

RPHS Re-opening Plan: September 2020 (revised October 2020)

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 September. 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: July 2020 & updated October 2020) 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. **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*
3. **Respiratory hygiene:** *ensuring good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach*
4. **Cleaning regime:** *cleaning frequently touched surfaces often, using standard products such as detergents and bleach*
5. **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)*

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 14 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

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 summer and prior to reopening in September; this will include water safety checks and all other statutory health and safety requirements.

Prevention

- Numbers 1-4 must be in place in all schools, at all times
- Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances
- Number 6 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 	<p>Operational since March</p> <p>August</p> <p>September Inset Day Autumn Term</p>		SLT
2. 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 	<p>Wider reopening: June & Full reopening: September</p>		SLT
3. 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 	<p>Operational from 23rd March</p>		All
4. 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 	<p>Operational from 23rd March</p> <p>June/October 2020</p>		SB*
5. 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' 	<p>September</p>		SLT
6. 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 	<p>Operational from June</p>		SB*

Response to infection

- Numbers 7 to 9 must be followed in every case where they are relevant

Issue	Action	When	Where	Lead
7. 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 	September tbc		JS*
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> ▪ Standard letters provided to be issued if required ▪ Process of actions developed so all appropriate staff know their actions 	LA Flow chart in place		SB*/JS*
9. Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> ▪ If 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) 			SLT

Students

The DfE guidance has now indicated that schools should reopen from September for all students and make sensible adjustments to provide a safe environment. Attendance is compulsory for all students from 1st September 2020.

To achieve a safe environment and be able to have all year groups back on site we have implemented the following strategies:

- DfE guidance for Tier 1 (w/b 19th October 2020) – staff and students must wear facial coverings in corridors and communal areas
- Adjustment to the school day (change to start & end times)
- Entrance hand sanitising procedures at the start of the day at 3 separate entrances
 - 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 their learning ‘live’ or via printed material if not in the classroom

Issue	Action	When	Where	Lead												
Student induction	<table border="1"> <thead> <tr> <th data-bbox="732 202 1057 240">Date</th> <th data-bbox="1057 202 1397 240">Detail</th> </tr> </thead> <tbody> <tr> <td data-bbox="732 240 1057 357">Wednesday 2nd September</td> <td data-bbox="1057 240 1397 357">Staff INSET Day</td> </tr> <tr> <td data-bbox="732 357 1057 509">Thursday 3rd September</td> <td data-bbox="1057 357 1397 509">Induction Day 1: Year 7: 9.30 – 2pm Year 12: 9.30 – 2pm</td> </tr> <tr> <td data-bbox="732 509 1057 660">Friday 4th September</td> <td data-bbox="1057 509 1397 660">Induction Day 2: Year 7: 9.30 – 2pm Year 12: 9.30 – 2pm</td> </tr> <tr> <td data-bbox="732 660 1057 1150">Monday 7th September</td> <td data-bbox="1057 660 1397 1150">Induction Day 3: Form Tutor time - Year 7: 8.40am Year 8: 9.30am Year 9: 10.00am Year 10: 10.30am Year 11: 8.40am Year 12: 8.50am Year 13: 8.50am Staggered dismissal from 2.55pm</td> </tr> <tr> <td data-bbox="732 1150 1057 1339">Tuesday 8th September</td> <td data-bbox="1057 1150 1397 1339">All students in at assigned entrances/times & following usual school timetable in year group bubbles</td> </tr> </tbody> </table>	Date	Detail	Wednesday 2 nd September	Staff INSET Day	Thursday 3 rd September	Induction Day 1: Year 7: 9.30 – 2pm Year 12: 9.30 – 2pm	Friday 4 th September	Induction Day 2: Year 7: 9.30 – 2pm Year 12: 9.30 – 2pm	Monday 7 th September	Induction Day 3: Form Tutor time - Year 7: 8.40am Year 8: 9.30am Year 9: 10.00am Year 10: 10.30am Year 11: 8.40am Year 12: 8.50am Year 13: 8.50am Staggered dismissal from 2.55pm	Tuesday 8 th September	All students in at assigned entrances/times & following usual school timetable in year group bubbles	September	Zoned-areas	SLT
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<p>Travelling to/from school – Safer Transport Campaign</p> <p><i>Additional 655 after school, now departing at 3.05pm and 3.25pm</i></p>	<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; these must be removed on arrival to school and kept in a plastic bag during the school day 	September																																					
<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" data-bbox="667 517 1464 1235"> <thead> <tr> <th>Year</th> <th>Entrance gate</th> <th>Gate open</th> <th>Arrival times <i>(for all years)</i> & Line up <i>(for KS3 only)</i></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 <i>(for all years)</i> & Line up <i>(for KS3 only)</i>	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	September	<p>Bushey Road</p> <p>West Barnes Lane x2</p>	SLT
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Arrival at school	<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> 	September	<p>Bushey Road & West Barnes Lane x2</p>	SLT																																			

<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> <p><i>October: Late detention for persistent lateness reinstated</i></p>	<ul style="list-style-type: none"> ▪ 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 ▪ KS5 students will make their own way to registration or Period 1 																															
<p>Dismissal from school</p> <p><i>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</i></p>	<ul style="list-style-type: none"> ▪ Students will leave the site from 3 different exits at staggered times from 2.50pm <table border="1" data-bbox="692 764 1440 1414"> <thead> <tr> <th>Year</th> <th>Dismissal gate</th> <th>Dismissal times</th> <th>Activity: Registration (2.55pm) or Dismissal</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Bushey Road</td> <td>2.55pm</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> </tbody> </table>	Year	Dismissal gate	Dismissal times	Activity: Registration (2.55pm) or Dismissal	7	Bushey Road	2.55pm	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	September	Bushey Road West Barnes Lane x2	SLT
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	<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 morning ▪ Students 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 Policy ▪ Students are expected to support the school and follow all rules to ensure everyone's safety ▪ Students should leave the site quickly and try to socially distance from other students not in their year group bubble 			
<p>Adjustment to the school day</p> <p><i>Staggered start to the day will ensure that year groups do not mix with other year group bubbles</i></p>	<ul style="list-style-type: none"> ▪ Years 7/9 & 11: start at 8.40am with registration/tutor time ▪ Years 8/10 & 6th Form start at 9.00am and go straight to Lesson 1 (Registration/tutor time will run for these year groups from 3-3.20pm) 	September		SLT
Handwashing/hygiene	<ul style="list-style-type: none"> ▪ Students will sanitise their hands on arrival at the allocated gate ▪ Students need to be encouraged/reminded to sanitise hands as frequently as possible throughout the day e.g. on entry/exit from teaching rooms ▪ Hand 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 	September	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 condition ▪ Students 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 border="1" data-bbox="696 360 1435 651"> <thead> <tr> <th>Year</th> <th>Assigned toilets</th> <th>Key collection point</th> </tr> </thead> <tbody> <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> <tr> <td>10</td> <td>Main corridor</td> <td>School Office</td> </tr> <tr> <td>11</td> <td>Science</td> <td>Science Office</td> </tr> <tr> <td>6th Form</td> <td>6th Form Block</td> <td>6th Form Office</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ Upon their return they will wipe the key down with a wipe before returning it and sanitise their hands. They will also sanitise their hands upon re-entry to the classroom ▪ Students will follow the posters and guidance displayed outside of the Toilet entrance to ensure maximum safety for all users ▪ Toilets will be cleaned regularly throughout the day 	Year	Assigned toilets	Key collection point	7	English	Library	8	G12 Corridor	Reception	9	Bushey 1 st floor	Year 9 Office (Bushey)	10	Main corridor	School Office	11	Science	Science Office	6 th Form	6 th Form Block	6 th Form Office	September	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 and communal areas (October 2020)</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. 	September	Zoned-areas	LKG																					

<p>Year group 'bubbles'</p> <p><i>In line with DfE guidance, staff and students should wear facial coverings in corridors and communal areas (October 2020)</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 border="1" data-bbox="663 512 1469 1123"> <thead> <tr> <th>Year</th> <th>How are subjects grouped?</th> <th>Zone</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Mixed ability and taught in their Tutor Group for the vast majority of lessons (Autumn Term only)</td> <td>English</td> </tr> <tr> <td>8</td> <td>Will follow their new timetable and will be taught in their usual groupings (mixed-ability/sets)</td> <td>Humanities</td> </tr> <tr> <td>9</td> <td>Will follow their new timetable and will be taught in their usual groupings (mixed-ability/sets)</td> <td>Maths</td> </tr> <tr> <td>10</td> <td>Sets for core subjects Option groups for Option Subjects</td> <td>MFL</td> </tr> <tr> <td>11</td> <td>Sets for core subjects Option groups for Option Subjects</td> <td>Science</td> </tr> <tr> <td>6th Form</td> <td>Option groups for lessons 6th form bubble for study periods</td> <td>6th Form</td> </tr> </tbody> </table>	Year	How are subjects grouped?	Zone	7	Mixed ability and taught in their Tutor Group for the vast majority of lessons (Autumn Term only)	English	8	Will follow their new timetable and will be taught in their usual groupings (mixed-ability/sets)	Humanities	9	Will follow their new timetable and will be taught in their usual groupings (mixed-ability/sets)	Maths	10	Sets for core subjects Option groups for Option Subjects	MFL	11	Sets for core subjects Option groups for Option Subjects	Science	6 th Form	Option groups for lessons 6 th form bubble for study periods	6 th Form	September	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 Department 	September	Access/SEND	SKI																					

	<ul style="list-style-type: none"> When 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 group Any 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 																		
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 canteen Students using the canteen will need to pre-order from a limited menu A hot meal will continue to be provided for FSM students – this must also be pre-ordered The canteens will provide water at break times (water foundations are currently out of use) 	September	Canteens x3	SB*/Catering Team															
<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 and communal areas (October 2020)</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 bubbles There 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 border="1"> <thead> <tr> <th>Year</th> <th>Break 1: 11 – 11.30am</th> <th>Break 2: 1.30 – 2.00pm</th> </tr> </thead> <tbody> <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> </tbody> </table>	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	September	Canteens x3	SLT
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11	Tennis courts	Bushey canteen								
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 	September		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 	September		LFN						
Classroom rules <i>Students who do not comply with the usual RPHS expectations and the new behaviour protocols (including a COVID-19 amendment)</i>	<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) 	September	Whole school	LKG						

<p><i>to the Behaviour Policy), will be removed from lessons and the policy enforced</i></p>	<ul style="list-style-type: none"> ▪ 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 ▪ 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: daily detentions for On-Call (45 minutes) from September and Homework and Lates (30 minutes) from October ▪ SLT: weekly Year Group detentions (90 minutes) every Friday in bubbles 			
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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 	September		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 ▪ 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 	September	Medical Room	SB*
Student well-being & safeguarding	<ul style="list-style-type: none"> ▪ Well-Being questionnaire: completed by all students at the EoT – information collated and actioned/ready to action (September) ▪ Bereavement training has been completed by the Pastoral Team ▪ Mentoring/wellbeing sessions for students who have flagged as a concern/have had a bereavement 	March		LFN + Student Support

	<ul style="list-style-type: none"> Safeguarding protocols remain unchanged Safeguarding Policy includes a COVID-19 appendix Staff to raise any concerns about WB with HoY/Pastoral Team 			KHD/LFN
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 	September	Astro	SB*
Staff				
<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 for Tier 1 (w/b 19th October 2020) – staff and students must wear facial coverings in corridors and communal areas 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 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 should wear a facial covering to lower the risk of contracting COVID-19 - <i>shared transport is not advised (Tier 2 restrictions)</i> 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 Inventry as usual (use staff pass; do not touch Inventry) 	March		SLT

	<ul style="list-style-type: none"> ▪ After signing in/handwashing: ➤ Form Tutors should go to their tutor room (please refer to Staff Handbook issued on INSET Day) ➤ 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 and communal areas (October 2020)</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 	June	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) 	June	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 LFN ▪ You will then be instructed to book a key worker virus test and follow NHS guidance 	June		LFN SB*

	<ul style="list-style-type: none"> ▪ Staff must exercise extreme caution with their health and inform 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 													
Staff well-being <i>Weekly SLT drop-in from October</i>	<ul style="list-style-type: none"> ▪ Staff may have found this period of time 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 	May		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 border="1" data-bbox="824 1209 1310 1418"> <thead> <tr> <th>Year</th> <th>Assigned day</th> </tr> </thead> <tbody> <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> </tbody> </table>	Year	Assigned day	11	Monday	10	Tuesday	9	Wednesday	8	Thursday	June September	Whole school	LKG FW*
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	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">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 ▪ Detentions will operate in year group bubbles (<i>please see Students/Classroom rules</i>) 	7	Friday			
7	Friday					
Remodelling of classrooms/workspaces	<ul style="list-style-type: none"> ▪ Areas/rooms not in use will remain locked ▪ Classrooms re-designed to aid social distancing – desks front facing & Teaching Zone identified ▪ Additional classrooms created to facilitate year group bubbles: IER, Reprographics and CR2 to be converted to classrooms; PA1 & PA2 set up as classrooms and BG4 to provide an additional IT suite ▪ Classrooms/workspaces used will be cleaned afterwards 	June	School Site	SB* + Site Team		
Teaching & Learning						
<p>Must be:</p> <ul style="list-style-type: none"> ▪ accessible in the classroom in the traditional format i.e. teacher teaching and students sat at desks learning ▪ accessible via Teams by students at home due to Test and Trace/ Shielding reasons whilst the lesson is running (i.e. students can access the teaching materials and listen to the specific explanations given by the teacher) ▪ accessible via paper by students at home due to Test and Trace reasons (for those without access to electronic devices) ▪ deliverable by the teacher for all forms above if they are at home (and not ill) due to Test and Trace 						
Curriculum	<ul style="list-style-type: none"> ▪ There will be a curriculum action plan (Recovery Curriculum) for all year groups for the next academic year (catch up/intervention/tutoring (EEF Guidance), recapping/changing pedagogical approaches to close gaps and will include Y6 into Y7) 	September		AHH/LKG		

	<ul style="list-style-type: none"> The Resilience Curriculum will focus on well-being, friendships, dealing with anxiety etc through tutor time, assemblies, L4L and drop-down days 			LKG/AHH
<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> <p><i>DfE Tier system shared with families (October)</i></p>	<ul style="list-style-type: none"> Remote T&L Strategy published on the website; staff will have the opportunity to familiarise themselves with the Remote T&L Strategy on INSET Day Using Teams safely: staff should refer to the training session led by Senior Teachers (Teams pilot: June 2020) Staff should ensure they have read the ‘Working from home’ guidance 	<p>September</p> <p>Operational since June</p> <p>Operational since May</p>		<p>SLH</p> <p>SLH/AHH/SB*</p> <p>JS*</p>
Teaching & Learning: Autumn 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 	September		SLH
Marking	<ul style="list-style-type: none"> Marking will resume in September however, there will be adjustments to the Marking Policy and this will be shared with staff on INSET Day Staff will have access to PPE (i.e. gloves) for marking; please see SB* for disposable gloves 	September		<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 	June		SLT + HoDs

	<ul style="list-style-type: none"> 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 			
<p>Teaching resources</p> <p><i>Classroom based resources, such as books, can be used and shared within the bubble; these should be cleaned regularly</i></p>	<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 	September		SLT + HoDs
<p>Use of equipment</p> <p><i>No equipment can be loaned to students until further notice</i></p>	<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 	<p>June</p> <p>September</p>		<p>LKG</p> <p>SLT + HoDs</p>
<p>Practical subjects</p>	<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 	September		AHH/HoDs

	<ul style="list-style-type: none"> ➤ 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 important in a sports setting because of the way in which people breathe during exercise <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 from October 	Autumn Term		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 October Half Term ▪ Cleaning schedule defined for Autumn Term 2020 ▪ 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 	Operational since March		SB* + Site Team

	<ul style="list-style-type: none"> ▪ 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 ▪ 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 	September		SB* & JS*
Offices & classrooms	<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) – staff may not congregate in the main staffroom or department areas 	Operational since June		SB* SLT

	<ul style="list-style-type: none"> ▪ 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 ▪ 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 until further notice ▪ Social distancing should be adhered to & protocols agreed where possible 	September		
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 	September	Year Group allocated IT Rooms	SB* IT Department