



# INFORMATION BOOKLET FOR STAFF/STUDENTS/PARENTS

September 2020

Updated for re-opening from  
Monday 8<sup>th</sup> March 2021

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During the last few weeks staff have been working hard to consider how best we can facilitate a safe return to school for all students from Monday 8<sup>th</sup> March, as per the government guidance published on 22<sup>nd</sup> January.

Having been absent from school since December we understand that some students may feel apprehensive about returning to school and are sensitive to these feelings. However, returning to school is vital for children's education and well-being and staff will do all they can to support students.

Inevitably students will have viewed some of the media coverage in recent weeks and students may have started to understand that regrettably, school will still not be able to operate as normal. We very much hope this situation will be temporary and we will return to our normal timetable arrangements and school activities as soon as we are able to do so.

The government guidance states that the risk to children themselves of becoming severely ill from coronavirus (Covid-19) is very low and there are negative emotional health impacts of being out of school for extended periods of time. Whilst it is not possible to ensure a totally risk-free environment, the balance of risk is now overwhelmingly in favour of children returning to school to access a broad and balanced curriculum in an on-site face to face school environment.

The work we have been undertaking at MGSG in recent weeks has been focused on ensuring we create the safest possible environment in school and to put in place proportionate protective measures for students and staff. The main principles by which school will continue to operate are as follows:

- A requirement that staff and students who are ill stay at home.
- A requirement that each student and all staff adhere to robust hand and respiratory hygiene ('Catch it, Bin it, Kill it).
- Enhanced cleaning arrangements across the school.
- *Active engagement with NHS Test and Trace via our LFS test programme. (Parents/Carers received details of tests 26.02.2020).*
- *Support the move to home testing for all members of the school community after mass testing programme is complete.*
- To minimise the number of contacts a student has within the school day and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
- *Face coverings to be worn throughout the school day (see guidance on p10).*

The government is clear that every school can not reduce contacts in the same manner and it will depend on an individual school's circumstances, but (as much as possible) will include:

- Grouping students together in year groups/form groups (as far as possible).
- Avoiding contact between groups (as far as possible).
- Arranging classrooms with forward facing desks and creating a 2-metre teacher zone at the front of the class to 'separate' the teacher (who may teach multiple groups) from the classes they teach. Staff to continue to use and update group seating plans which are held centrally.
- All staff maintaining distance from students and from other staff as much as possible.

It is, therefore, essential that all students continue to follow the procedures and protocols that have been in operation in school since September and any deviation or failure to follow instructions from

staff will be treated very seriously as we all have a collective responsibility to work together for the health and safety of all members of our school community.

We are fortunate that the vast majority of our student body behave impeccably and are keen to learn, and it is essential all new procedures are followed at all times, despite how restrictive they may seem.

Form tutors and other staff will remind students of our expectations on their return. The Covid-19 annex as part of our Behaviour Policy will remain in place and then published on the school website for parents/carers to view.

An updated overall school risk assessment for the full re-opening of our school is also available on the school website.

### **Curriculum**

As per previous communication we will continue to run our full timetable and the curriculum will remain broad and ambitious and every option subject is included at all stages across the school.

There are some adjustments to the provision in certain subjects in order to ensure we comply with government guidance. For example, playing certain instruments in groups is not permitted. However, one-to-one music lessons will still operate. In PE, certain sports are now permitted. Please be assured that staff in our Music, PE, Science and Design Technology departments have reviewed their Schemes of Work and adjusted delivery where necessary to accommodate the updated guidance, but also enable students to continue their studies in these subjects.

### **Pastoral Support and Well-being**

We appreciate that the vast majority of students have not been in school since December and understandably may have some worries and concerns about returning to school. We will provide the pastoral support necessary and address any individual concerns as best we can.

Parents/carers are welcome to contact their daughter's/son's Learning Leader or Mrs Lee, our school Student Additional Educational Needs Co-ordinator, if appropriate, at any point. If there is information of a more urgent nature please do make contact before the beginning of term.

In addition, we are aware that certain groups within the population can be more affected by Covid-19 than others and this may cause some concern for our student body. All our processes and procedures have been developed to ensure we can keep all members of our school community, including those with protected characteristics, as safe as possible.

It remains the case that if a member of staff or a student is forced to self-isolate because they have tested positive for Covid-19 or because they are a close contact of someone who has Covid-19, then the school will provide work via MS Teams or our VLE and in line with our remote learning provision.

### **Sixth Form**

For our older students, they are allocated study periods in their timetable. If these fall in Period 5, Sixth Form students may leave school early to study at home from 1.30pm, after attending tutor time.

This is not our normal procedure for granting Home Study and this remains a temporary arrangement. The Sixth Form pastoral team will monitor academic progress and attendance and any students who are not making the required progress or submitting work to deadlines or whose attendance rate falls below expectations, will have this privilege revoked.

These measures were introduced initially to help stagger the departure of students at the end of the day and reduce the number of student/contacts on the school site. To support the current guidance, these arrangements will remain.

We do expect all Sixth Form students to use this time to study at home and ask for the support of parents/carers in this endeavour.

If any parent/carer has any concerns about the amount of work their daughter/son is completing at home, please feel free to contact the appropriate Sixth Form Learning Leader.

## **Social distancing and movement around the school**

Since September we have aimed to reduce the number of contacts between students and staff. This will continue to be achieved through keeping groups separate (in bubbles) and through maintaining distance between individuals where possible. *A key factor in the updated guidance is to reduce community transition and the extent to which schools may contribute to this, through contact on site and travel between home and school.* Therefore we will continue to operate in year bubbles but positively encourage social distancing between groups of students.

It is recognised that students in secondary schools need access to specialist rooms so cannot operate in the same smaller group within the year group bubble at all times. Both approaches bring benefits even if implemented partially.

Broadly speaking Lower School (Year 7 and 8) pupils will remain in one location and staff will move around the school accordingly, except where Year 7 and 8 pupils need to access specialist rooms and PE facilities.

Year 9 pupils will spend the majority of their day in form groups moving rooms to be taught in sets for a small number of subjects or to access specialist teaching rooms.

Students in Year 10-13 will continue to be more mobile as they need to attend lessons in sets and follow their personalised curriculum/option choices.

Five minutes before the end of a lesson a 'pop-up' will appear on every computer screen in the school, including those in Sixth Form study areas, to indicate there are five minutes remaining before the end of the lesson. This is to ensure movement around the school is controlled and centrally timed.

Students should exit the classroom on to the one-way system **before** the teacher who will be the last to exit the room, maintaining a safe distance. Students should follow the one-way system to their next lesson and not mix with other groups as they move around the school, they should distance between their group and others.

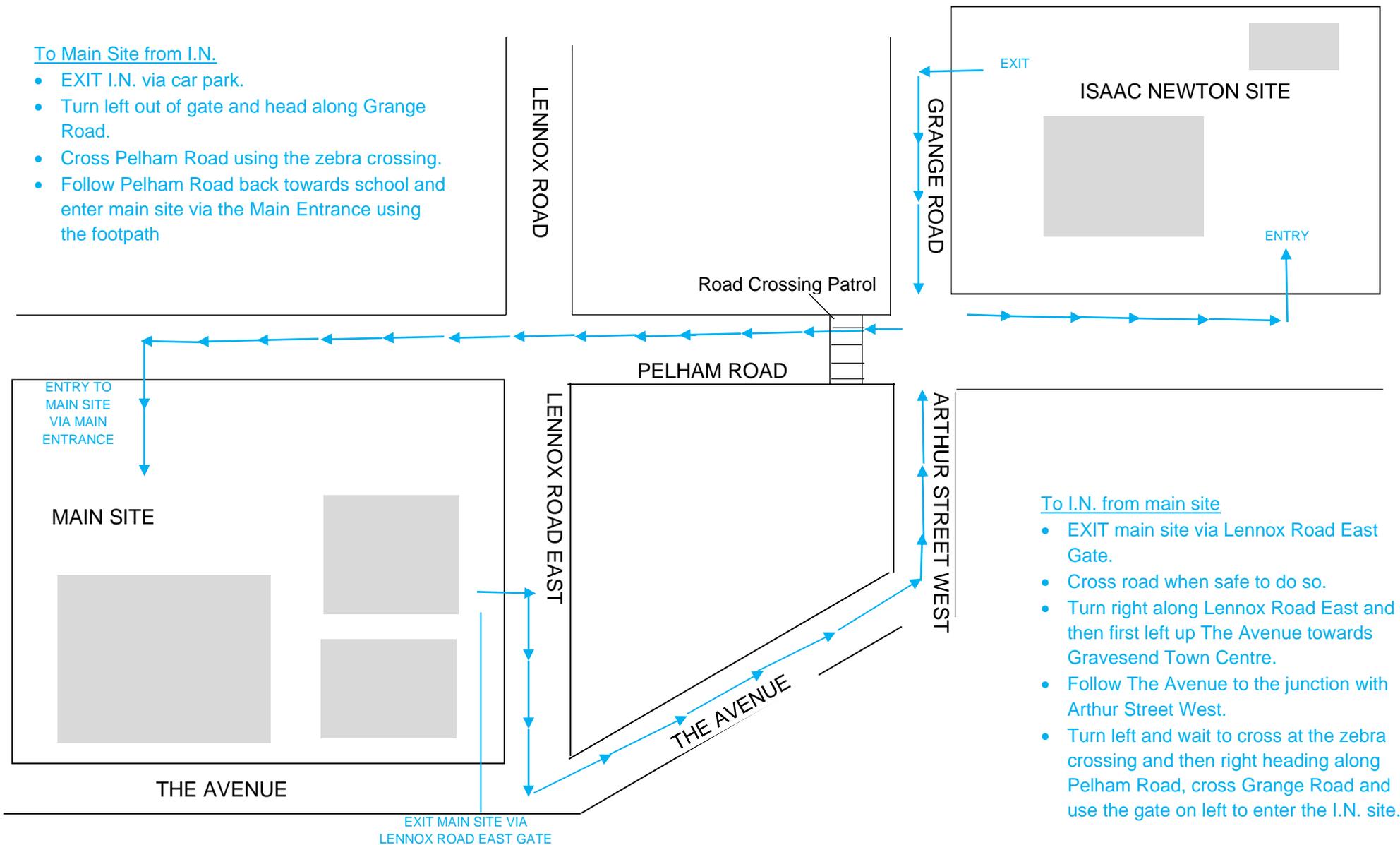
When moving between lessons students must follow the one-way system and maintain a safe distance between staff and other year groups. Pupils in the same year group do not need to maintain strict social distancing, but should be sensible and avoid contact with each other and not touch their peers. Corridors have yellow markers at floor and eye level to remind students/staff of the 2-metre distance.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable to maintain our broad and balanced curriculum. Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can. Pupils have been given specific routes they should use when exiting the main site at the end of the day.

## **Movement between sites**

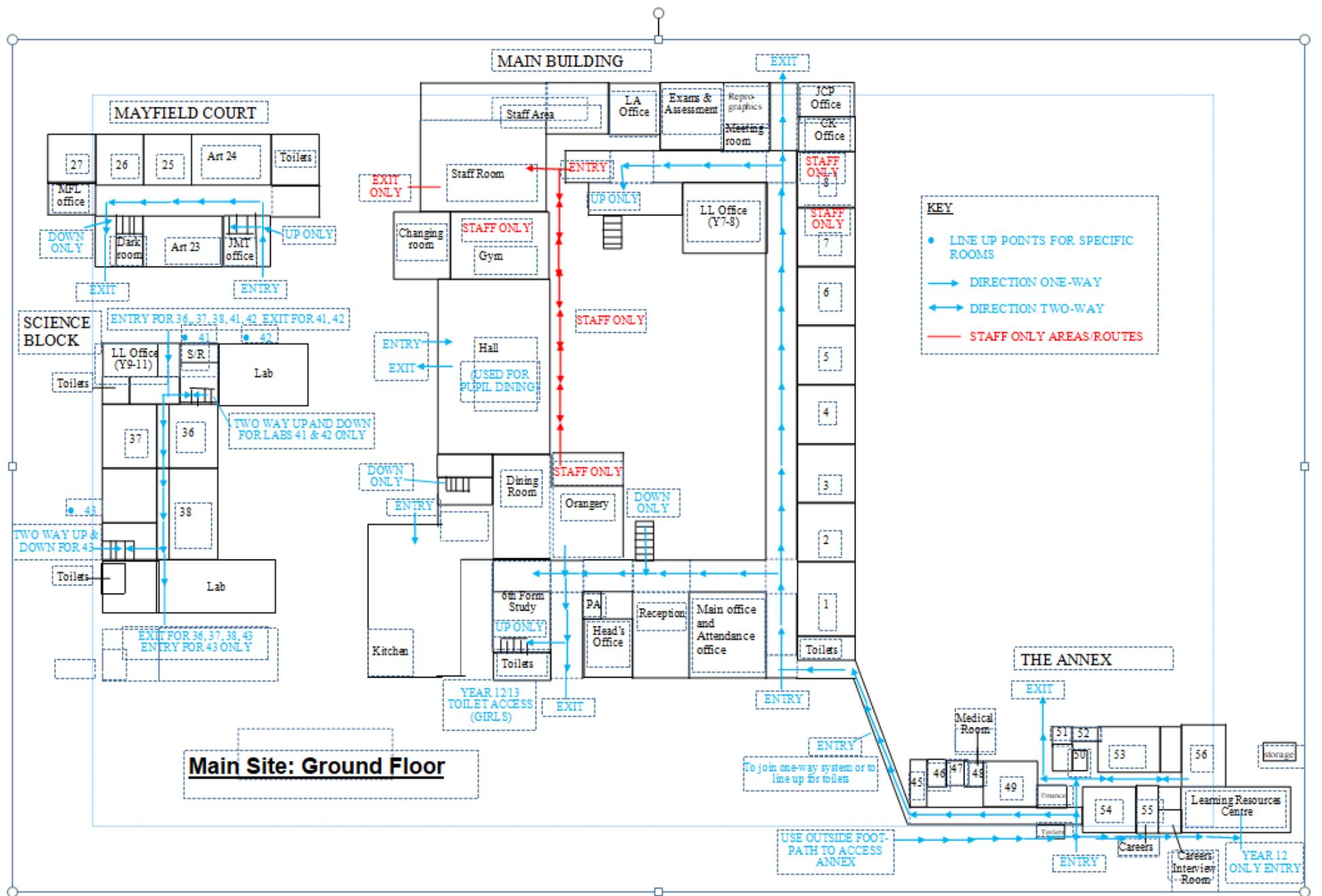
To ensure safe and efficient movement between sites we will continue to operate a one-way system which is to be observed by all students and staff walking between sites during the day.

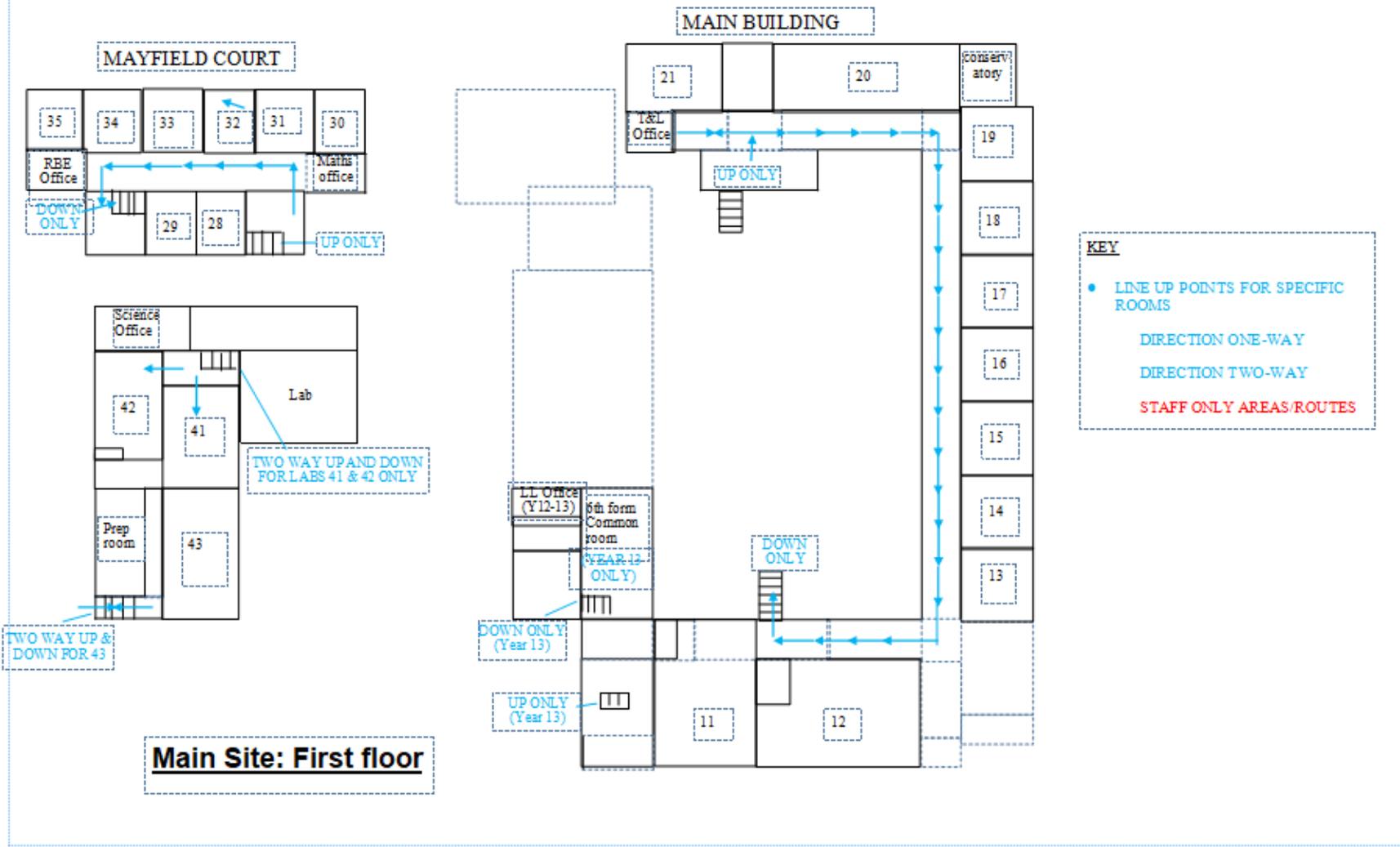
## MOVEMENT BETWEEN MAIN SITE AND ISAAC NEWTON DURING DAY



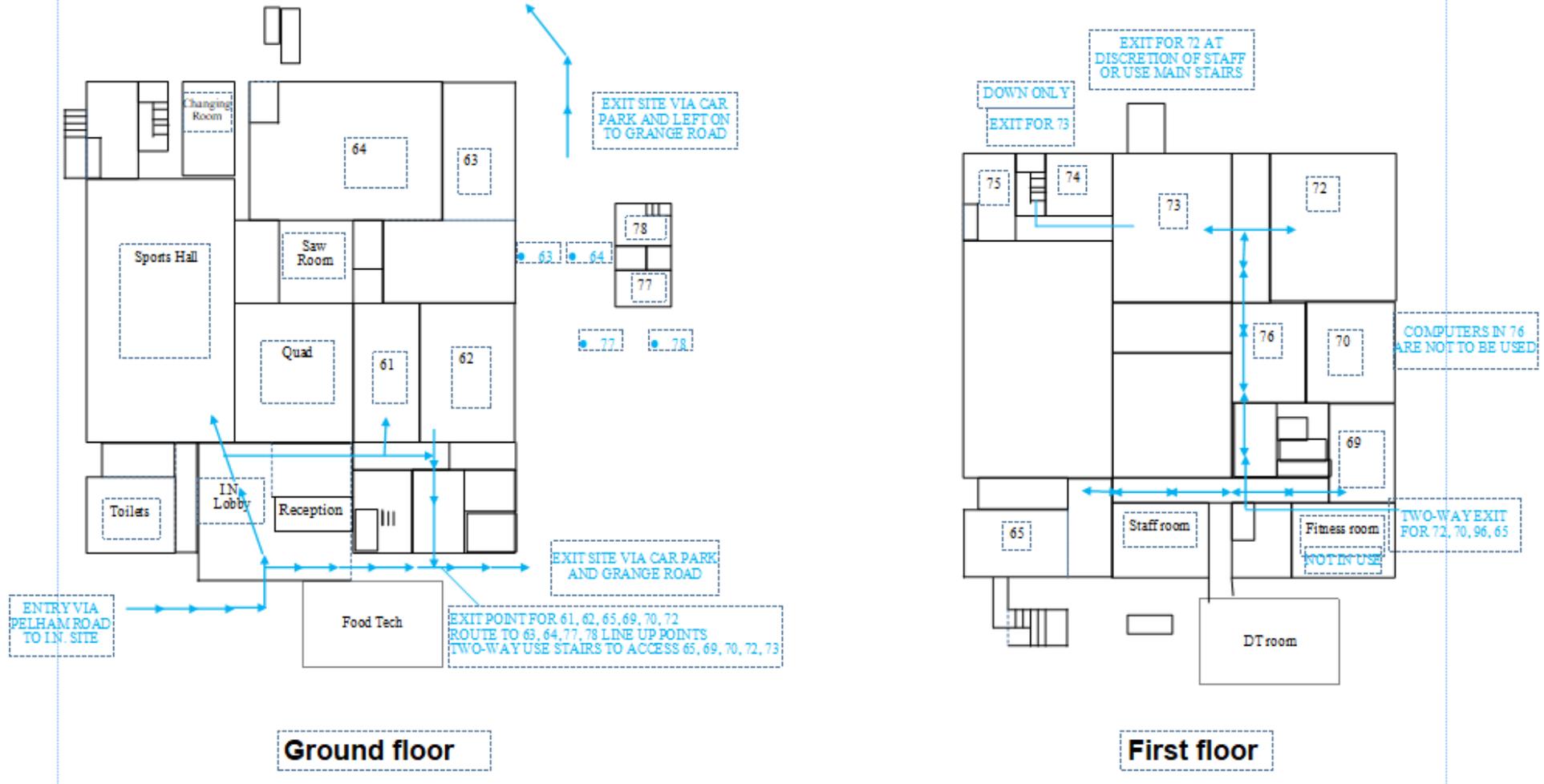
When crossing at the zebra crossing, this will be two-way, pupils should keep left to aid distancing between groups travelling to or from the I.N. When moving between sites all pupils should travel in year group bubbles, there should be no mixing between year groups. Pupils should be mindful of members of the general public and ensure space is given to allow people to pass at a safe distance.

NOT TO SCALE





## ISAAC NEWTON (I.N.) SITE



## **HYGIENE**

### **School Uniform**

*Full school uniform will be required from Monday 8<sup>th</sup> March. The government guidance states the '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'. All students should ensure their uniform and personal presentation is in line with our uniform rules.*

### **PE kit**

The only exception is where a student has PE on their timetable for that day. In that circumstance students should attend school wearing their full PE uniform (Polo shirt; PE jumper; shorts or skirt or loose plain tracksuit bottoms, no logos) and remain in their kit during the day as we cannot facilitate students using PE changing rooms. Students will, however, be permitted to wear a pair of plain black leggings underneath their shorts or skirt. Leggings may not be worn on their own.

### **Face masks/coverings**

*Government guidance has now been updated to state that in schools where pupils in Year 7 and above are educated, face coverings should now be worn in classrooms unless social distancing can be maintained, as well as when moving around the premises, which will apply at MGSG. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.*

*In addition to the above, all our classrooms have a clear teacher zone marked at the front of the room with additional transparent screens as and where needed.*

*Teaching staff may, if they choose, remove their face covering when in the zone. Ultimately, there will be a combination of options whereby the teacher will choose to wear a visor only, visor plus face covering, just a face covering or none if distance permits and it aids communication with pupils.*

*This may also be the case in some communal areas where instructions need to be given swiftly and clearly, e.g. dining areas and corridors.*

*Food may only be consumed in designated areas and students must follow the guidelines for safe removal and wearing of facial coverings.*

*Students must attend school with a disposable plastic bag to store coverings when removed at lunchtime to eat. Hand hygiene will be essential while putting on and removing a face covering. We understand that wearing a face covering for a prolonged period of time may not be comfortable and students should avoid touching their face as much as possible.*

*However, when outside on the field (not in marquees considered communal spaces) students can remove face coverings. Therefore, at break, lunchtime and if in outside spaces students will be able to remove face coverings.*

*Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in*

public places. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn, though the guidance cautions that “there is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19) than not wearing a face covering at all.

If you are travelling to school using public transport then the wearing of a face covering or mask is still mandatory for any child over the age of 11. Please see <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> for full government guidance on using public transport. On arrival in school students are expected to wear their face covering in all indoor spaces.

### **Guidance from ‘Face Coverings in Education’, March 2021**

#### **What a face covering is**

In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face.

Face coverings are not classified as PPE (personal protective equipment), which is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings.

Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).

Further information can be found in the guidance on face coverings: when to wear one, exemptions, and how to make your own.

If there are any medical reasons why a student is unable to comply with this guidance, please can parents/carers contact Mrs Kemp (Deputy Headteacher) at [kempc@mgsg.kent.sch.uk](mailto:kempc@mgsg.kent.sch.uk) who will issue an exemption card.

As per Term 2, face coverings should be plain in colour and free of any logos or slogans. Disposable coverings should be replaced daily and non-disposable face coverings washed regularly. The school will have a small store of disposable face coverings, as well as spare plastic bags should the need arise. These can be collected from the Main Office or I.N. Reception.

The government plan to review this aspect of the return to school guidance at Easter.

#### **Handwashing**

The best way we can all prevent the coronavirus from spreading is to maintain regular and frequent handwashing for at least 20 seconds. Enclosed at the back of the booklet are copies of the posters that students are familiar with seeing around school.

In addition, there are hand sanitiser units when you enter all school buildings and each classroom and each communal space has a cleaning station where you can sanitise your hands too. You are welcome to bring your own hand sanitiser to school if you wish. Enclosed in the booklet is a copy of the poster detailing correct application and use of hand sanitiser. Remember to try and avoid touching your face, eyes and nose in line with government guidance. It is also essential that you

wash your hands before and after eating any food and after break and lunchtime as well as before removing your face covering.

### **Respiratory hygiene**

It is, however, important that along with handwashing students and staff continue to follow the principle of "Catch it, Bin it, Kill it" when coughing or sneezing. See copy of the poster at the back of this booklet as a reminder and these are also displayed around the school site.

### **Enhanced cleaning**

The current structure of the school day has been designed to allow enhanced cleaning of classrooms, dining spaces and toilets. In addition, there will be no eating in classrooms under any circumstances, but a water bottle will still be permitted and the water filling stations will be available as normal.

Classroom doors and other doors where possible will remain open to reduce touch contact surfaces. If necessary, only staff will be permitted to close classroom doors.

It is advised that good ventilation is maintained as far as possible so all classroom windows will be opened by the Premises Team at the start of the day and windows should not be touched by students during the day.

Air conditioning units in school comply with the recommended guidance so can also be used by staff. Fans in classrooms may also be used but only operated/touched by a member of staff and not students.

## **Timings for the School Day**

At the start of the school day students may use any convenient entrance from 8am, while maintaining social distancing between year groups as far as possible. Upon arrival at school all students and staff will use the hand sanitiser stations as appropriate before they move to the school canteen or the year group zones on the school field or by room number at the I.N.

The school gates will not be open before 8am to allow time for additional cleaning to take place on site before school commences.

At 8am the school canteen will be open for breakfast, but seating will be socially distanced and at 8.20am all students must report to the correct collection zone to meet teaching staff or walk up to the I.N.

Years 7, 8, 9 go to field zones.

Year 10 go to Main Hall.

Year 11 go to Dining Room.

Year 12 may enter building from 8am, sign in and begin working in Study Area.

Year 13 may enter building from 8am, sign in and begin working in Study Area.

On the school field, on the main site, there will be outdoor year group zones to maintain social distancing and at the I.N. students will line up by the appropriate room number.

Please find on the pages which follow the timings of the school day which have been developed in line with the principles outlined at the start of this document. Daily timings and break/lunchtime routines will be as Term 2.

At the end of the day, pupils wherever possible should go straight home after school. For those who need to stay on site for a little longer, they may sign in to the dining area and work there until 4.30pm, when they need to leave site, 4.00pm on a Friday.

## **Monday-Thursday**

### **NO PUPIL ON SITE BEFORE 8am.**

- 8.00 From 8am students can come on site to either access Canteen facilities or go to their meeting point (p.13). Breakfast is served from 8.00-8.20am in the Dining Room. Students may not enter the buildings.
- 8.20 Pupils in Canteen/Dining Room to leave to go to correct collection zone (Years 7-9 line up by form in the Year Group Zones on field; Year 10 go to Main Hall; Year 11 to Dining Room; Years 12-13 to Study Areas) or depart to I.N.
- 8.25 Pupils all on site and in form groups, lined up in zoned areas ready to move into building.
- 8.25-8.30 Period 1 staff to collect groups and take to Period 1 classrooms. Sixth Form students make their own way to period 1 classroom.
- 8.35-9.35 Period 1. Hand sanitiser must be used as pupils/staff enter classroom.
- 9.35-9.40 Movement Break.
- 9.40-10.40 Period 2. Hand sanitiser must be used as pupils/staff change spaces/rooms.
- 10.40-12.00 Period 3 or Break time.

<b>Year Group</b>	<b>Break time</b>	<b>Designated break space</b>	<b>Period 3 timings</b>	<b>Designated toilets</b>
7	10.40-11.00	Dining Room	11.00-12.00	Room 1 or Annex
8	11.10-11.30	Dining Room	10.40-11.10 11.30-12.00	Room 1 or Annex
9	10.40-11.00	Main Hall	11.00-12.00	Mayfield or Science
10	11.10-11.30	Main Hall	10.40-11.10 11.30-12.00	Mayfield or Science
11	11.40-12.00	Dining Room	10.40-11.40	Room 1 or Annex
12	10.40-11.00	LRC	11.00-12.00	Sixth form study area
13	11.40-12.00	Main Hall	10.40-11.40	Mayfield or Science

Dining Room entry is via door closest to Hall Conservatory and exit via either door by water cooler into car park or door leading to ramp exit.

Main Hall is entered and exited via Main Doors (Mayfield side).

12.00-12.05 Movement Break.

12.05-1.05 Period 4. Hand sanitiser must be used as pupils/staff change spaces/rooms.

<b>Pupil Nos.</b>	<b>1.05-1.30</b>	<b>1.30-1.55</b>	<b>1.55-2.20</b>	<b>Move to P5</b>
7	Lunch Dining Room	Field/Form room as directed by staff	1.55pm go to Form Rooms. Tutor time begins at 2.05pm.	Move to p5 at 2.20/ I.N. 2.15
8	Lunch Main Hall	Field/Form room as directed by staff	1.55pm go to Form Rooms. Tutor time begins at 2.05pm.	Move to p5 at 2.20/ I.N. 2.15
9	Field/Form room as directed by staff	Lunch Dining Room	1.55pm go to Form Rooms. Tutor time begins at 2.05pm.	Move to p5 at 2.20/ I.N. 2.15
10	Field/Form room as directed by staff	Lunch Main Hall	1.55pm go to Form Rooms. Tutor time begins at 2.05pm.	Move to p5 at 2.25/ I.N. 2.20
11	Tutor time	Remain in Form room or field	Lunch Dining Room	Move to p5 at 2.30 (2.25)/ I.N. 2.20
12	Tutor time	Field or LRC	Lunch space or Study space or Home	Move to p5 at 2.20
13	Tutor time	Field or Sixth Form Common Room		Move to I.N. at 2.15

2.25-3.25 Period 5. Hand sanitiser must be used as pupils/staff enter classroom.

End of day release: Year 7 3.20pm (55min p5)  
Year 8 3.20pm (55min p5)  
Year 9-13 3.25pm

Pupils in Mayfield Court to leave via The Avenue Gate.

Science Block to leave via Lennox Road Gate.

Main Building leave via Main Gate on to Pelham Road.

## **Friday**

### **NO PUPIL ON SITE BEFORE 8am.**

- 8.00 From 8am students can come on site to either access Canteen facilities or go to their meeting point (p.13). Breakfast is served from 8.00-8.20am in the Dining Room. Students may not enter the buildings.
- 8.20 Pupils in Canteen/Dining Room to leave to go to correct collection zone (Years 7-9 line up by form in the Year Group Zones on field; Year 10 go to Main Hall; Year 11 to Dining Room; Years 12-13 to Study Areas) or depart to I.N.
- 8.25 Pupils all on site and in form groups, lined up in zoned areas ready to move into building.
- 8.25-8.30 Period 1 staff to collect groups and take to Period1 classrooms. Sixth Form students to make their own way to period 1 classrooms.
- 8.35-9.30 Period 1. Hand sanitiser must be used as pupils/staff enter classroom.
- 9.30-9.35 Movement Break.
- 9.35-10.30 Period 2. Hand sanitiser must be used as pupils/staff enter classroom.
- 10.30-10.35 Movement Break. Hand sanitiser to be used as pupils/staff change spaces/rooms.

<b>Year Group</b>	<b>Break time</b>	<b>Designated break space</b>	<b>Period 3 timings</b>	<b>Designated toilets</b>
7	10.30-10.55	Dining Room	11.00-11.55	Room 1 or Annex
8	11.00-11.25	Dining Room	10.35-11.00 11.25-11.55	Room 1 or Annex
9	10.30-10.55	Main Hall	11.00-11.55	Mayfield or Science
10	11.00-11.25	Main Hall	10.35-11.00 11.25-11.55	Mayfield or Science
11	11.30-11.55	Dining Room	10.35-11.30	Room 1 or Annex
12	10.30-10.55	LRC	11.00-11.55	Sixth form study area
13	11.30-11.55	Main Hall	10.35-11.30	Mayfield or Science

- 11.55-12.00 Movement Break.
- 12.00-12.50 Period 4. Hand sanitiser must be used as pupils/staff enter classroom.
- 12.50-12.55 Movement Break.
- 12.55-13.50 Period 5. Hand sanitiser must be used as pupils/staff enter classroom.
- 13.50-14.25 Lunch service in Canteen for staff/students. Area of Canteen next to servery designated entry space for period 6 Mandarin pupils.
- 14.30-15.25 In-school Professional Development/Department Time.
- End of day release
- |              |       |
|--------------|-------|
| Year 7:      | 13.45 |
| Year 8:      | 13.45 |
| Years 9-10:  | 13.50 |
| Years 11-13: | 13.55 |

Pupils in Mayfield Court to leave via The Avenue Gate.  
Science Block to leave via Lennox Road Gate.  
Main Building leave via main gate on to Pelham Road.

## Drop off and pick up

Government guidance states that public transport capacity continues to be constrained, so we appreciate parents may well be dropping off and picking up students. However, there will be no parking available on the school site. It may be appropriate to drop off or pick up your daughter/son at a location a short distance from the school to ease congestion and crowding. Students on public transport should ensure face coverings are worn at all times and social distancing observed in line with the transport company and government guidance. (See p.11)

## Form rooms

Form rooms are only to be used by students during lunchtimes, as indicated in the 'Timings of the School day' section of the booklet, and tutor time. At break time all students must use their designated break space. **There is no eating in classrooms or form rooms.**

Year 7		Year 8		Year 9		Year 10		Year 11		Year 12		Year 13	
Form	Room	Form	Room	Form	Room	Form	Room	Form	Room	Form	Room	Form	Room
7A	21	8A	25	9A	2	10A	34	11A	53	12ANN	36	13ASD	11
7C	20	8C	Mob1	9C	6	10C	31	11C	Hall con.	12BSN	38	13BAL	12
7D	18	8D	Mob2	9D	3	10D	27	11D	Quad con	12LRY	41	13HSN	35
7L	17	8L	14	9L	5	10L	32	11L	23	12RBY	LRC	13MWH	54
7P	16	8R	28	9R	4	10R	33	11R	19	12RVY	42	13SBY	13
7R	15	8W	29	9W	1	10W	30	11W	49	12SGN	43		
7W	26												

Out days are encouraged and used as much as possible. Covered areas are provided on the field for all year groups in zoned areas.

## Measures within the classroom

Staff in secondary schools and at MGSG will maintain distance from their students, staying at the front of the class and away from their colleagues where possible. Ideally, adults should maintain 2-metre distance from each other and from students, although it is recognised that this will not always be possible. Staff should avoid close face-to-face contact and minimise time spent within one metre of anyone.

Adaptations in the classroom still include a 2 metre 'teacher zone' at the front of the classroom, the use of screens, and students will remain seated side by side and facing forwards wherever possible. The desk arrangements may not be changed or adjusted for any reason.

As the size of our classrooms at MGSG vary, as do the width of our corridors, all staff have been issued with a visor that they are able to wear in addition to their face covering if they feel this additional protective measure is required as they cannot maintain the 2-metre distance from students within the classroom or while moving around the school. Social distancing will remain in place at the start of the school day where no pupils will be allowed on site before 8am.

## **Break and lunchtime arrangements**

Pupils are not permitted to eat in Form Rooms or classrooms at any point in the school day.

### **Break**

As outlined in the timings of the school day we will continue to operate a staggered break and lunchtime provision which is very different to normal.

It is essential that students adhere to the timings stated and must remain in their designated spaces for the full break time, as other lessons will still be taking place around the school. Students with a period 3 lesson at the I.N. will have break at the I.N. where there will be canteen provision and be able to purchase drinks and snacks. There may be occasions where staff will adjust a break time if a practical lesson is taking place.

*(There will not be a Breaktime service Monday 8<sup>th</sup> March - Wednesday 10<sup>th</sup> March; normal services will resume from Thursday 11<sup>th</sup> March 2021).*

### **Lunchtime arrangements**

Again, staggered access to the canteen will be maintained for all students and staff; students eating a packed lunch must do so in the dining area. It is important that students attend for their allocated slot as cleaning of the dining spaces will take place between sessions.

Vending machines will be available, but students and staff must use the hand sanitisers located next to all the vending machines before making any purchases.

Similarly, before using the cash loader in the orangery students and staff must use hand sanitiser.

Purchases via the canteen will remain cashless and all students and staff were issued with a PIN number at the start of the academic year to make purchases rather than using fingerprints to reduce contact points.

Although the cash loader will be available, to reduce contact points and cross-contamination our preferred mode of payment is online and not via the cash loader.

No student will be allowed to leave the site during the lunch break or the school day (except if travelling to the I.N.) so that we remain in our 'bubbles' as much as possible and reduce contact with members of the public and thereby reduce the risk of infection.

Staff only will be able to use the quad or gym at break and lunchtimes as well as the staff room. Rooms 7 and 8 will be computer-based work rooms for staff.

### **Toilets**

Toilets will be available for use at school, but we would ask students (as we normally do) to try not to ask to leave a lesson to use the toilets. The one-way system should be followed to access the nearest toilets and to return to your classroom.

If you do need to use the toilet then you will find a hand sanitiser station at the entrance to all student and staff toilets which must be used before you go into the toilet. Wash your hands for at least 20 seconds after using the toilet.

The guidance does not require each year group to use separate toilets. However, during morning break we have allocated specific toilets for each year group to use to reduce contact between year groups.

Our enhanced cleaning regime means every set of toilets will be cleaned regularly throughout the day.

A split lunchtime will operate which separates year groups from each other and again allows students to use toilets as appropriate.

### **Wet Weather Arrangements**

Students are notified of wet weather arrangements via our VLE. At the beginning of the day pupils in Years 7-9 go to Form Rooms following the one-way system, students in Years 10-13 follow the usual arrangements.

### **Equipment**

All students must still ensure they bring their own equipment pens, pencils, folders etc to school as they will not be able to borrow items from friends or their teachers. We will provide paper and books. Staff may issue students with materials/handouts for their files or books. Hand sanitiser will be used before resources are distributed. On some occasions staff may issue students with a text book for use in the lesson or to keep. Students should not share or swap books once they have been issued to them. The sharing of resources or text books during a lesson will be kept to a minimum and will vary across subjects.

It is still recommended that students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery and mobile phones. Students and staff can take books and other shared resources home, although unnecessary sharing should be avoided. Hand hygiene/washing should be implemented before marking/handling books etc.

Equipment used in PE, Art, Science and DT will be cleaned frequently and always between groups. Alternatively, if cleaning of resources is not practicable then they will still be 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 groups/bubbles.

### **Lockers**

All pupils in Years 7-11 have a locker. Lockers can be accessed during morning break, lunchtime and after school. Pupils must follow the one-way system to access these.

### **LRC**

At the start of the academic year the LRC will be used as a base for Year 12 students, so will be closed to the remainder of the school. Students can arrange to borrow books by using the VLE and/or email and contacting library staff.

## **Sixth Form**

Sixth Form Study Area and Common Room will still only be available to Year 13 students, as Year 12 will remain based in the LRC.

The toilets in the Year 13 Study Area will be available for both Year 12 and 13 students. Year 12 students should enter via the outside door in the downstairs study room.

*Sixth Form students, as all others, are not permitted to leave the school site during the day. Sixth Form students should ensure they have adequate funds to buy lunch/food on their Scopay record or they should bring a packed lunch.*

*Driving lessons must NOT be booked during the school day but after school or during period 5 when they can leave if this is a non-contact period. Students may not leave and return during the day for driving lessons, as is our normal practice.*

*Food purchased offsite may not be brought on site as is our normal practice. If a student is found with food purchased off site they will be directed to throw it away.*

## **If I feel unwell while in school**

If you start to feel unwell, immediately inform your teacher who will ask you to report to the Main School Office on the main site or the Reception desk at the I.N. If you display symptoms of the virus you will be asked to wait in a designated room (main site – medical room, and at the I.N. – new Food Technology room) until your parents/carers are able to collect you from school. Can parents please ensure the school office has up-to-date contact information, as you will need to collect your daughter/son as swiftly as possible should the need arise.

If your symptoms are either a high temperature, a new persistent cough or loss of smell and taste your parents must arrange for you to be tested for the virus

<https://www.nhs.uk/conditions/coronavirus-covid-191>. This will be the same for any member of staff. Once you receive your test result and it is negative you may attend school again. If it is a positive test result, please inform the school immediately and follow the government guidance on self-isolation etc. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Please do not attend school if you wake up and feel unwell on any day that you are due to be in school.**

If any student or member of staff is unwell at any other time, they should report to the main office or I.N. reception desk immediately.

Any members of staff who have helped someone with symptoms and any students 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 & Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.

## **Attendance**

*Attendance is mandatory for all students from Monday 8<sup>th</sup> March.* We have communicated the return to school arrangements for MGSQ on Saturday 27<sup>th</sup> February.

Years 11 and 13 will return on Monday 8<sup>th</sup> March.

Years 10 and 12 will return on Thursday 11<sup>th</sup> March.

Years 7-9 will return on Friday 12<sup>th</sup> March.

If your daughter/son is unable to attend school then please report her/his absence to our Attendance Officer in the normal manner; Mrs Theobald, our Attendance Officer, can be contacted via [attendance@mgsq.kent.sch.uk](mailto:attendance@mgsq.kent.sch.uk). If students and their families have been abroad they should follow national guidance regarding self-isolation.

Pupils or staff who are designated as clinically extremely vulnerable should contact the school directly.

## **Main Reception/School Office/Offices in general**

Both students and staff are still able to talk to staff in reception, but there are screens in place and 2-metre social distancing implemented for any visitors to the school. Maximum occupancy signs are still displayed on all office doors so staff and students should not enter any office space unless there is capacity to do so. Staff should not enter the main school office unless there is an emergency.

Whilst we normally welcome all visitors and parents into school, we must still endeavour to reduce and limit all contacts between people. Therefore, if parents wish to speak to a member of staff they must e-mail or telephone the school to make an appointment rather than come into the school site to ask for an appointment in person. Naturally, as soon as it is safe to do so, this instruction will be lifted.

The main office will still be operating a one in, one out system. If there is someone in the reception area please wait outside until they leave.

## **Whole school gatherings/meetings**

Whole school/year group/House meetings etc or assemblies will still not take place in the School Hall or any other locations.

Students may not congregate or arrange to meet other students outside their year and should minimise contact with other students within their year group bubble.

## **Extra-curricular provision**

Regrettably, this remains limited, however we are exploring what offer can be made. In reality there will be few lunchtime clubs or activities due to enhanced cleaning requirements and because students must remain in their designated lunchtime areas/rooms.

## **School trips/visits**

The government continues to advise against educational visits, domestic (UK) overnight and overseas educational visits.

# Mayfield's Expectations

*At Mayfield, we feel that these are the rules and expectations that all members of our community are committed to following.*

- ✓ *We will treat everyone equally and with respect and will be considerate to others and their feelings.*
- ✓ *We will think carefully about the language we use in all situations, including our body language.*
- ✓ *We commit to not intentionally causing harm to others, whether physical or emotional. Bullying can be verbal, physical or emotional. It may not upset you, but it could hurt others and the impact may last a long time.*
- ✓ *Phones should never be used in school and sharing photos or posts concerning all members of our school community without their permission on any social networking site is not allowed.*
- ✓ *We do not tolerate any breach of our Code of Conduct and bullies will face consequences, in line with our School Policy, and those who do must accept responsibility for their actions.*
- ✓ *We will recognise that everyone is different and we will respect and celebrate those differences.*
- ✓ *At this school we are a community. We have a responsibility to care for all our peers.*

## Mayfield Grammar School, Gravesend: Covid-19 Home-School Expectations

<b>Mayfield Grammar School, Gravesend</b>	<b>Parent</b>	<b>Student</b>
<p><b>The school will:</b></p> <ul style="list-style-type: none"> <li>• Provide an environment which has been risk assessed in response to the COVID-19 infection and remains under continual review.</li> <li>• Do our utmost to strictly adhere to the social distancing rules as set out by the government.</li> <li>• Support your child’s academic development through a combination of in-school face-to-face sessions and remote learning opportunities.</li> <li>• Provide a curriculum that meets the needs of your child’s academic needs and well-being.</li> <li>• Contact parents/carers if your child is unwell.</li> <li>• Inform you if a member of our staff or another child in your child’s group show symptoms of COVID-19. This will mean you will all need to self-isolate for at least 10 days or until the test comes back negative.</li> <li>• Continue to communicate between home and school through regular bulletins, newsletters, email and the school website.</li> <li>• Continue to support home learning when required.</li> <li>• Support government return to school testing strategy (3 tests on site).</li> <li>• Support switch to home testing for all members of the school community.</li> </ul>	<p><b>To support my child at school, I know and understand that:</b></p> <ul style="list-style-type: none"> <li>• I will be alert to my child’s temperature and general health every day before I send her/him to school. I will not send my child to school if their temperature is raised.</li> <li>• If my child, or anyone in my household, shows symptoms of COVID-19 I will not send them to school and will follow government guidance in this regard. I will ensure my child is tested if they show symptoms and I will let the school know the result as soon as possible via telephone and email.</li> <li>• If my child shows symptoms of COVID-19 at school, I will collect my child from school <b>without delay</b>.</li> <li>• If I drop my child off and/or pick them up from school, I will adhere to the 2-metre social distancing rules. I am aware that if I need to speak to staff in school that the 2-metre rule applies and I should book in advance.</li> <li>• I will remind my child about social distancing rules and their need to abide by these at all times – on their journey to school, whilst at school, and on their journey home.</li> <li>• I understand that my child will need to use good hand hygiene and will use hand sanitiser or wash hands when instructed to do so.</li> <li>• I need to inform the school immediately of any changes to parent/carer or emergency contact details and ensure that there is a local phone number available at all times.</li> <li>• I should endeavour to support government return to school testing and home testing arrangements.</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>• Adhere to the social distancing rules on my journey to school, whilst at school and on my journey home from school.</li> <li>• Wear a face covering in line with government guidance for as long as is needed.</li> <li>• Tell an adult immediately if I feel unwell.</li> <li>• Only use my own equipment in school.</li> <li>• Not share drinks or food with any other student.</li> <li>• Only enter and exit the school building via the designated routes when instructed, and move around the school building as directed.</li> <li>• Follow good hygiene principles:             <ul style="list-style-type: none"> <li>➤ Use soap and water for 20 seconds and use the hand sanitiser available in school at regular intervals.</li> <li>➤ Coughing and sneezing into elbow or tissue (catch it-bin it-kill it).</li> </ul> </li> <li>• Adhere to Mayfield’s Expectations regarding my code of conduct in school.</li> </ul>

# CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



# BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



# KILL IT

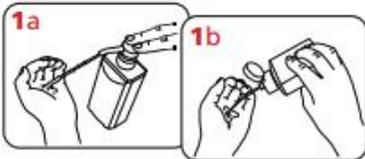
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



# HAND CLEANING TECHNIQUES

## How to handrub? WITH ALCOHOL HANDRUB

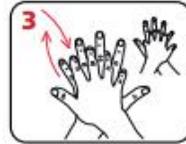
WITH ALCOHOL HANDRUB



Apply a small amount (about 3ml) of the product in a cupped hand, covering all surfaces



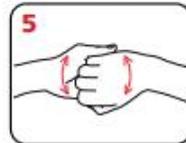
Rub hands palm to palm



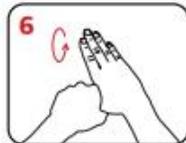
Rub back of each hand with the palm of other hand with fingers interlaced



Rub palm to palm with fingers interlaced



Rub with backs of fingers to opposing palms with fingers interlocked



Rub each thumb clasped in opposite hand using rotational movement



Rub tips of fingers in opposite palm in a circular motion



Rub each wrist with opposite hand



Once dry, your hands are safe

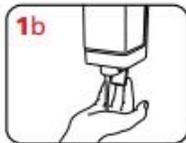


## How to handwash? WITH SOAP AND WATER

WITH SOAP AND WATER



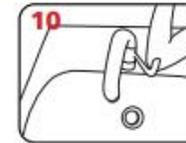
Wet hands with water



Apply enough soap to cover all hand surfaces



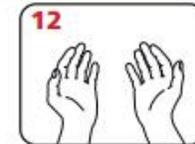
Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel



Your hands are now safe



Adapted from WHO World Alliance for Patient Safety 2006

**Hands must be cleaned before and after every patient contact**