



Star

TEMPLATE SCHOOL REOPENING PLAN

CHECKS AND BALANCES: RESPONDING TO COVID-19

A toolkit to support leaders
as they reopen schools



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Introduction

This sample reopening plan should be read in conjunction with the Toolkit and its associated guidance. It is intended as an example rather than as a prescriptive guide, and schools will wish to adapt it for their own contexts. However, it provides a level of operational detail which schools may find helpful and desirable in formulating their own reopening plans.

While the government does not expect year 10 and year 12 pupils to return to school or college on a full-time basis at this stage, they are asking secondary schools to offer some face to face support to these pupils from 1 June. In the event that it is possible for year 10 to return to full time school, this sample 4FE secondary school plan may be helpful.

Please note that the measures outlined, and the approach taken will be useful to both primary and secondary school settings.

Net capacity and organisation of teaching spaces

- In order to limit class sizes to 15, Y10 pupils will be split into two halves based on surname and form class – Group 1 (60 pupils) and Group 2 (60 pupils).

Pupils	Learning spaces
Year 10 Group 1	H1, H2, H3, H4
Year 10 Group 2	M1, M2, M3, M4

- In addition, the Learning Resource Centre (LRC) will be used exclusively by pupils who are vulnerable or children of keyworkers (those not in Y10). No other pupils will be allowed to use the LRC.
- The library will be closed. No pupils are permitted to congregate in the library.

Arrival to and departure from school

- To reduce crowding on entering:
 - Year 10 Group 1 should arrive between 7.40am and 7.50am.
 - Year 10 Group 2 should arrive between 7.50am until 8.00am.
 - Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should drop off their child after 8.05am.
- Upon entering school, pupils will be asked to use a hand sanitiser.
- At the end of the school day, pupils will be asked to use the hand sanitiser before leaving their final lesson.
- To reduce crowding on leaving:
 - Year 10 Group 1 will be dismissed at 2.55pm, managed by the Head of Year.
 - Year 10 Group 2 will be dismissed at 3.05pm, managed by the Head of Year.
 - On Fridays, pupils will be dismissed at 11.55am (if Year 10 Group 1) and 12.05pm (if Year 10 Group 2).

Movement around school

- All non-essential movement around school should be avoided.
- Some areas of the school will become one-way.
 - The Maths corridor will be one-way, heading away from the Science labs.
 - The stairs near the Science labs will be for going up only.
- If groups of pupils are moving during lessons (e.g. for PE, IT lessons etc), staff should supervise and ensure that they use the shortest route possible.

Year 10 learning plan

- Based on surname and form class – each half will have their own special timetable.
- Pupils will be grouped as per the guidance below:

Form	Group 1 (H Rooms)	Group 2 (M Rooms)
10T3	Surnames A-K (15)	Surnames L-Z (15)
10T4	Surnames A-Mo (15)	Surnames Mu-Z (15)
10T5	Surnames A-N and Surname Z (15)	Surnames O-Y (15)
10T6	Surnames A-G and Surnames V-Z (15)	Surnames H-Z (15)

- For classes which are taught in form classes, the rota above will ensure class sizes do not exceed 15.
- For classes taught in sets, middle leaders will make minor adjustments to setting to ensure class sizes do not exceed 15. Sets 4 and 5 in English and maths will be merged.
- Year 10 Group 1 will be based in rooms H1, H2, H3 and H4. Year 10 Group 2 will use rooms M1, M2, M3 and M4. English intervention and maths intervention lessons will be in T3.
- PE lessons will be outside, though pupils cannot congregate inside the changing rooms and only one pupil per cubicle is allowed in each changing room. PE lessons must practise social distancing.
- Pupils will still be taught in their normal sets/groupings for subjects.
- Morning registration will be in special venues – 10T3 (H1, M1), 10T4 (H2, M2), 10T5 (H3, M3) & 10T6 (H4, M4). Year 10 Learning Coordinators will support staffing.
- Afternoon registration is cancelled. Afternoon lessons will run from 1pm till 3pm.
- Each week, all Year 10 pupils will be given one hour of homework to complete per subject.
- Year 10 pupils will follow a special timetable, depending on whether they are Group 1 or 2.

Template school reopening plan

- Year 10 Group 1 will have the following timetable:

Year 10 Group 1						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8am to 8.15am	Morning Reg - 10T3 (H1, M1), 10T4 (H2, M2), 10T5 (H3, M3) & 10T6 (H4, M4).				8am to 8.20am	Morning Reg
8.15am to 10.25am (break from 9.15am till 9.30am)	CCA Class A: IT (H1/T1) Class B: IT (H1/T3) Class C: CS (H3/T2) Class D: Ar (H4)	Maths Set 1 (H1) Set 2 (H2) Set 3 (H3) Set 4 & 5 (H4)	Science Set 1 (H1) Set 2 (H2) Set 3 (H3) Set 4 (H4)	Science Set 1 (H1) Set 2 (H2) Set 3 (H3) Set 4 (H4)	8.20am to 10.35am (break from 9.15am to 9.30am)	Maths Set 1 (H1) Set 2 (H2) Set 3 (H3) Set 4 & 5 (H4)
10.25am to 12.20pm	Hums & PE Hi/1: RS (H1) Hi/2: Hi (H2) Gg/1: RS (H3) Gg/2: Gg (H4)	Hums & PE Hi/1: PE&Ct (H1) Hi/2: RS (H2) Gg/1: Ct&PE (H3) Gg/2: RS (H4)	Hums & PE Hi/1: RS (H1) Hi/2: PE&Ct (H2) Gg/1: RS (H3) Gg/2: Ct&PE (H4)	Hums & PE Hi/1: Hi (H1) Hi/2: RS (H2) Gg/1: Gg (H3) Gg/2: RS (H4)	10.35am to 11.55pm	English Set 1 (H1) Set 2 (H2) Set 3 (H3) Set 4&5 (H4)
12.20pm to 1pm	Lunch (Junior Dining Hall and outside)					
1pm to 2.55pm	MFL Class A: Ab, Sp (H1) Class B: Sp, Ab (H2) Class C: Fr, Sp (H3) Class D: Sp, Fr (H4) Ei/Mi (T5)	MFL Class A: Ab, Sp (H1) Class B: Sp, Ab (H2) Class C: Fr, Sp (H3) Class D: Sp, Fr (H4) Ei/Mi (T5)	English Set 1 (H1) Set 2 (H2) Set 3 (H3) Set 4 & 5 (H4)	MFL Class A: Ab, Sp (H1) Class B: Sp, Ab (H2) Class C: Fr, Sp (H3) Class D: Sp, Fr (H4) Ei/Mi (T5)		

- Year 10 Group 2 will have the following timetable:

Year 10 Group 2						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8.00am till 8.15am	Morning Reg - 10T3 (H1, M1), 10T4 (H2, M2), 10T5 (H3, M3) & 10T6 (H4, M4).				8am to 8.20am	Morning Reg
8.15am till 10.25am (break from 9.30am till 9.45am)	Hums & PE Hi/1: RS (M1) Hi/2: Hi (M2) Gg/1: RS (M3) Gg/2: Gg (M4)	Hums & PE Hi/1: PE&Ct (M1) Hi/2: RS (M2) Gg/1: Ct & PE (M3) Gg/2: RS (M4)	Hums & PE Hi/1: RS (M1) Hi/2: PE & Ct (M2) Gg/1: RS (M3) Gg/2: Ct & PE (M4)	Hums & PE Hi/1: Hi (M1) Hi/2: RS (M2) Gg/1: Gg (M3) Gg/2:RS (M4)	8.20am to 10.35am (break from 9.30am till 9.45am)	Science Set 1 (M1) Set 2 (M2) Set 3 (M3) Set 4 (M4)
10.25am to 12.20pm	MFL Class A: Ab,Sp (M1) Class B: Sp,Ab (M2) Class C: Fr, Sp (M3) Class D: Sp, Fr (M4) Ei/Mi: T5	MFL Class A: Ab, Sp (M1) Class B: Sp, Ab (M2) Class C: Fr, Sp (M3) Class D: Sp, Fr (M4) Ei/Mi (T5)	CCA Class A:IT (M1/T1) Class B:IT (M1/T3) Class C:CS (M3/T2) Class D: Ar (M4)	MFL Class A: Ab, Sp (M1) Class B: Sp, Ab (M2) Class C: Fr, Sp (M3) Class D: Sp, Fr (M4) Ei/Mi (T5)	10.35am to 12.05pm	Maths Set 1 (M1) Set 2 (M2) Set 3 (M3) Set 4 & 5 (M4)
12.20pm to 1pm	Lunch (Senior Dining Hall and outside).					
1pm to 3.05pm	English Set 1 (M1) Set 2 (M2) Set 3 (M3) Set 4 & 5 (M4)	Maths Set 1 (M1) Set 2 (M2) Set 3 (M3) Set 4 & 5 (M4)	Science Set 1 (M1) Set 2 (M2) Set 3 (M3) Set 4 (M4)	English Set 1 (M1) Set 2 (M2) Set 3 (M3) Set 4 & 5 (M4)		

Specialist support assistants (SSAs)

- SSAs supporting in the classroom must maintain social distancing from the pupils they support.
- If social distancing is not possible in the general classroom, they should:
 - Support their designated pupil(s) by withdrawing them to room E2.
- If a pupil requires close medical or intimate care, PPE should be worn.

Break time plan

- Pupils will have staggered break times.
- Pupils will go outside for breaks and maintain social distancing.
- During break, pupils will be supervised by their Head of Year and link SLT (if not teaching).
- Pupils are only permitted to use the Dining Hall if purchasing food.
- Pupils will queue in compliance with social distancing guidance. During their break time:
 - Year 10 Group 1 will use the Junior Dining Hall. Year 10 Group 2 will use the Senior Dining Hall.
- Only five pupils are allowed to sit per bench in the Dining Halls. Once a Dining Hall is full, pupils will be directed to eat outside.
- Other than the Dining Hall, pupils are not permitted to be in the building during break time.
- All benches will be wiped down with disinfectant continuously before, during and after the break period between 9.15am and 11am.

Lunch time plan

- Pupils will queue in compliance with social distancing guidance.
- Pupils will be asked to wash hands with soap before and after having lunch.
- The menu for each day will be reduced to offer quick grab items.
- Only five pupils are allowed to sit per bench in the Dining Halls. Staff will eat in their classrooms, so the full capacity will be used for pupils. Once a Dining Hall is full, pupils will be directed to eat outside.
- Pupils are only permitted to use the Dining Hall if purchasing food. Otherwise, they will go outside.
- Other than the Dining Hall, pupils are not permitted to be in the building during lunch time.
- During break, pupils will be supervised by their Head of Year and link SLT. Middle leaders will also supervise the year group linked to their faculty each day (unless advised differently).
- Year 10 Group 1 will have lunch time in the Junior Dining Hall.
- Year 10 Group 2 will have lunch time in the Senior Dining Hall.
- All benches will be wiped down with disinfectant continuously before, during and after the lunch period between 12.20pm and 1.20pm.

Catering staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear the normal catering garments. A separate bin should be used to discard these items.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- The menu for each day will be reduced to offer quick grab items and limit options.
- When serving food, catering staff will need to maintain social distancing as much as possible.
- To avoid supply issues, the stocking and storage of high consumption items should be maximised.
- All food items should be served on disposable plates. Disposable cutlery should also be used.

- All benches will be wiped down with disinfectant continuously before, during and after the break period between 9.15am and 11am.
- All surfaces and benches will be wiped down with disinfectant continuously before, during and after the lunch period between 12.20pm and 1.20pm.

Cleaning

- There will be five cleaners in school at all times, with two shifts: 8am to 12.30pm; and 12.30pm to 5pm.
- Cleaners will disinfect and wipe down all surfaces:
 - In toilets, at least once an hour.
 - Stair railings, entrances to the buildings, lifts and staff room offices.
 - Entrance to classrooms (both door handles etc) at break, lunch time and at the end of the day.
 - Classroom desks between lessons (at break, lunchtime and at the end of the school day). This includes keyboards and mice.
- Cleaners should wear recommended PPE at all times.
- On Friday afternoons, there will be a deep clean of all spaces and surfaces in school.

Toilets

- During registration time and lessons, pupils must use the nearest toilet.
- When giving permission during lesson time, teachers should indicate which toilet should be used.
- During break and lunch times, pupils must use their designated toilet:

Year Group	Toilets
Year 10 Group 1	Humanities
Year 10 Group 2	Maths

- Only one pupil per cubicle should enter the toilets. During break and lunch times, middle leaders will assign one member of staff each day to supervise this, if needed.

Staff rooms and offices

- Staff should only use offices or staffrooms if they are able to socially distance themselves from each other. All offices and staffrooms should be used to only 50% of their capacity at most.
- Staffrooms must not be used for meetings unless social distancing is possible. The following venues are not being used for lessons and should be available for meetings: E3, S5, B3, B4, B5, B6, B7, B8, B9, BR.
- In staff rooms and offices, hot-desking on PCs should be avoided where possible. Staff should only use the PC if it is designated to them. Alternatively, if sharing of PCs is unavoidable, staff should wipe down the keyboard and mouse before using.
- Staff should use a hand sanitiser when entering and leaving the staff room and/or office.

Bells

- Bells will be adjusted in line with the revised school day.

School buses

- Pupils using the bus service will sit individually on each seat (leaving an empty seat). Additional bus capacity will be provided if needed.
- Day passes for buses will be discontinued unless there is capacity within the bus (with social distancing).
- The bus company will take responsibility for wiping down seats and railings regularly.

Expectations in the classroom

- Pupils and staff will use hand sanitiser on entering each lesson within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In IT rooms, pupils should wipe their keyboard and mouse at the start of each lesson.
- All classrooms will have socially distant fixed seating and pupils must sit in the same place at all times. Desks and chairs must not be moved from their location.
- To maximise social distancing, teachers should avoid movement during lessons and stay near the screen.
- Windows should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared.

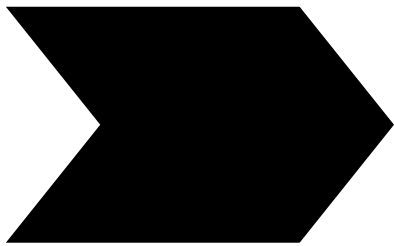
Pupil expectations

Pupils must only attend school if they or a member of their household do not have COVID-19 related symptoms.

When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

- Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day.
- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- In the classroom, sit in the same place at all times. Do not move the table or chair.
- Maintain a safe distance from others between and during lessons.
- At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor). You must not use the social spaces in school. Maintain a safe distance from others at break and lunchtimes.
- Do not share belongings (stationery, food etc) with others.
- Use the toilet designated for your year group. Only enter the toilets if there is a free cubicle.
- In IT rooms, wipe the keyboard and mouse at the start of each lesson.

Actions if a pupil or staff member shows COVID-19 symptoms



Pupil or staff member displays COVID-19 symptoms.



Send home and advise to self-isolate for 7 days.
Household members should self-isolate for 14 days.
Encourage to get tested.



If test is negative, return to school and household ends self-isolation.
If test is positive, move to 'confirmed case' scenario.

Actions if there is a confirmed case of COVID-19 in a school



Pupil or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.
Class or group sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.