

Ribston Hall High School September Reopening

Parent and Pupil Information



We are looking forward to welcoming back pupils back into school in September

The key priorities for the school reopening are to:

- Ensure the school is a safe environment that minimises the risk of transmission of coronavirus COVID-19 as much as is possible
- To restart face to face delivery of the full breadth of Ribston's curriculum offer. To assess progress made during lockdown and address any gaps which may have arisen.

This document will outline the key logistical information for parents and students, informing the expectations in September. This sits alongside both the risk assessment that have been written to ensure the school community is as safe as possible for a full reopening in September whilst ensuring we meet the academic needs of our pupils when they return.

Parent Logistical Information for School Reopening in September

- Government guidance states that on the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible.
- After recent WHO advice, and new government face mask guidance, Ribston Hall has taken the decision to **strongly recommend that both staff and students wear masks whilst transitioning around the school, in communal spaces and where they are unable to socially distance adequately.**
- It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society and so should have access to them to wear in school.
- Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, Ribston Hall will have a small contingency supply available to meet such needs.
- No-one will be excluded from school on the grounds that they are not wearing a face covering.
- The school recognises that some individuals are [exempt from wearing face coverings](#). For example people with an impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in school, and we expect teachers and other staff to be sensitive to those needs.
- The school may be able to offer PPE for pupils who fall into the vulnerable and BAME group categories depending on current school supplies. We ask that parents of pupils who would like to discuss the provision of PPE for an attending child that falls into the vulnerable categories above, should email into school via head@ribstonhall.gloucs.sch.uk. Someone from the pastoral team will then be in contact to discuss this directly.

Travel

Where possible we would expect pupils to walk or cycle to school, however we are aware that a large number of pupils travel to school by bus. Each of the bus companies providing transport to school will have conducted a risk assessment to ensure minimal risk of transmission. All pupils must follow the guidelines set out by each individual bus company. Those travelling by public bus should where possible:

- Sit in seats that reflect their bubbles within school;
- All pupils must use a face covering whilst travelling to and from school (reusable coverings should be kept in a plastic bag and any temporary covering placed in a bin immediately in school);
- Pupils must remain in their seats and sit forward facing at all times;
- Use hand sanitiser upon boarding and/or disembarking.

We ask that parents **DO NOT** park on the Stroud Road to pick up their children as this will increase the risk of pupils and members of the public having to pass by each other more closely than the government's acceptable social distancing guidance. It also puts our children and members of the public at risk as they have to walk on the road as cars are parked on the pavement. Please be mindful of this and park at alternative locations when picking up your child from school.

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Year Group Bubbles

- As per the government guidance, all pupils will be kept within their year groups, in specific zones on school site. To ensure that mixing is avoided as much as is possible between year groups, each year group has been designated locations within school. The Sixth Form pupils will be classed as one bubble. (*These are highlighted in Appendix 2.*)
- Each year group has been designated a specific entrance/egress/staircase to the school that will also support the minimisation of mixing. (*These are highlighted in Appendix 2.*)
- Upon entry into school, pupils will be directed to their year group zone, where they will spend the majority of their day, apart from when pupils are purchasing food from the canteen. They will be able to visit the canteen during their allotted lunch time, and will be supervised to ensure they maintain social distancing wherever possible.
- To ensure the reduction of year group mixing, teachers will move between classroom groups.
- Classrooms will be set up to accommodate a full class up to a maximum of 31.
- Classrooms will have all desks front facing (where possible) with a "teacher zone" taped off at the front to keep the teacher distanced from the pupils.
- Teachers will not be able to circulate the class in the traditional fashion, and will generally be located at the front of the classroom.
- Pupils will need to stay in their seats and raise a hand if they have a question.

School Uniform

- Pupils will be expected to wear full uniform each day. The government advises that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- The exceptions to this will be if a pupil has a PE or Dance lesson they can wear this into school for the day, as there will be no changing facilities available.

School Equipment

- Pupils should ensure they are fully equipped for each day with a fully stocked pencil case, including spare pens and pencils, and scissors and glue. We will not be able to lend equipment, or ask pupils to borrow from a friend.
- Supplies will be issued to PP families and those who require assistance to buy personal equipment.
- Pupils will be asked to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.
- Bags are allowed.
- Classroom based resources, such as books and games, can be used and shared within a year group; these will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between year groups, such as sports, art and science equipment will be cleaned frequently and meticulously and always between year group use, 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 year groups.
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.
- Lockers will not be in use until October half term at the earliest.

Assemblies, Lesson Planning and Lesson Time in School

- To ensure that we offer as broad and balanced curriculum as possible, some Science laboratories, Technology rooms and PE, Dance and Drama spaces have been reserved to ensure subject specific lessons can take place. These will be predominantly prioritised for Key Stage 4 and 5. This means that students in these year groups will intermittently transition to these rooms during their fortnightly timetable.
- Physical assemblies will not take place until after the October half-term or when guidance changes.
- Lessons will be planned and risk assessed by staff responsible for them to avoid high risk activities (to reduce the likelihood of first aid being required).

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- When pupils have PE and Dance, they are asked to attend the school day in their PE kit.
- If students do not own the Ribston PE fleece or tracksuit bottoms, the PE department will **allow black sportswear tracksuit bottoms, sports leggings and sweatshirts** to be worn. Please be aware that these items will need to be appropriate for sport. Staff will not accept 'day wear' leggings.
- Students should not bring in aerosol deodorants to use, they should use roll on deodorant only.
- Outdoor tennis/netball/hockey courts and sports fields will be used by the PE department for PE lessons with individual year groups and will be prioritised over indoor PE lessons as much as possible. PE lessons must not play contact sports. Reduced contact will be considered where possible in PE, Dance and Drama.

Timings of the school day

- As the school is able to accommodate all pupils in Year group bubbles and, due to the number of different methods of transport pupils use to attend school, it is not necessary to stagger the school's start time.
- **Pupils will be able to attend school site from 8.00am** as long as they move directly to their Year group designated area on school site. (*Year group entrances/egress and stairwells are highlighted in Appendix 2*). To ensure we maintain the social distancing guidance, safe distancing of 2 metres where possible, will be adopted both in waiting for the school to open and whilst pupils and staff are transitioning to classrooms and the main dining spaces.

Pupils Arriving/Leaving and Transitioning around School

- **Arriving:** Pupils will be asked to arrive and leave school as close to the start/end of the school day as possible. Pupils can enter the school site via the **pupil entrance/exit on Stroud Road or Linden Road**.
- On entering their designated building, **pupils will be expected to wash or sanitise their hands before moving to their classroom**. There will be a hand sanitiser placed at the designated entrances to the buildings to utilise.
- Pupils must queue outside the main doors to their designated building, utilising the floor markings outside school to indicate social distancing expectation.
- The Senior Team and designated staff will ensure gradual entry and egress from the school buildings to reduce the numbers of pupils in the corridors.
- Classrooms will be designated and will display signs on the doors to indicate which Year group are using the room.
- **Transitioning:** A 'keep left' system will be laid out on the floor of the school buildings for pupils to transition around the school.
- When moving around the school, staff and pupils must attempt to not touch any door handles or handrails. Doors will be propped open, where safe to do so, to limit use of door handles.
- When transitioning around the school, staff and students must try to maintain 2 metres distance where possible.
- If a pupil requires the toilet during lesson time, they will be given permission, one per classroom at a time. Pupils will be asked to use the designated toilets assigned to their classroom.
- **Leaving:** Pupils will be dismissed at designated times in Year groups to minimise mixing. They will all be dismissed in time to catch school buses. The Senior Leadership team will be visible to remind pupils of social distancing and leaving school site safely.
- There will not be a study club offered after school in the library until after October half term or as to such time upon which the government guidance for schools changes.
- Pupils must not wait for their peers. Pupils must go straight home or walk to a sensible place to be collected away from school.
- Pupils can exit the school site via the **pupil entrance/exit on Stroud Road or Linden Road**.

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Lunchtime and Breaks

- The main hall will be offered as the dining area where pupils will be able to sit within their Year group bubbles. This will be during staggered break and lunchtimes to limit mixing.
- If a child could bring in a packed lunch, this would be preferable to limit potential overcrowding at break and lunchtime.
- Pupils will take their breaks in their classrooms unless they would like to buy food from the canteen.
- A kiosk will be available in the Whitaker foyer to sell food at break time to Year 7 and 8.
- Year 9, 10 and 11 will be able to visit the dining hall at break time utilising staggered timings to reduce potential overcrowding. Pupils will be advised of timings when they come into school.

The School will be offering a split lunchtime. This means that KS3 will take their lunch first whilst KS4 & 5 have lesson 4. KS4 & 5 will then take their lunch in the normal lunchtime slot. The timings for lunchtimes are set out below:

KS3	P1	P2	Break	P3	Lunch 12.30pm - 1.30pm	P4	P5
KS4 & 5	P1	P2	Break	P3	P4	Lunch 1.30pm - 2.25pm	P5

- Lunch and break times will be supervised by designated staff. Areas in the main hall will be laid out for eating snacks and lunch with markings to show where pupils can sit.
- A pre-ordering system will be in place to reduce congestion and queues at lunchtime for some foods. This will be available via the student dashboard.
- We are now suspending the use of thumbprints for the photocopiers and the Canteen Cashless Catering System. We are replacing the contactless tags for students.
- The tags will be distributed to the students by their tutors to on their first day back.
- The first tag is free to the student. If a tag is broken or faulty in some way, we will replace it free of charge. If a student loses their tag, a replacement will be chargeable at £3 each.
- How the student wishes to manage their tag is up to them. They can attach it to a keyring, pencil case or bag and they can take their label off or leave it on.
- If the weather is nice, we may be able to offer the picnic tables outside the Whitaker building for pupils to eat their lunch.
- Segregated "play" areas will be designated on the field/tennis courts for each year group, weather permitting.
- Water fountains will be available for use.
- There will be no breakfast service until further notice.
- SLT will continue to review and monitor this break and lunchtimes and make changes where appropriate.

First Session of the Day

- All staff will ensure after taking the register that they carry out the following reminders:
 - Pupils must be encouraged not to touch their mouth, eyes and nose, will also be encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste. Staff will remind pupils of 'Catch it, bin it, kill it'.
 - The PHE video on washing hands will be shown at the beginning of the first group session of the day. Handwashing video can be accessed here:
<https://www.youtube.com/watch?v=bQCP7waTRWU>
 - After visits to the toilet, pupils must be reminded to wash their hands. Staff must ensure that pupils are released to the toilet one at a time.
 - Staff must remind pupils, when outside of their Year group bubbles, to keep a 2-metre distance where possible, from each other at all times.

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- When laptops are taken from the laptop trolley by pupils, they must be wiped down with sanitising spray and a paper cloth before using them and wiped again before they are returned to the trolley.

Expectations of Pupil Behaviour

As always at Ribston, we expect the highest standards from our pupils in terms of behaviour, and have clear expectation of all members of the community.

We expect all pupils to follow our guidelines, and in particular to stay within the areas that are designated to them. Key points for pupils to be aware of are:

- Pupils must remain in their Year group bubble at all times;
- Pupils must stay in their zone at all times unless advised differently by a member of staff, to buy food from the canteen, or to use the toilet on the floor assigned to their year group;
- Pupils do not need to socially distance from each other within their year group bubble but they must take precautionary steps to stay away from other year groups where possible and avoid physical contact;
- Pupils must not gather at the school gates;
- Pupils must only use the designated entrance and exit points;
- Pupils will use the 'keep left' expectation on stairs and in corridors;
- Due to the current situation, any physical contact made between pupils or any other attempt to deliberately breach social distancing guidance or infection control will be considered a breach of the school's behaviour policy.
- The school's updated Behaviour Policy (*See Appendix 3*) will be expected to be adhered to as it would do in normal circumstances. This addendum has been added to the Staff dashboard and will be shared with pupils.

To ensure pupils are following these guidelines a member of the Senior Team will be on duty at all times, and will be on call to staff who feel that pupils are not acting in accordance with the guidelines set out. A breach of these guidelines will be classed as a breach of the behaviour policy and will be sanctioned as such.

Pupil Use of the Wellbeing Hub

If a pupil requires support from the Wellbeing Hub, they will need to let the teacher know, who will call for a member of the Wellbeing Team to come and collect them from their classroom.

It is important to the school to continue to offer wellbeing support to our pupils. Staff will triage the needs of each pupil as they present to the Wellbeing Hub. Each pupil will be asked easy to answer 'health check' questions to inform their decision making around potential COVID illness which will also provide better information to parents when that are telephoned. Children's temperature will be taken if deemed appropriate.

The School will continue to offer a space for pupils who experience wellbeing issues when they are at school.

Mobile Phone Policy

Whilst our mobile phone policy remains unchanged, the use of phones in lessons may increase occasionally, to minimise the usage of school IT equipment.

- Mobile devices and earphones may be used if a teacher specifically requests that pupils use them for educational purposes in their lesson.
- All pupils will be able to use the school's WIFI network to avoid using their own data.
- Key Stage Three pupils will be provided with specific information regarding how to log onto the school WIFI network when they resume school.

Parent meetings

All parent meetings, both individual and whole year group meetings will take place virtually during the first half term. Communication with parents/carers is vitally important to us, so please get in touch with the wellbeing team, or key pastoral staff to arrange a virtual meeting when you need to.

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Attendance

Full attendance is expected in school, and all pupils will be encouraged to attend. Where there are specific issues we will encourage parents to get in touch with the pastoral team as soon as possible so that a support plan can be put in place. For more information on school attendance, please see the latest government guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

When a Pupil must stay at home

If a member of a child's family or your child is ill, you must check the guidance issued by the NHS to see if you should be self-isolating. If you are required to self-isolate an adult must contact the school and give the date of the first day of the self-isolation period. Your child will then be required to stay at home as per the NHS guidance.

Pupil Illness

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Procedures should a pupil become unwell whilst attending school.

When a child presents as unwell, staff will alert an SLT member who will arrive and remove the pupil from the classroom.

The Wellbeing area and affiliated staff will be available to children who are feeling ill or require first aid. Wellbeing and First Aid Staff who provide close, hands-on contact with pupils will increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.

If a child, or young person becomes unwell with symptoms of COVID-19 whilst in the school setting and need direct personal care until they can return home, the following measures will be adopted:

- A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained.
- If contact with the child or young person is necessary, disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.

If a child, or young person shows symptoms of COVID-19, they will be isolated in a pre-prepared office in the Wellbeing hub.

- Parents will be called and asked to collect their child. Parents will be instructed to drive around to the school's back exit near to the far side of the Wellbeing Hub to pick up their child.
- Staff will be asked to send children to Wellbeing only if they feel they unwell and need to go home or require first aid.

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Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:

- Washing hands or using hand sanitiser, before and after treating injured person;
- Wear gloves or cover hands when dealing with open wounds;
- if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
- If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.
- Dispose of all waste safely.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace (*See Appendix 1*).

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Appendix 1 Engaging with the NHS Test and Trace process

Ribston Hall will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [Book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Ribston Hall will be asking parents and staff to inform them immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Swift action will take place when the School becomes aware that someone who has attended has tested positive for coronavirus (COVID-19). Ribston Hall will contact the local health protection team. This team will also contact the School directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the School in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, Ribston Hall will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - 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, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. Ribston Hall will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

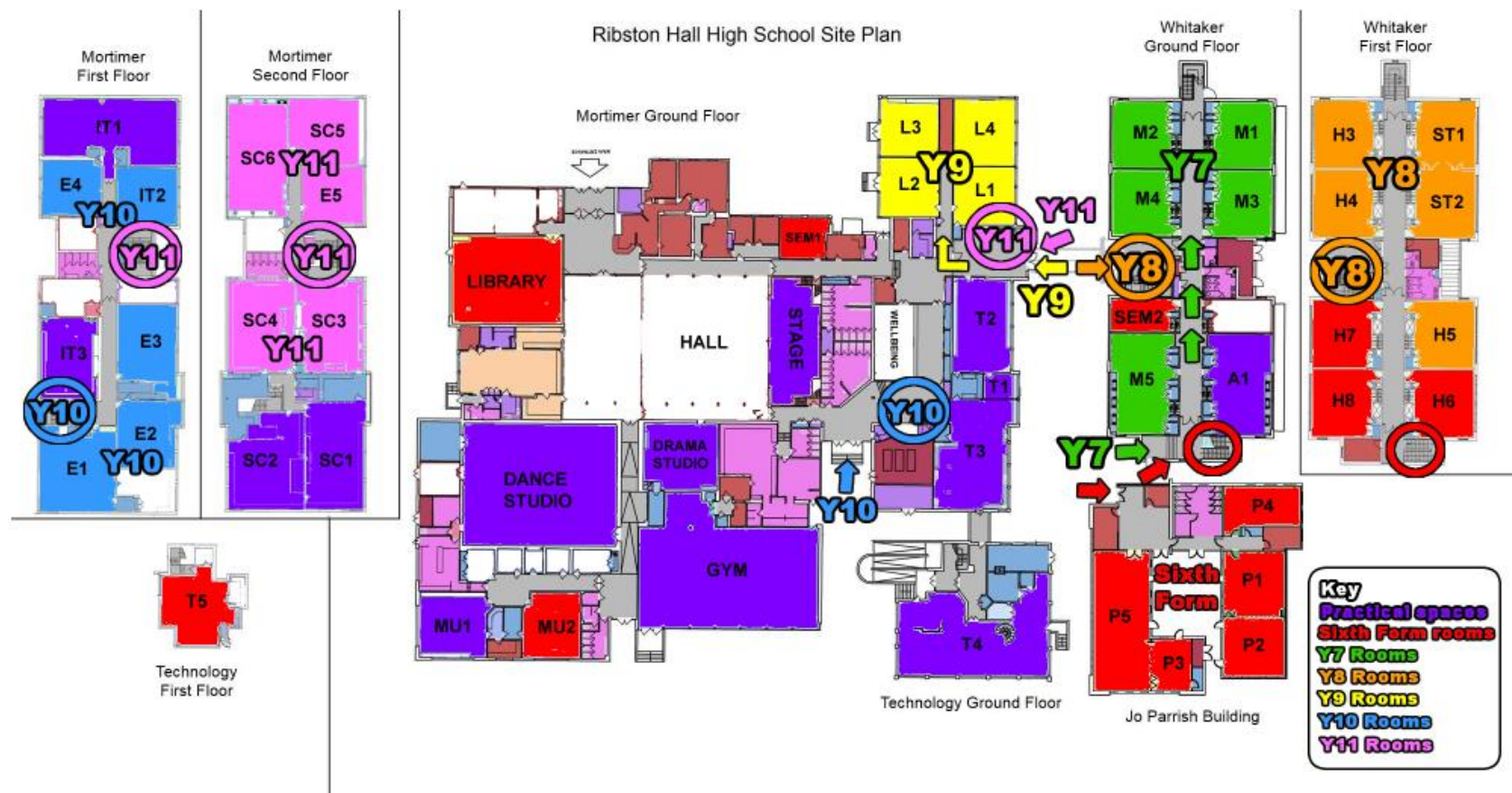
Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Appendix 2 School Map with Designated Year Group Zones, Entrances/Egress, and Stairwells





Appendix 3 RHHS Behaviour Code Addendum

This addendum to the Behaviour Policy of is for use during the arrangements for education of pupils in school during the COVID-19 period.

Pupils will still be expected to follow Behaviour Policy and Procedures. In addition, it is important to understand that there will be a need for young people to adhere to the guidelines set out in school regarding social distancing measures and control measures to minimise the risk of infection.

During this time, we expect all pupils to follow instructions from staff and behave in an acceptable way in all areas of the school. Social distancing rules must be adhered to and pupils should be familiar with the information set out in the school risk assessment. Daily reminders from staff will support pupils to adhere to these expectations. Deliberate non-adherence to social distancing, especially physical contact with another pupil will not be tolerated.

Any behaviour falling below the expected standards set out in the Behaviour Procedures document, or where staff feel they are acting in an unsafe way will lead to the sanctions being implemented. Staff will offer reminders to pupils of these expectations, subsequent warnings and explanations of the consequences prior to issuing a sanction. However, there may be times when poor behaviour negates this warning and the instead, the staff member moves to sanction straight away with support from the Senior Leadership Team.

This information is non-exhaustive and is intended to be used as a guide to the level and type of behaviour that will incur these consequences.

