



September Opening of Nailsea School

Frequently Asked Questions July 2020

I am delighted that plans are now in place for opening the school to all students in September 2020. Our plans have been shared with staff, the teaching unions and approved by the governing body. The aims of our plans are based around the following principles:

- **SAFETY:** To ensure that all students and staff return to a safe environment that complies with government guidance and the school's internal risk assessment.
- **WELLBEING:** To maintain routines and 'normality' for all members of the school community to ensure that the return is as free from anxiety as possible and that relationships are rebuilt quickly.
- **LEARNING:** To ensure there are opportunities to recap the 'precious learning' from the period of school closure with continued curriculum delivery as close to normal as possible; to make the very most of every moment in the classroom, increasing student confidence.

As well as the plans that have been agreed so far, there are still many things that will need to be confirmed and organised. Given that we are so close to the end of the school year I am aware that parents and students would want to know the 'headlines' of the reopening and this document should answer your questions. However, we will be in touch over the course of the summer to update you on the things we are continuing to work on and I appreciate your patience and understanding given the timelines we were working within.

What are the arrangements for the first few days at the start of term in September?

To cater for the new situation the plan for the start of the academic year has changed slightly as shown below:

Date	Focus of the day	Who attends?
Tuesday 1 st September	INSET DAY related to 'normal' school business	All staff Students do not attend
Wednesday 2 nd September	Training day related to return after extended absence	All staff Students do not attend
Thursday 3 rd September	Year 7 and 12 induction	All staff Students in years 7 and 12 only (specific programme to follow in due course)
Friday 4 th September	School opens fully	All staff All students – with further details to follow

How will the school day be organised?

There will be no changes to the school day with school starting for everyone at 8:40 am and finishing for everyone at 3:00pm. As has always been the case, break for all students will be at 10:40 for twenty minutes and lunch for all students will be at 1:00pm.

To reduce the movement of students across the site and to ensure specialist equipment can be cleaned between use by different year groups accessing the room, students will have 3 subjects per day – two double lessons in periods 1+2 and 3+4 and a single lesson during period 5.

The other change to the school day is the extended tutor time on Wednesdays. This was explained in my previous letter that can be accessed here: <https://www.nailseaschool.com/wp-content/uploads/2020/06/26th-June-TG-letter.pdf>

How will students be organised in school?

Government guidance stipulates that mixing between different year groups of students in secondary schools should be avoided. We have identified different areas of the school where year groups will be based in for most of their school day. This includes

- Designated entrances to be used by each year group
- Designated bike sheds for bikes to be stored for those students cycling to school
- Designated water fountains and toilets that are used only by that year group
- Internal and external recreational spaces that will be used only by that year group

Students will stay in their classrooms and staff will move to them. Students will continue to access specialist classrooms, where possible within the risk assessment, to maintain the breadth of the curriculum. To enable all subjects to continue to be taught, students will follow a four-week timetable of 3 subjects per day. Timetables, as always, will be issued in September.

Year group areas are outlined below, and this information will also be shared in an amended map of the school prior to the return in September:

Year group	Entrance	Rooms	Toilets and water fountain	Inside recreational space (including lunch collection point)	Outside recreational space
7	Mizzymead Road, main student entrance (Left Hand side)	Maths rooms 44, 43, 42, 41, 38, 37, 36	Opposite Room 37 and opposite Music	Dining hall	7/8 courtyard area nearest dining hall
8	Station Road/Ash Hayes Road Entrance through courtyard, by Maths stairwell	English rooms 130, 129, 128, 127, 126, 125	Opposite 134	Rooms 30 and 31. Room 33 for lunch collection	Courtyard outside Maths
9	Mizzymead Road, main student entrance (Right Hand side) Up Media stairs	English and MFL rooms 134, 136, 138, 139, 140, 141	Media Cafe	Media Café Atrium nearest Media steps.	7/8 area, past the bikeshed.
10	Station Road/ Ash Hayes Road Entrance through the Juice bar staircase	Science rooms 21, 22, 23, 25, 27, 28, 29	Opposite reception	Green Lecture Theatre	Juice Bar courtyard and field
11	Mizzymead Road, through reception and up Juice Bar staircase	PandB rooms 117, 118, 119, 120, 121, 123	Opposite 132	Juice Bar Room 11 (for sitting but not eating, given the carpeted floor)	Exit through Dance Studio to field and courts.
6 th form	Mizzymead Road, community entrance (Students will be required to have an access card)	132, 161 (x3), 165, 167, 168, (study room, open plan area and common room)	6 th form toilets Water fountain at 153 (through 161)	Common room Seating at the top of the community entrance.	N/A

Hub	Mizzymeard Road, own entrance gate	Hub classrooms	Side of Media stairs	End of atrium nearest reception	Outside Hub area
Please note that students who use the Hub/Resource Base will receive an additional letter outlining the plans for September					

What happens at tutor time?

We have taken the difficult decision for students to be placed in their teaching groups during tutor time, not following the vertical system. Confirmation of these temporary arrangements will follow in due course. When the guidance permits, we will look to return to our vertical system.

Assemblies will not take place in the auditorium to remove the need for large gatherings. Instead these will be recorded and broadcast to students in tutor time to ensure that key messages are still shared across the school.

How will classrooms be organised?

Students will not have access to lockers and so their classroom will become their base for the day where bags and coats can be stored. In accordance with the guidance, classrooms will return to having a maximum of 32 desks in them. Where possible, students will be seated side by side facing the front of the room to reduce the risk of any transmission.

All students will have their designated seat in their classroom and students must sit there every lesson.

How will behaviour and punctuality be monitored?

The very large proportion of students at Nailsea are always punctual and polite. However, it is even more important from a health and safety point of view that our expectations are adhered to upon reopening in September. Silly behaviour, not following instructions or leaving designated year group areas by wandering around the site will undermine our plans, putting the health and wellbeing of staff and students at risk. Any behaviour that breaches the addendum to our behaviour policy (found at the end of this document) will be dealt with seriously and the governors have supported the use of fixed term exclusion, if required. **I would ask that parents emphasise the importance of this situation to their son/daughter.**

Students will need to be punctual to school, given that latecomers will need to be personally escorted to their year group areas. Students will not, given the guidance, be able to freely move around the school.

What will be the uniform expectations?

In line with government guidance, students are expected to wear full uniform in September. There is no expectation that uniforms should be cleaned more often than usual, nor do they need to be cleaned in a different way than normal. As a reminder, the list of key uniform items can be accessed here: <https://www.nailseaschool.com/student-life/uniform/>

On the days that students have a timetabled PE lesson they need to come to school wearing their PE kit, to avoid using the changing rooms more than necessary. In a reversal of current practice, students will need to bring their uniform to change into if required (in the case of inclement weather). Students will receive timetables in September, when arrangements will be confirmed.

What equipment will need to be brought to school?

Students need to come to school with their own equipment as sharing as we normally would have done cannot happen.

Students should also, if possible, bring their own hand sanitiser and tissues in addition to those that can be accessed on site. Students will be able to use a designated water fountain so they are also encouraged to bring a refillable bottle to school.

In line with the current government guidance (at the time of writing) there is no expectation for students to wear face coverings when in school.

What other hygiene measures are being put in place?

Sanitising stations will be based around the school, both in classrooms and in corridors. In addition they will also be placed in each 'new' entrance and each 'new' year group dining area. Students should wash their hands/use sanitiser regularly throughout the day, including on entry to a room, leaving the room and before and after eating. All classrooms will have tissues and bins so that used tissues can be disposed of safely.

The cleaning team will be based in school during the day and will be cleaning rooms between use by different year groups. High frequency areas (e.g door handles) will be cleaned during the day. All staff will have access to cleaning materials when they enter different classrooms. Students will be required to wipe down any specialist equipment on leaving specialist areas.

All of us have a responsibility to maintain the cleanliness of the site and students are reminded of the importance of treating all areas with respect – specifically toilet and sink areas. All rubbish should be disposed of appropriately in waste bins.

What happens at break and lunchtimes?

Each year group has a designated area for break and lunchtimes, including an inside and outside area. Students must stay within their area.

The canteen will not be in full operation and we are currently confirming the offer we can provide for those students wishing to purchase a lunch and for those students entitled to free school meals. These details will follow in due course.

What about travelling to school and being picked up from school?

Students are encouraged to walk or cycle to school and are strongly encouraged to social distance if walking with a group of friends. Ideally, no more than four students would be walking to school together in one group. Students in different year groups will be allocated bike sheds near their new entrance to the building.

Students who use school transport have already been contacted regarding the arrangements on the bus or minibus.

To reduce the number of people and cars on site, parents should only drive onto the school site to drop off and pick up if there has been prior agreement with their child's Head of House. We would ask that only one parent/carer is present to drop off/collect and that the number of siblings/other relatives in attendance are kept to a minimum.

What are the expectations of attending school in September?

The government has made it clear that all students are expected to return to school in September. If you or your son/daughter are feeling anxious about this, please contact your Head of House so we can look at ways this can be overcome ahead of September.

If your child is are unwell you should follow the usual pattern of contacting the absence line. Details can be found here: <https://www.nailseaschool.com/contact/report-a-student-absence/>

Please remember that if your child has any of the main symptoms of coronavirus (as listed here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>) they **must** stay at home. Any absence related to self-isolation will be authorised.

What clubs and activities will be available in September?

Any activity that involves a mixture of year groups cannot take place. We are working on a revised programme that meets the government guidance and our risk assessment that will be published in due course.

What about parental meetings with teachers?

Parents will only be allowed onto site for emergencies or pre-booked meetings. Please be understanding that staff will not be able to meet with parents without an appointment, as they may have been able to do so before. Where possible virtual meetings and phone calls will be scheduled as an alternative.

What are the expectations around behaviour?

During this period, we expect all students to follow additional expectations in relation to hygiene, social distancing, and the clear importance of following staff instructions.

Addendum to our Behaviour Policy agreed by the governing body on 14th July 2020:

1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Students, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

2. Expectations for pupils in school

2.1 New rules

When pupils are in school, we expect them to follow all the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact Mr Mawford, Assistant Head teacher, if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

New aspects of the amended behaviour policy include:

- altered routines for arriving or leaving the school with the use of different entrances/exits by year group
- hygiene, such as handwashing and sanitising
- who pupils can socialise with at school, including at lunch and break times
- where students may be at lunch and break times
- moving around the school (e.g. one-way systems, out of bounds areas, queuing)

- adhering to the 'catch it, bin it, kill it' approach when coughing or sneezing
- as much as is possible, avoid touching their mouth, nose and eyes
- telling an adult if they are experiencing symptoms of coronavirus
- use of toilets
- not to cough or spit at or towards any other person

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- continue to reward house points in the normal fashion

However, we will have to:

- postpone rewards trips pending further government guidance
- postpone the Head teacher brunches pending further government guidance

If pupils fail to follow these rules:

- behaviour points will still be used as a sanction
- C2 detentions will continue to take place with teachers in the year group area
- a C3 detention (detention of thirty minutes) will be the maximum amount of time a student will stay after school due to the current pandemic. All behaviour points will however still be accrued
- fixed term exclusions will be used for those students purposely breaking health and safety regulations and any breaches of year group areas. This has the full support of the governing body given the health and safety implications of such deliberate behaviour

2.3 Changed rules

Until further notice, we will alter the following school rules:

- expectations for attendance – the latest government guidance says attendance will be mandatory from September. Nailsea School therefore will be reverting to the school's normal attendance policy
- expectations for uniform – from September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out in our behaviour policy. If pupils cannot wear their full uniform, parents should contact Craig Mawford, Assistant Head teacher
- detentions will only occur once a week on Thursdays. Failure to attend these detentions will result in further behaviour points gained and the detention to be completed the following week
- punctuality is especially vital due to the school's health and safety regulations. Any student arriving late will need to wait at reception to be collected and escorted to their classroom
- students must remain in their own year group area. An intentional breach of this will result in a fixed term exclusion

3. Monitoring arrangements

We will review this policy at least every four school weeks, as well as considering any updates to the guidance from the local authority and/or Department for Education. Craig Mawford, Assistant Head teacher will undertake these reviews. In every instance, changes will be approved by the full governing board and communicated to parents and students.