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Nailsea School:

Logistics of the school site

An overview to help you understand the measures taken to ensure we have a safe and successful return to school.

Please contact your child's Head of House in the first instance if you have any concerns regarding the plans in place.



Entering and leaving the building: Students

Students have been allocated specific entrances to come onto site to maintain the integrity of the bubbles.

- Year 7 – main student entrance (nearest dining hall servery)
- Year 8 -Station Road entrance, through rear courtyard
- Year 9 – main student entrance
- Year 10 – Through reception
- Year 11 – Through entrance from Juice Bar courtyard
- 6th form – Community Entrance **Card access will be required**
- Resource Base students – Resource Base entrance at front of the school.

Entrances and gates will be monitored by SLT/pastoral team/site team.

Students are reminded not to arrive at school before 8:30 am, as they will not be permitted into the building.

Students should walk or cycle to school where possible and apply social distancing if walking with friends.

Students will NOT be permitted to be dropped off by car at the front of the school (unless a previous arrangement has existed with the Head of House).



Entering and leaving the building: Students

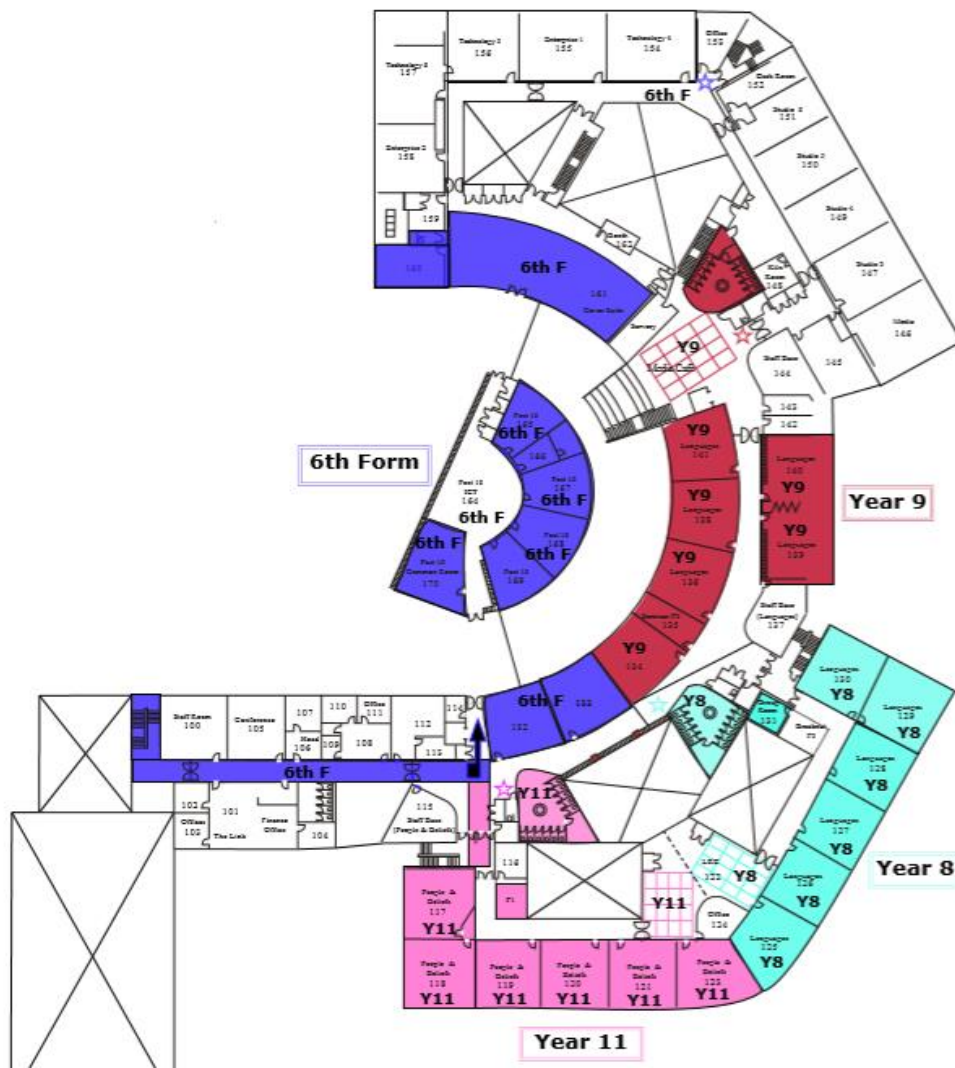
Students arriving via school bus/transport will need to make their way to their point of entry once leaving the bus drop off point at the front of the school. These are the same as other students.

- Year 7 – main student entrance (nearest dining hall servery)
- Year 8 -Station Road entrance through rear courtyard
- Year 9 – main student entrance
- Year 10 – Through reception
- Year 11 – Through entrance from Juice Bar courtyard
- 6th form – Community Entrance **Card access will be required**
- Resource Base students – Resource Base entrance at front of the school.

If any students is unsure of how to access this entrance please speak to your Head of House.

Any students with mobility issues are permitted to enter through main reception and use the lift.

Year Group Bubbles First Floor



Movement around the building: Students

Students have been allocated year group bubbles where the majority of their lessons will take place.

Each area has an inside and outside recreational/eating area, water fountain and toilets.

Students are NOT PERMITTED to walk freely around the site. This expectation has been added as an amendment to the behaviour policy, approved by governors in July.

Versions of these maps (shown to the left) will be available for families in September, identifying the year group areas.

Students can access specialist teaching spaces (Art, Drama, ICT, PE, Tech* and Music) BUT there will be specified routes that staff and students will need to follow. Students MUST initially go to the designated classroom in their bubble and a member of teaching staff will accompany them to the specialist room.

**KS3 Tech lessons will not use specialist areas and will be taught in classrooms within the year group bubbles.*



Movement around the building: Students

Students **MUST** adhere to the signage present in school that divides the bubbles.

The school has used a mixture of barriers.

Some are fixed (such as the grey ones in the photos to the left), and others are moveable Tensa barriers. These **MUST** only be moved by staff, thus enabling them to move between bubbles to teach different groups of students.

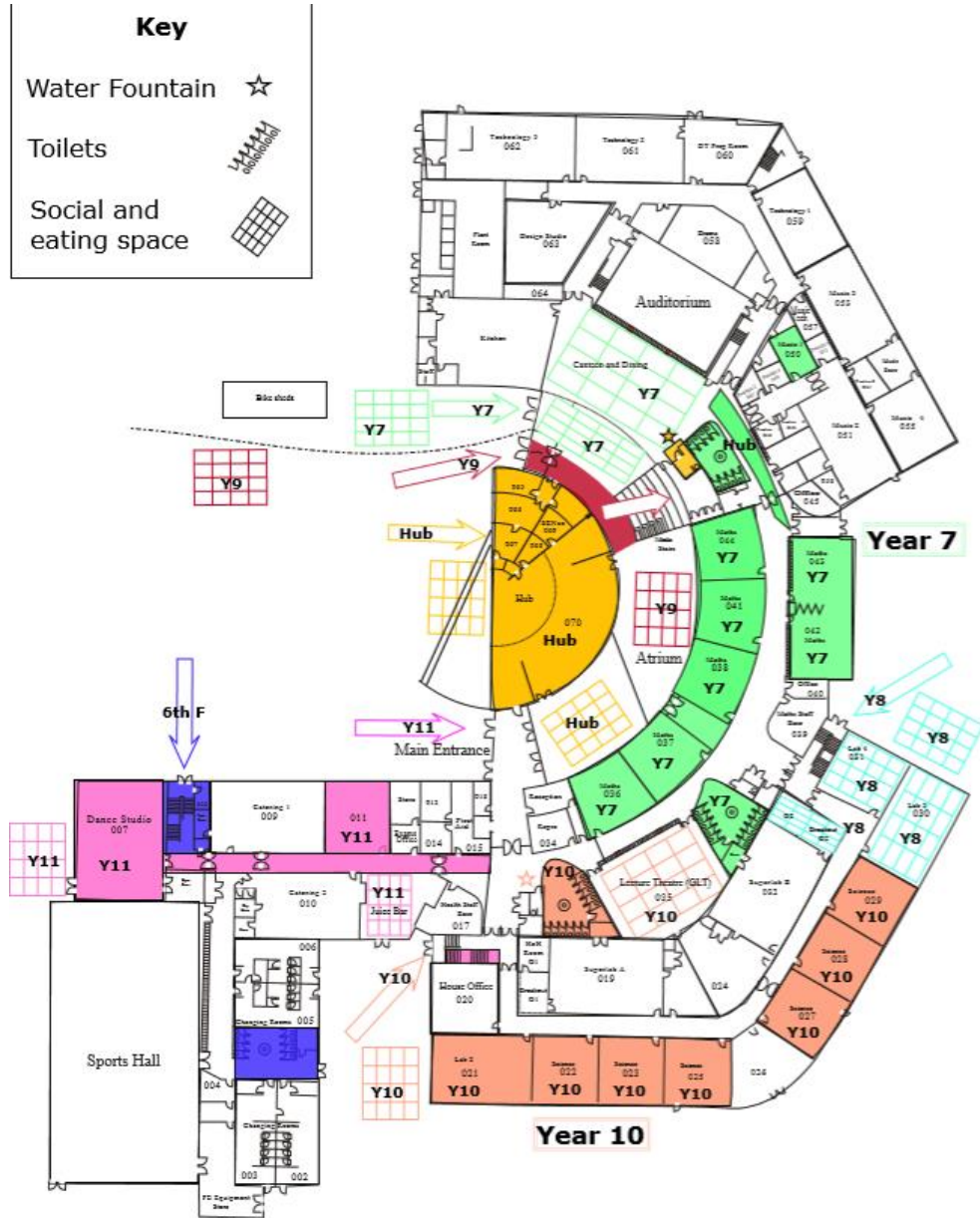
Any student choosing to ignore the very clear signage will be sanctioned in line with the amended behaviour policy as such action poses a significant Health and Safety risk.

Students **WILL** need to move through some barriers to access specialist rooms, but this will **ONLY** happen when accompanied by a member of staff, as shown by the photograph to the left.

Movement around the building: Students

Students bubbles are as follows:

- Year 7 – Maths corridor, dining area, front of school nearest building
- Year 8 – English rooms along LRC corridor, Room 30 and 31 and rear courtyard area by Station Road entrance.
- Year 9 – English and MFL rooms along main first floor corridor, Media café, Media steps and part of the atrium. Outside area furthest from front of the school
- Year 10 – Science classrooms, GLT, main field exited through doors in room 25 and room 27
- Year 11 – Hums classrooms along LRC corridor, Juice Bar and room 11 and field by AWP, exiting through Dance Studio.
- 6th form – 6th form classrooms, 132, 133, 160 and 161A, 161B 161C.
- Resource Base students – Resource Base classrooms and external area at the front of the school. An inside eating area is located in the atrium closest to reception.





Classroom Layout

Every classroom will have the door propped open and windows will be open to aid ventilation. These cannot be closed so students may want to think about the clothing that they wear to school, under their uniform.

There are enough desks in a room for 32 students to be seated.

Hand sanitiser is available in every room for students to use on entry, which is located on an additional table at the front of every classroom, alongside tissues. Cleaning wipes and spray is also available for staff to use on arrival and on leaving the classroom.

A yellow strip will indicate the area where the teacher will remain behind to enable social distancing to be applied.



Classroom Layout

Students are expected to bring their own equipment to school EVERY day, including pen, pencil, ruler, glue stick etc. Students will not be able to share or borrow equipment with other students.

In every classroom there will be a supply of zip lock bags and tissues. If they are used, a student has the responsibility of sealing the tissue in the zip lock bag and then transferring this to the lidded bin found in each area.

Students will not have access to lockers and so their belongings will be kept in their classroom during the day.



Use of Toilets during the day

Students will be reminded of the need to use the toilet at recreational times. They **MUST** only use the toilets located in their bubble. IF a student does need to use the toilet in the year group bubble during lesson time, only one person a time can be permitted. Students should use sanitiser on leaving and returning to the room.

For subjects where students are moving outside of bubbles (Art, Drama, Music, ICT, Tech, PE) teachers will **ALWAYS** meet students in the classroom indicated in the year group bubble first.

The first 10 minute introduction will be spent in this base before moving to the specialist areas to minimise corridor cross overs. This needs to also be the reminder for students to use the toilet if required prior to leaving their designated bubble area. Students will not be able to leave the specialist area to access the toilet during the lesson.

Similarly, students will return to the bubble classroom 10 mins before the end of the lesson to aid cleaning of the specialist area.



Breaktime and Lunchtime: Students

A limited breaktime and lunchtime food offer will be available to all students within their bubble areas. All students will need to use their card, with money uploaded via Parent Pay. No cash will be permitted on site.

Students have an allocated location where they will be able to buy food, with members of the catering team placed around the school.

- Year 7 – accessing main servery in dining hall
- Year 8 - Seminar room opposite room 30/29
- Year 9 – Media cafe
- Year 10 – Green Lecture Theatre
- Year 11 – Juice Bar
- 6th form – Media Café *
- Resource Base students – Main servery*

*Year 12/13 lessons will need to begin at 11:10am to enable 6th form students to purchase lunch from Media café between 11 and 11:10 am. No access at lunchtime.

*Resource Base students will access the main servery at 12:45pm



Pastoral Support for Students

Room 20 is now the base for:

- 4 Heads of House
- *Assistant Head of House (Jeff Morris)*
- Attendance Officer (Mel Coles)
- Academic Mentor (Charis Duckworth)
- *Admin Assistant (Christine Abbey)*
- *Connect Worker (Neil Wylie)*
- *DEN Coordinator (Becky Hollingdale)*

Students will NOT be able to go to room 20 by themselves as this is in the year 10 bubble.

Pastoral staff/safeguarding team will, therefore, be visiting the year group bubbles to have conversations/give support to students:

- Year 7 – Large Music practice room, opposite auditorium
- Year 8 - seminar room opposite room 129
- Year 9 – room 135 and/or Media Cafe
- Year 10 – Seminar room opposite room 21
- Year 11 – Seminar room opposite 117

Maria Lyons (SEMH) counsellor, will continue to support students from her room.



Behaviour expectations

The Internal Exclusion room (IE room) cannot be in operation from September 2020.

The 'C' behaviour system will continue as normal, following the amended behaviour policy, with expectations made very clear that dangerous behaviour will result in fixed term exclusion.

The behaviour policy was amended and approved by governors in July. This also references the centralising of C3 detentions and this can be found in the September FAQ documents.



Enhanced hygiene considerations

Students and staff will have access to:

- hand sanitiser in each classroom
- wall dispenser sanitisers at each entrance, 'eating' area around the school, and in toilet areas
- tissues in each classroom
- lidded bins to dispose of used tissues, adhering to 'Catch it, Lock it, Kill It, Bin It' approach

The cleaning team will be on site during the day to ensure that any specialist areas that are being used by different year groups are cleaned between use, as required.





Protocol to be followed if someone develops symptoms during the day

- It will be arranged for students/staff to be sent home and advised to follow guidance, including arranging a test and the rest of their house self isolating for 14 days from when the first symptoms were noted.
- Students awaiting collection will be isolated in the First Aid room (with bathroom access and ventilation) with appropriate adult supervision, who will wear PPE in line with Government guidelines
- Area will be thoroughly cleaned and disinfected after any use of this area
- Any person assisting or supervising the person displaying symptoms will not need to go home unless they develop symptoms or the person tests positive for COVID-19. They should continue to follow thorough hand hygiene procedures throughout.



Visitors to school

- Only essential visits should take place, which should only be arranged in advance
- Visitors are expected to wear a face covering on arrival, and to respect the school's arrangements for this once on the premises
- Visitors will need to provide contact information to facilitate track and trace activity if required
- Visitors should expect to observe social distancing throughout their visit
- Visitors should ensure they work only with the hubs, bubbles or groups of children and staff with whom they have arranged to be in contact
- Visitors should use hand sanitiser or cleaning products wherever provided between activities or during their work