul style="list-style-type: none"> ➤ Staff who are not Form Tutors should go to their office or other available room/workspace, ensuring that social-distancing is maintained 			
<p>Movement around the school</p> <p><i>In line with DfE guidance, staff and students should wear facial coverings in corridors, communal area and classrooms (February 2021)</i></p>	<ul style="list-style-type: none"> ▪ Staff should adhere to the one-way system where possible ▪ Staff will be responsible for ensuring the corridor is not too busy; they will do this by following the classroom dismissal process and requiring each child to sanitise their hands before leaving. This will ensure a steady flow of students onto the corridor but slow enough to prevent it becoming too busy ▪ If the corridor becomes too busy, teachers will communicate with each other and stop their class from leaving until the corridor becomes less busy 	Operational since September 2020	School site	SLT
Staff protocols for social distancing	<ul style="list-style-type: none"> ▪ Hand sanitising stations/facilities in various locations around the school ▪ Clear set of expectations for staff on social distancing (to protect other colleagues) and guidance on what to do if they don't – staff may not congregate and should observe a 2 metre distance with colleagues (1 metre distance for no more than 15 minutes in certain circumstances) ▪ Screen at Reception and social distancing in place for visitors (emergencies only) 	Operational since September 2020	School site	SLT SB*
<p>Staff illness</p> <p><i>Staff should follow the national guidelines</i></p>	<ul style="list-style-type: none"> ▪ If you feel you have any of the COVID-19 symptoms, please call the school and speak to KBN ▪ Staff must exercise extreme caution with their health and inform KBN/LFN/JS*/SB* immediately if they are unwell during the school day ▪ PPE will be available in the medical room for first aiders treating unwell staff/students ▪ Door and window to remain open 	Operational since September 2020		LFN SB*

Staff well-being <i>SLT drop-in</i>	<ul style="list-style-type: none">▪ Staff may have found this second period of lockdown very challenging & the return to work could be overwhelming; if you need support or you feel one of your colleagues may need support on return to school, please speak to the HR Manager▪ We also have an Employee Assistance Programme run by Merton; you can access this on 0800 243 458 (<i>further details in the Staff Handbook</i>)▪ The HR manager has held discussions with staff who are deemed more vulnerable to infection and will carry out a risk assessment where appropriate	March 2021		SB* JS*												
Student behaviour	<ul style="list-style-type: none">▪ All students must follow the Respect Code of Conduct/Behaviour to Achieve procedures: staff will be unable to ‘meet & greet’ as usual but should pay particular attention to dismissal▪ RPHS Behaviour Policy includes new school rules (COVID amendment)▪ RPHS Consequences will apply as normal▪ IC will be used for individual year groups to avoid mixing bubbles (<i>6th Form to be dealt with on a case by case basis if required</i>) <table><tr><th>Year</th><th>Assigned day</th></tr><tr><td>11</td><td>Monday</td></tr><tr><td>10</td><td>Tuesday</td></tr><tr><td>9</td><td>Wednesday</td></tr><tr><td>8</td><td>Thursday</td></tr><tr><td>7</td><td>Friday</td></tr></table> <ul style="list-style-type: none">▪ IER will move to DG5; this will serve as a holding area before students are sent home (students will not remain in the IER for long periods of time)▪ On-Call will operate in the usual way	Year	Assigned day	11	Monday	10	Tuesday	9	Wednesday	8	Thursday	7	Friday	Operational since September 2020	Whole school	LKG FW*
Year	Assigned day															
11	Monday															
10	Tuesday															
9	Wednesday															
8	Thursday															
7	Friday															

<p>Remote Teaching & Learning</p> <p><i>In order to prepare for the possibility of blended learning (remote + face-to-face sessions) a new strategy was launched in September – information can be found on the website</i></p>	<ul style="list-style-type: none"> Remote T&L Strategy published on the website; staff have the opportunity to familiarise themselves with the Remote T&L Strategy at regular training sessions Using Teams safely: staff should refer to the training sessions led by Senior Teachers (since June) Staff should ensure they have read the 'Working from home' guidance Remote Working Policy: updated February 2021 	<p>September 2020/updated January 2021</p> <p>Operational since June 2020</p> <p>Operational since May 2020</p>	<p>SLH</p> <p>SLH/AHH/SB*</p> <p>JS*</p>
Teaching & Learning: Spring Term	<ul style="list-style-type: none"> There will be no formal lesson observations until further notice – SLT, Senior Teachers & HoDs will provide support to all teaching staff whilst the school adjusts to working in Year Group bubbles 	March	SLH
Marking	<ul style="list-style-type: none"> Marking Policy adjusted for this academic year – staff have received training on remote assessment Staff will have access to PPE (i.e. gloves) for marking; please see SB* for disposable gloves 	March	<p>SLH</p> <p>SB*</p>
Classroom environment	<ul style="list-style-type: none"> Students should remain in their seat at all times unless instructed to move by the teacher Teachers will aim to be 2 metres away from the students but will remain at least 1 metre from students at all times & within their 'Teaching Zone' that is clearly marked on the floor Demonstrations can take place, but students must remain at their desks to ensure social distancing During a lesson if a student needs to blow their nose, they are to follow the national guidance of 'Catch it, bin it, kill it' to keep the classroom as safe as possible 	Operational since June 2020	SLT + HoDs

Teaching resources <i>Classroom based resources, such as books, can be used and shared within the bubble; these should be cleaned regularly</i>	<ul style="list-style-type: none"> Exercise books should remain in teaching rooms – staff should not need to carry sets of exercise books to lessons unless they have taken them elsewhere to mark Where possible, text books & other resources should remain in Year Group bubbles Staff can take books and other shared resources home, although unnecessary sharing should be avoided 	Operational since September 2020		SLT + HoDs
Use of equipment <i>No equipment can be loaned to students until further notice</i>	<ul style="list-style-type: none"> Students will be expected to have their own pens, pencils and essential equipment and must bring this in every day to school – failure to be ‘ready to learn’ will result in an afterschool detention Equipment that is shared between classes or bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles 	Operational since September 2020		LKG SLT + HoDs
Practical subjects	<ul style="list-style-type: none"> The school will abide by the DFE guidance and the various subject associations; the DFE guidance will always be the reference point and the deciding factor if any of the guidance is contradictory <p>PE:</p> <ul style="list-style-type: none"> Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Students should be kept in consistent groups, sports equipment must be thoroughly cleaned between each use by different individual groups, and contact sports avoided until sports associations or the DFE indicate it is safe to do so Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying attention to cleaning and hygiene. This is particularly 	Operational since September 2020		AHH/HoDs

	<p>important in a sports setting because of the way in which people breathe during exercise</p> <p>Music:</p> <ul style="list-style-type: none"> ➤ DfE guidelines to be followed ➤ Music rooms will only be used by Option bubbles (Year 10 & Year 11) ➤ No singing or wind and brass playing in larger groups (e.g. school choirs), to larger groups (e.g. school assemblies) <p>DT & Science: follow CLEAPSS guidance</p>			
<p>Extra-curricular activities</p> <p><i>After-school clubs will not be made available to students if doing so would put them at increased risk of contracting COVID</i></p>	<ul style="list-style-type: none"> ▪ SLT will determine when after-school clubs can resume – this will only be done where social distancing can be adhered to ▪ Homework clubs to run in year group bubbles 	Spring Term 2021		LKG
The site				
<p>Cleaning</p> <p><i>Cleaning will take place according to the enhanced cleaning schedule that is managed by our PFI partners.</i></p> <p><i>This is checked and inspected by the PFI to ensure the cleaning contractor is meeting the expected standard of cleaning.</i></p>	<ul style="list-style-type: none"> ▪ Deep clean during Spring Term 1 and in readiness for 8th March ▪ Cleaning schedule defined for Spring Term 2021 ▪ Implement a cleaning log to track the cleaning frequency of key areas ▪ Buildings, classrooms and corridors to be cleaned thoroughly – enhanced cleaning regime in operation since March 2020 ▪ Touchpoints cleaned: keyboard & mouse/desks & chairs in offices in use/telephones/sinks/taps/toilets & toilet flushes, light switches etc. ▪ Photocopiers & other specialist equipment cleaned regularly ▪ Throughout the day our cleaning team have agreed to support the school and ensure the onsite cleaners focus on the communal areas, toilets and high touch areas throughout the day 	Operational since March 2020		SB* + Site Team

	<ul style="list-style-type: none"> ▪ Staff are to wipe the keyboard and mouse they are using down at the beginning and end of use to help keep these 'high frequency touch points' clean – cleaning items will continue to be provided 			
<p>Access to the site</p> <p><i>Introduction of some external agencies from October</i></p>	<ul style="list-style-type: none"> ▪ Visitors will not be permitted to remain on site without an appointment ▪ Meetings with parents should be conducted via telephone where possible and, until further notice, all other visitors will not be permitted on site unless absolutely necessary ▪ If a meeting is absolutely necessary, staff must advise Reception in advance of the meeting/visitor ▪ Where meetings take place, social distancing measures must be followed and staff must ensure they have booked an appropriate meeting room for this to take place 	Operational since September 2020		SB* & JS*
<p>Offices, communal areas & classrooms</p> <p><i>Staff may not congregate in the main staffroom or department areas</i></p>	<ul style="list-style-type: none"> ▪ Classroom doors will be wedged open to prevent the need to touch doors; if the fire alarm goes off, the teacher must close the door behind them ▪ All offices must enable social-distancing; staff will be asked to leave offices/work spaces/classrooms if social distancing rules aren't being followed ▪ The staffroom will only be open to enable staff to make a hot drink; these should be made in a disposable, lidded-cup (or a re-usable cup for personal use only); toasters and microwaves will remain out of action until further notice ▪ The Main Hall will be available for staff to eat during Break 2 (1.30 – 2.00pm); chairs will be socially-distanced and may not be moved 	Operational since June 2020		SB* SLT

	<ul style="list-style-type: none"> A door sign will be placed on communal rooms and this will indicate how many people can be in the room at any one time; <i>this must be followed by all staff to ensure everyone's safety</i> 			
Staff toilets	<ul style="list-style-type: none"> All staff toilets will be operational, other than those in the main corridor that will be used by Year 10 from 9am each day Social distancing should be adhered to & protocols agreed where possible 	Operational since September 2020		
Computer Rooms	<ul style="list-style-type: none"> Computer rooms will be cleaned each evening, however, they will only be used by groups of students in the same 'bubble' Staff members must ensure that each user in the classroom takes a wipe and wipes down their own keyboard and mouse (teacher's PC as well) - the room will have been cleaned prior to use by the cleaner but we wish to add this additional cleaning process as well 	Operational since September 2020	Year Group allocated IT Rooms	SB* IT Department