



INFORMATION BOOKLET FOR STAFF/STUDENTS/PARENTS

**Term 6 provision for
year 10 and year 12 students**

We are delighted to be able to welcome students in year 10 and year 12 back into school from **Wednesday 17th June**. At the back of the booklet you will find the timetable for the sessions we are able to offer in the last few weeks of the academic year. There is also another copy of the summary document of our expectations that all staff/students and parents need to follow.

Having been absent from school since March some students may feel apprehensive about returning to school and this is totally understandable. However, teachers are looking forward to seeing students and whilst we need to maintain social distancing we know our students will enjoy seeing some of their friends again, and spending time with staff. We have put measures in place in school to support social distancing and to limit the spread of infection during these challenging times.

Drop off and pick up

Government guidance is that public transport should be avoided unless absolutely necessary, so we appreciate parents may well be dropping off and picking up students. We have endeavoured to set start and finish times in order to avoid peak times should public transport be used by students and staff.

Students attending sessions at the IN should go straight to the IN and not move to the Main site at any time throughout the day in school.

Students should be dropped off site wherever possible and walk to the appropriate building.

Main site is only accessible via the Pelham Road entrance, all other entrances are currently locked. Please access the IN site via Grange Road and walk through the car park around the back of the school.

Handwashing

The best way we can all prevent the coronavirus from spreading is to maintain regular and frequent handwashing. Some students may remember the briefings held in school back in March where we reminded students of the method required to wash your hands for 20 seconds (or sing Happy Birthday to yourself). Enclosed at the back of the booklet are copies of the posters that students need to read before they attend school. When students and staff return to school they will see these posters displayed in key locations around the school.

In addition, there are now hand sanitiser units when you enter all school buildings and each classroom 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.

Movement around the site

Upon arrival at school all students and staff will sanitise their hands using the hand sanitiser stations around the school site. If there is a queue to enter any building, staff and students need to remain 2m apart using the social distancing markers laid out near the entrances to the Main block, Mayfield, Science block and at the IN.

A one-way system is in operation which is clearly marked for students and staff to follow when moving around each school building.

For access to Mayfield, students will need to follow the route indicated, which means walking around the perimeter outside the school canteen. Students should then queue by the entrance nearest the Art rooms to use the hand sanitiser station before proceeding to the classroom as per the timetable.

If attending a session scheduled in the Main block, students should use the pupil entrance at the top of the annexe and then follow the one-way system to the appropriate classroom.

Students with lessons scheduled in the Science block will need to assemble on the school field which is accessed via the indicated route walking around the external perimeter via the school canteen.

Face masks

Government guidance states that face masks are not required in schools or other educational settings. Therefore, students and staff will not need to wear a face mask in school. If you are travelling to school using public transport then the guidance does advise that a face mask is worn. If any student or member of staff wishes to wear a face mask in school then that is a personal choice/decision. Any student/member of staff wearing a disposable face covering when arriving at school will be expected to bring a plastic bag to keep it in during the day.

It is, however, important that along with handwashing students and staff 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.

The only exception will be when social distancing cannot be maintained. In school, if first aid treatment is required, staff will wear appropriate PPE or if a student or member of staff reports feeling unwell with the symptoms of coronavirus. They will be asked to wait in a designated room, isolated from other students and staff until they can be collected from school by their parents/carers/emergency contact.

Social Distancing

It is really important that along with hand washing that staff and students adhere to social distancing guidelines while travelling to and from school and whilst in school. This means keeping 2m apart from your friends and your teachers. There are yellow markings along the corridors at floor and eye level to remind you of the 2m distance.

In addition, classroom layouts have been changed so that a maximum of 14 students can be seated in any one venue, many sessions will operate with between 8 to 12 students, depending upon the size of the classroom being used.

When you enter a classroom, you will find green markers to indicate where you can sit and red markers where you cannot. Some desks and chairs have been removed from classrooms and students **MUST NOT** rearrange any of the desks or chairs that have been set out. If students are attending a practical session at the IN or in other subject areas there will be a briefing from your teacher before the session begins. The golden rule is that any equipment used will not be shared with others and will be thoroughly cleaned at the end of each session.

Likewise, when using a keyboard or computer social distancing will be maintained to avoid one student touching another student's computer and computers/keyboards will be cleaned at the end of the session.

To reduce the need to touch door handles all doors will be open and door wedges used so that staff and students can move freely around the building while reducing contact with multiple surfaces.

Once a session has finished the classroom will be cleaned before another group of students/staff use the same room.

Toilets

1. Naturally the 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 session to use the toilets. Each session will be designated a time slot within their session to use the allocated toilets as identified in the teaching programme or the information sheet on each classroom door. Staff will check that students adhere to social distancing while queuing to use the toilet during the day.
2. Teaching staff will then be able to use the bathroom facilities at the same time as students, so that all toilet breaks for students and staff are staggered. Staff toilets are available in the Main block, the accessible toilet in Mayfield and at the IN. Additional staff toilets will also be allocated in Mayfield.
3. 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. Upon exit, after washing your hands for 20 seconds, please sanitise your hands again.
4. At the end of each session, our cleaning staff will clean each set of toilets that have been allocated for use that day.

Breaks and Lunchtimes

The vast majority of students will only be on site for short periods of time so breaks and lunchtimes will not be a major concern.

However, some students will have two sessions per day and the furniture in the dining area has been rearranged to maintain social distancing so that students are able to use the dining room.

Again, there are red and green markers on chairs and tables in the dining area to indicate where students can sit.

Members of staff will be able to use the orangery at break/lunchtime as well as the quad.

The canteen will be open and available to purchase a limited range of items. Social distancing will be maintained via a queuing system and 2m markings are in place. There are also additional screens in place at the serving and till points for health and safety reasons. Packed lunches can be eaten in the dining area, but no food or drink can be shared with others. All items purchased from the canteen will be in disposable containers. **No food can be consumed in any classroom/teaching space.**

Students attending sessions at the IN will need a packed lunch/drinks and snacks as they will not be able to walk to the main site to purchase items from the canteen.

- 1. NO vending machines will be in operation in any building at school.**
- 2. No student will be allowed to leave the site during the day, i.e. no visits to local shops etc for any year 12 students so that we reduce the risk of infection.**
- 3. If the weather is fine then students will be allowed to use the school field during break and lunchtimes as long as they socially distance from each other and no litter is left on the field.**

Staff only will be able to use the orangery or the quad at break and lunchtimes as well as the staff room where there is limited capacity and the maximum occupancy should be adhered to.

Payment in the canteen will be cashless and students will be asked to give their name and form when paying to ensure the correct account is charged. We will not be using our biometrics system. Please ensure accounts have sufficient funds available. A separate letter will be issued via the finance office to confirm these arrangements and provide support for parents.

Main Reception/School Office/Offices in general

Both students and staff will still be able to talk to staff in reception, but there will be screens in place and 2m social distancing implemented for any visitors to the school. Maximum occupancy signs are 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.

Equipment

Please ensure all students 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. If any books are used students and staff will wash their hands and surfaces using the cleaning materials in each classroom before and after handling text books or student books/files. Staff may issue students with revision materials/handouts for their files. Hand sanitiser will be used before resources are distributed. On some occasions staff may issue students with a text book to keep. Please note all text books have been in quarantine before issue, but students should not share or swap books once they have been issued to them.

Students should arrive at school with a **FULL** water bottle to avoid having to use the water dispensers in school. Should it be necessary to fill up your water bottle there are signs near the dispensers to reduce any cross contamination – namely students must wash their hands/sanitise hands before and after using the dispensers.

LRC

The LRC will remain closed for the remainder of the academic year and will not be available for staff or students to use.

Staff room work spaces will be available in Rm 8, Rm 35 or Rm 21, but social distancing must be maintained.

Computers

If staff require computer rooms to deliver their lessons then rooms have been made available as per the teaching programme.

To reduce the amount of cleaning required there will be no access for students to use other computers around the site.

Year 12 students will not be able to use the sixth form study area, including the computers located upstairs. This area is required for the students of keyworkers who will be attending school.

Students who wish to bring their own laptop/device into school to use in lessons are free to do so.

Sixth Form Common Room

This will be closed for the remainder of the academic year. Year 12 students will be able to use the main dining area while maintaining social distancing, as indicated by the green and red markers. The quad will not be available for use by any year 12 student during term 6.

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 IN. If you display symptoms of the virus you will be asked to wait in a designated room until your parents/carers are able to collect you from school.

If your symptoms are either a high temperature, a new persistent cough or loss of smell and taste your parents will arrange for you to be tested for the virus <https://www.nhs.uk/conditions/coronavirus-covid-19/>. 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.

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

Attendance

Our expectation is that year 10 and year 12 students will attend the sessions as per the published programme. If your daughter/son is unable to attend any session then please report her/his absence to our Attendance Officer in the normal manner; obviously those students who are shielding or self-isolating due to either having coronavirus symptoms themselves (or living with someone in their household who is shielding or self-isolating) then please notify our Attendance Officer, Mrs Theobald via this email address attendance@mgsg.kent.sch.uk and remain at home.

School Uniform

Students will not be in school following a normal school timetable and we are conscious that the advice is to wash clothes frequently that have been worn outside the home. We will, therefore, not require students to wear school uniform to attend sessions in school for the remainder of term 6.

However, it is imperative that students dress appropriately, as they would do on a non-uniform day, i.e. shoulders must be covered, shorts may be worn, but must be of an appropriate length. Jeans will be allowed, but should be presentable and appropriate for school. Please be sensible as we do not want to spend time talking to students about inappropriate attire. Remember you are not going to the beach or out with your friends, but attending school.

Staff dress code will be casual, but appropriate for school and jeans will be allowed for the remainder of the term.

Cleaning

Immediately after schools were closed a "deep clean" was undertaken in our school. As the school has remained open throughout the national lockdown for pupils of key workers or vulnerable pupils, an enhanced cleaning regime is now well established in school.

As more students return to school, additional cleaning will take place in key areas across the school before and after teaching sessions and in key locations such as offices, reception, toilets, dining area etc. At the end of the week on a Friday, further cleaning will take place across the site.

Programme of sessions commencing 17th June 2020

Please read the timetable carefully to identify the sessions you need to attend in school and note the location. If you are based at the IN then go straight to the second site for the time and day indicated.

Please note teaching staff will only be in school on the days they will be delivering the sessions as indicated or as per the school rota for supervision of pupils of key workers/vulnerable children. For the remainder of the school' as well as year 10 and year 12 students the main mode of delivery this term will still be remote learning via the VLE.

Staff will be flexible and may not set as much work as normal for the next few weeks as they may be teaching in school. They also appreciate that some year 10 and year 12 students will not be following their normal timetable as they will be attending other subject sessions in school.

All the staff are really looking forward to seeing all our students in year 10 and year 12 over the next few weeks.

If you have any questions please do not hesitate to contact your Learning Leader or the Main School Office and we will do our best to answer any of your queries/questions.



Mrs E Wilson
Headteacher