

Nailsea School:

Logistics of the school site

(Updated 4 November 2020)



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

Please contact your child's Head of Year 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. All students are expected to wear a face covering on entering the building, and outside of classroom areas.

- 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. Face coverings must be worn on school transport, taxi's and public bus services, and kept on to enter and move around the school.

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

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

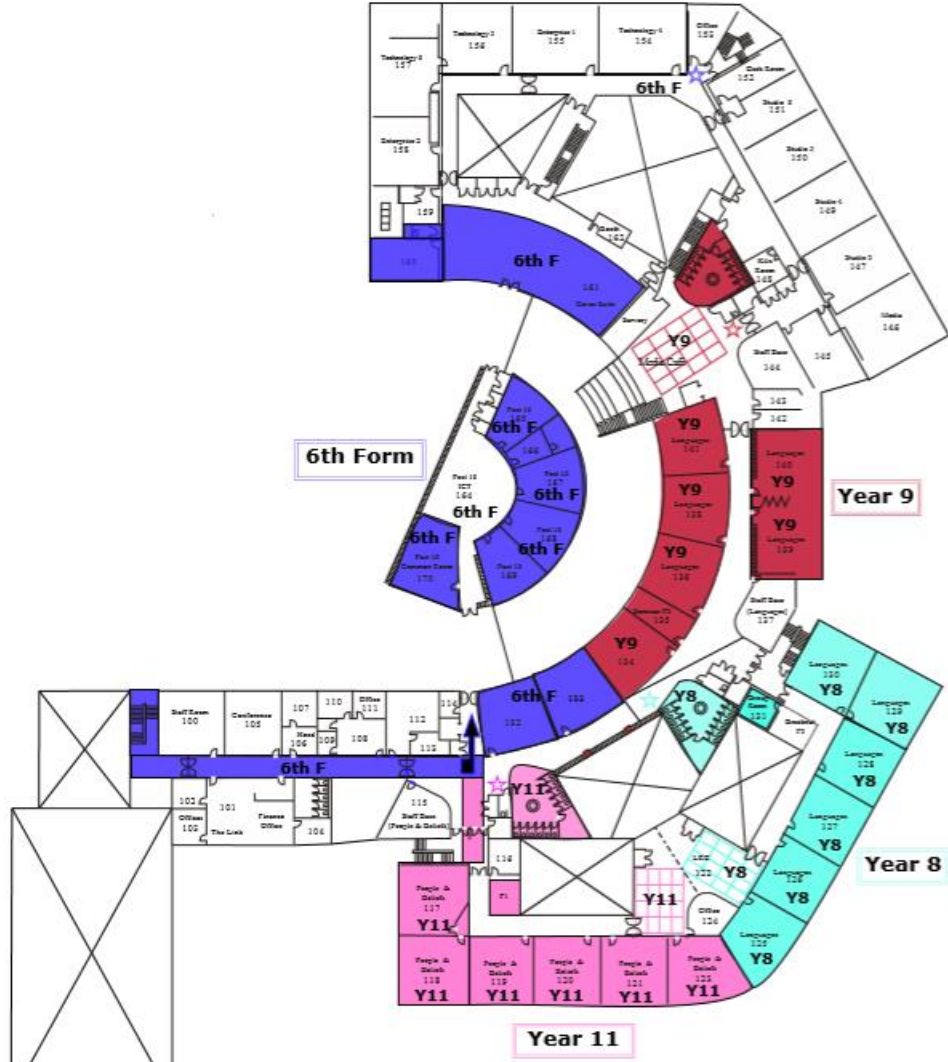
Year Group Bubbles

First Floor

Water Fountain ☆

Toilets

Social and eating space



Movement around the building: Students

Students have been allocated into 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.

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, and are expected to wear a face covering at these times.

The school has used a mixture of barriers. Some are fixed (such as the grey ones in the photos to the left), 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.

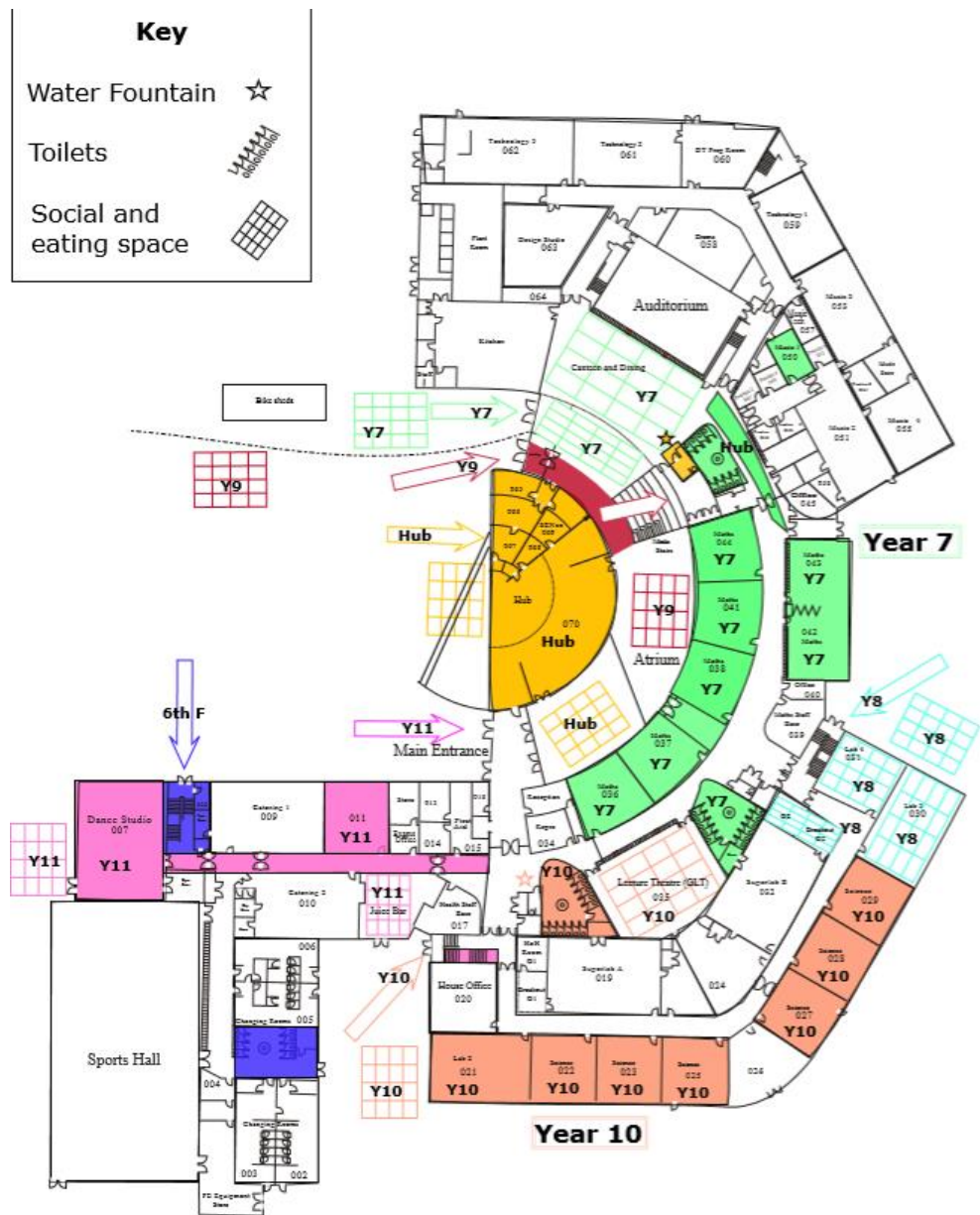
Any student choosing to ignore the very clear signage will be sanctioned in line with the amended behaviour policy as such action poses a significant Health and Safety risk.

Students **WILL** need to move through some barriers to access specialist rooms. 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 they wear to school.

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

Cleaning wipes and spray will be present in every room for staff to use on arrival and on leaving.

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

An additional table will be found at the front of every classroom for sanitiser and tissues to be based.



Classroom Layout

Students are expected to bring their own equipment to school; pen, pencil, ruler 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** use the toilets 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. This needs to also be the reminder of students using the toilet if required. 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 offer will be available to all students. All students will need to use their card, with money uploaded via Parent Pay. Cash will not 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 be released from lesson 4 early to allow food purchases from the media cafe.

*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 Year/House
- Attendance Officer (Mel Coles)
- Academic Mentor (Charis Duckworth)
- *Admin Assistant (Christine Abbey)*
- *Connect Worker (Neil Wylie)*
- *DEN Coordinator (Beccy 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 system will continue as normal with expectations made very clear that dangerous behaviour will result in fixed term exclusion. This was agreed by the governing body in an amendment to the policy in July.

The behaviour policy was amended and approved by governors in July. This also references the centralising of C3 detentions.



Enhanced hygiene considerations

Students and staff will have access to:

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

Cleaning team will be on site to ensure that any specialist areas that are being used by different year groups are cleaned during the day.





Protocol to be followed if someone develops symptoms during the day

- Students/staff member will 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 (bathroom access and ventilation is possible there)
- Appropriate adult supervision is possible in this location with PPE available for those staff supervising
- Area will be thoroughly cleaned and disinfected
- Any person helping the person displaying symptoms will not need to go home unless they develop symptoms or the person tests positive. They should wash hands thoroughly.



Visitors to school

- From 5 November, only essential visits should take place and should be arranged in advance
- Visitors should expect to wear a face covering at all times, and to respect school's arrangements for this once on the premises
- Visitors should volunteer 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