



Managing COVID-19 at Wood Green School 2020-21

Version 4: 10th March 2021

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Introduction

Our aim is to ensure that we are implementing the national guidance for schools, whilst delivering the best possible education. This will require some changes to our school day and you will find detailed information that explains many of these adaptations. In making decisions, our priorities have been:

1. Ensuring that students, staff and families are safe by meeting all national guidance, in particular the guidance regarding hygiene and keeping year group bubbles
2. Ensuring that students do experience the full range of subjects on the curriculum, delivered by specialist subject teachers with access to specialist subject resources.

Every area of school life that has increased risk during the COvid-19 pandemic has been risk-assessed and this guide is the result of these risk assessments.

We hope this guidance covers all aspects of school life and shows the comprehensive approach to risk management that we are taking at Wood Green School. We will continue to monitor national guidance closely and make adaptations to our provision. Parents will be informed of changes in our regular newsletters and in updates of this guidance. Should you feel there is anything not covered, please email Mr Tarrant, Strategic Development and Operations Manager j.tarrant@wgsnitney.org.uk.



1. Implementing a System of Controls

Government and Public Health guidance requires schools to implement a system of controls for prevention of and response to Covid-19. This section sets out the 12 requirements and how we are meeting these at Wood Green School.

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school

Our school procedure is set out in the following guide:

When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test
- have been in close contact with someone who tests positive for coronavirus (COVID-19)

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

You must follow this process and ensure everyone onsite or visiting is aware of it. These procedures will be made clear through publishing this guidance and through visual reminders around the site

If anyone in our school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we:

- will send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. The isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.



If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at school they will be asked, wherever possible, to be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so we will gain permission from a responsible family member for the pupil to walk or cycle home following a positive test result. If this is not possible, we will arrange alternative arrangements.

If a pupil is awaiting collection:

they will be moved, if possible, to a room, usually the Medical Room, where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required

- a window should be opened for fresh air ventilation
- if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
- if they need to go to the bathroom while waiting to be collected, they will use a separate bathroom either in the Medical Room or near to the Staff Room- the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
- personal protective equipment (PPE) will be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they will self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test

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 will be cleaned after they have left, to reduce the risk of passing the infection on to other people.

2. Ensure face coverings are used in recommended circumstances

Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. Face coverings should be worn by students in classrooms or during activities unless social distancing can be maintained. This does not apply to PE lessons. 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. Face visors or shields should not routinely be worn as an alternative to face coverings.



Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

Parents may ask for their child to be exempt from wearing face coverings by completing the online form sent out in the school newsletter. This list will be circulated to staff and updated regularly. We are mindful that reasons for not wearing a mask are not always visible so students who are exempt will not be challenged about not wearing a face covering.

Staff should wear face coverings in all areas of the school, unless social distancing can be maintained. In a classroom though, a teacher may choose to remove the face covering while teaching in order to communicate better. Students are not to challenge a teacher about this and a teacher not wearing a covering does not give a student the right not to wear a covering. Parents are asked to complete a Home-School Agreement about face coverings.

Access to face coverings

The school will hold a supply of face coverings in case a pupil does not have one. However, parents are asked to ensure that their child has a good supply of face coverings. No pupil should be denied education on the grounds that they are not wearing a face covering.

Safe wearing and removal of face coverings

We will clearly communicate the process for the safe wearing and removal of face coverings to all students, staff and visitors, via tutor notices and signs. Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

Students should:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. Pupils will clean their hands regularly, including:

- when they arrive at school



- when they leave and enter a classroom
- before and after eating

4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important and is promoted around the site

5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents

In line with the risk assessment and timetabling of the day, we run an enhanced cleaning schedule. This includes:

- more frequent cleaning of rooms or shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- cleaning toilets regularly
- encouraging pupils to wash their hands thoroughly after using the toilet
- allocating different groups their own toilet blocks

6. Minimise contact across the site and maintain social distancing wherever possible

Our villages model and staggered lunchtimes ensures minimal contact between year groups (See Section B). Classrooms have been reorganised to increase social distancing. Other specific measures are described throughout this guide.

Travelling to the setting

School buses are organised by Oxfordshire County Council. OCC will be contacting families new to Wood Green, and who are eligible for a school bus, with details of where and when pick-ups will take place. OCC will contact any current families if there are any changes to their bus arrangements. It may be that students are asked to sit in a particular place on the bus. We expect all students to cooperate politely with all requests that are put in place to keep them and others safe. The details for contacting OCC transport are:

Email Mainstream.schooltransport@oxfordshire.gov.uk

Tel 01865 323500

Students travelling by public bus must comply with any national requirements for use of public bus travel and for safely managing the use of face coverings. It is up to parents to ensure that their child meets these requirements.

Students walking to school should observe social distancing to keep themselves and others safe.

Parents may choose to bring their child to school by car. We are supportive of this, but do ask parents not to drop off children or wait on the road leading down to our main gate. Also, parents should note that the school gates are shut between 2.45pm and 3.10pm (an hour earlier on a Wednesday) so arrangements to meet your child off site after school should be made. Some parents



use the car park near the shops and community centre on Madley Park as a good meeting spot with lots of parking which is a short walk from school. There are very limited waiting places anywhere on Woodstock Road.

Visitors to the site

Contractors, deliveries and cleaning staff on site will maintain these systems of controls when on site. These will be explained on arrival. Where visits can happen safely outside of school hours, they will. A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. The School Health Nurse will continue to be on site; we will comply with the requests from the SHN team for immunisations to take place.

7. Keep occupied spaces well ventilated

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. Rooms will be kept well ventilated.

To balance the need for increased ventilation while maintaining a comfortable temperature, we will:

- open high level windows in colder weather where they exist in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
- allow students to wear coats with the teacher's permission
- rearrange furniture where possible to avoid direct draughts
- Heating will be increased where possible to ensure comfort levels are maintained particularly in occupied spaces.

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

Face coverings are not classified as PPE (personal protective equipment). PPE 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. A face covering is a covering of any type which covers your nose and mouth. Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained
- performing aerosol generating procedures (AGPs)

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.

9. Promote and engage in asymptomatic testing

We will offer staff twice-weekly testing till wc March 1st, then provide testing kits for staff to take home. We will offer all pupils testing before returning to school and then two further tests. Following this, kits will be provided for students to take home. Full details regarding testing will be sent home to families.

10. Promote and engage with the NHS Test and Trace process

Staff members, parents and carers will need to:

- book a test if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste
- self-isolate immediately and not come to school if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19) 24
 - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries or they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace Polymerase Chain Reactions (PCR) tests for symptomatic testing

Booking a polymerase chain reaction (PCR) test through 119

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

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

If we have a confirmed case in school, we will liaise with the dedicated advice service introduced by PHE, which can be reached through the DfE Helpline on 0800 046 8687, or their PHE local health protection team if escalated. Based on their advice, people who have been in close contact with the person who has tested positive will be sent home and advised to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. A risk assessment may be undertaken to determine this, but a close contact can be:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre



- been within one metre for one minute or longer without face-to-face contact or sexual contacts
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle

If someone who uses school transport tests positive, we will work with the local authority to close contacts.

The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. We will keep full records of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups (see section 6 of the system of control for more on grouping pupils). Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. Which we will provide via Teams.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow 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 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection.

We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Based on current advice, we will not be using Lateral Flow Tests as an alternative to self-isolating.

[Admitting children and staff back to the school](#)

The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school,



we will take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). We will make this decision in liaison with Public Health England.

2. Curriculum Delivery

We are adopting a ‘Villages’ model. This means that all year groups will have a designated set of rooms in one area of the school, known as a village, for the majority of their learning. No other year group will be allowed to enter the village of another year group.

Each year group will have tutor time in their village, and all lessons, other than the following where students will leave their village to access specialist rooming:

- Most Science lessons
- Art
- Drama
- Most Music lessons
- PE
- D&T

A map of the villages is on page 8. The tutor rooms for 2020-21 in the Villages model is:

Head of Year 7: Miss Francis			
	Tutor Group	Name of Tutor	Tutor Room
Cornbury	7HMS	Miss Smy	M1
Cornbury	7NP	Ms Palmer	N2
Cornbury	7SJB	Mr Burge	N4
Cornbury	7ER	Miss Roberts	N3
Wychwood	7LJR	Mr Rasdall	N5
Wychwood	7JKC	Mrs Cobb	N6
Wychwood	7JMM	Mr Miller	N7
Wychwood	7SR	Mr Roberts	N8

Head of Year 8: Mr Atkins				
	Tutor Group 2020/21	Tutor Group 2019/20	Name of Tutor	Tutor Room
Cornbury	8PDJ	7PDJ	Mr Jones	A7
Cornbury	8SDA	7SDA	Mr Adams	A14
Cornbury	8WJH	7WJH	Mr Heppell	A15
Cornbury	8DL	7DL	Mrs Lawrence/Miss Coppinger	A16
Wychwood	8AW	7AW	Mrs Ward	A17
Wychwood	8IGM	7IGM	Mr McNally	A18
Wychwood	8ZOD	7ZOD	Miss Denton	A19

Wychwood	8SEH	7SEH	Mr Hoggard	A6
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Head of Year 9: Miss Billington

	Tutor Group 2020/21	Tutor Group 2019/20	Name of Tutor	Tutor Room
Cornbury	9MFP	8MFP	Miss Farjadpour	B12
Cornbury	9CMS	8CMS	Mrs Stokes (Tu, W, Th & Fr) Dr Willis(M)	B3
Cornbury	9CC	8CC	Mr Curtis	B2
Wychwood	9ELB	8ELB	Mrs Breakspear	B14
Wychwood	9HRP	8HRS	Mrs Parsons/Mr Amuah-Fuster	B1
Wychwood	9NJP	8NJP	Mrs Pantaleo	B15
Wychwood	9HLE	8HLE	Miss Evans	T & L Room

Head of Year 10: Miss Dobson

	Tutor Group 2020/21	Tutor Group 2019/20	Name of Tutor	Tutor Room
Cornbury	10DOR	9DOR	Mr Robinson	B21
Cornbury	10CLL	9CLL	Mrs Laughlin	B11
Cornbury	10JS	9JS	Mrs Slater	B13
Wychwood	10CVG	9CVG	Miss Groves	B22
Wychwood	10JPW	9JPW	Mrs Ward	B23
Wychwood	10HLW	9HLW	Mrs Whittaker	B24

Head of Year 11: Mr Gosnell

	Tutor Group 2020/21	Tutor Group 2019/20	Name of Tutor	Tutor Room
Cornbury	11DJW	10DJW	Ms Williams	N9
Cornbury	11HS	10HS	Mrs Smith	N10
Cornbury	11TJW	10TJW	Mr Woodhead	N11
Wychwood	11ECD	10ECD	Ms D'Arcy	N12
Wychwood	11SCH	10SCH	Dr Howard	N13
Wychwood	11SRD	10SRD	Mr Dashwood	N14

• **Sixth Form Tutors 2020/21**

Head of Sixth Form: Mr Armstrong

Assistant Head of Sixth Form: Mrs Jones

	Tutor Group	Name of Tutor	Tutor Room
Year 12			
	12LMD	Mr Day	D1
	12GJD	Mr Davies	D5
	12LCG	Ms Carew-Gibson	DR1
	12JFCW	Mrs Franklin (M, Th, F) Ms Wolfe (W)	SCR
	12SRJ	Mrs Jones	S11
Year 13			
	13ASR	Ms Rose	SR



	13SE	Mrs Enright	S12
	13LMB	Miss Bizos	S8
	13KS	Ms Shayler	A5

Village Layout Map





3. Behaviour

Our Behaviour Policy will continue to operate in March. Our three rules: Safe, Respectful and Ready to Learn, cover the behaviour that we expect from all students specifically related to Covid-19. By following the new arrangements that we have put in place, students will keep themselves and others safe. As always, if a student does not behave in a way that is safe to others, consequences will be applied, including excluding students from school if necessary.

In order to maintain our year group bubbles, our afterschool consequences will be organised differently.

- All C2 and C3 consequences will be held in the N block.
- Students must queue up at their designated entry location (see table below).
- Students are not allowed to enter the building until a teacher allows them.
- Restorative conversations (RC) will be held in a separate room to give more privacy. Students go to the main room and wait for the teacher's arrival.
- Students will be invited by the teacher to go from the main room to the RC room to hold your Restorative Conversation.
- At 3.10 those with C2's will be dismissed. Those with a C3 will be transferred to the Study Support room to complete their time.
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- All Study Supports will be held the village computer locations.
- Students must go directly there and log on to a computer to access Insight to complete their missing work.

	Main Room	RC Room	Study Support Room	Entry to N block
Year 7	N6	N5	N6	Restaurant
Year 8	N11	N10	A19	Music/B block
Year 9	N2	N3	B12	Gardens
Year 10	N7	N8	Library	Field/Astro turf
Year 11	N15	N14	D2	B block (N15)

Please remember that our official day finishes at 3.10pm so students with a C2 will be asked to stay after school on the day it was set. Families of students with a C3 (1 hour) or with Study Support (30 mins) will be given 24 hours notice of these.



4. Arriving and Leaving School

- School will not be open to students until 8.10am
- On arrival, students will go straight to their form rooms

5. Travelling to and from school

School buses are organised by Oxfordshire County Council. OCC will be contacting families new to Wood Green, and who are eligible for a school bus, with details of where and when pick-ups will take place. OCC will contact any current families if there are any changes to their bus arrangements. It may be that students are asked to sit in a particular place on the bus. We expect all students to cooperate politely with all requests that are put in place to keep them and others safe. The details for contacting OCC transport are:

Email Mainstream.schooltransport@oxfordshire.gov.uk

Tel 01865 323500

Students travelling by public bus must comply with any national requirements for use of public bus travel and for safely managing the use of masks. It is up to parents to ensure that their child meets these requirements.

Students walking to school should observe social distancing to keep themselves and others safe.

Parents may choose to bring their child to school by car. We are supportive of this, but do ask parents not to drop off children or wait on the road leading down to our main gate. Also, parents should note that the school gates are shut between 2.45pm and 3.10pm (an hour earlier on a Wednesday) so arrangements to meet your child off site after school should be made. Some parents use the car park near the shops and community centre on Madley Park as a good meeting spot with lots of parking which is a short walk from school. There are very limited waiting places anywhere on Woodstock Road.

6. Movement around the school

When leaving their village to move to a specialist area, students will follow the one-way system shown on the map on page 8. Students and staff are advised to wear face coverings when in corridors outside of the villages.

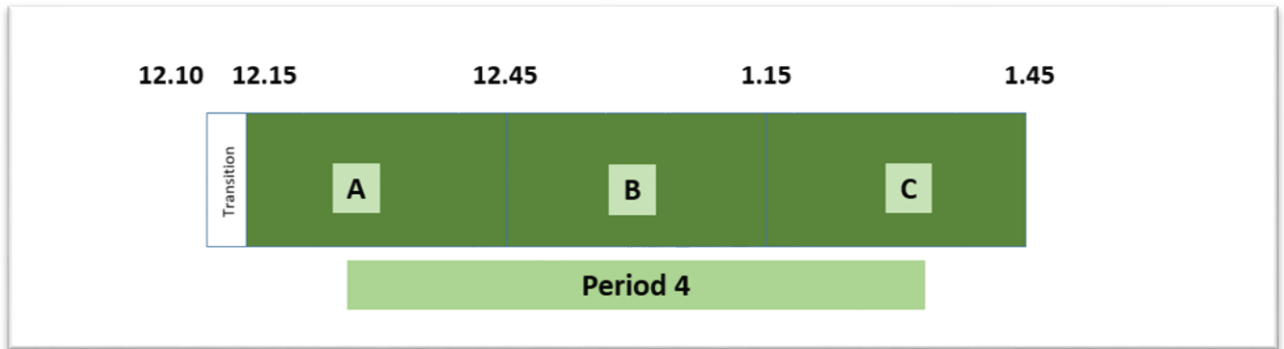
7. Breaks and Lunchtime

Break time

Break time in its current form cannot be managed. Therefore, the day plan will incorporate more, shorter breaks to allow for students to move between classrooms, to use the toilet and eat snacks and for staff to have a short break. The restaurant will not be open at break times. Therefore, students should bring any snacks and water from home.

Lunchtime

Lunchtime will be staggered, meaning that only a third of the school will be on lunch at any one time. Period 4 will run from 12.15 to 1.45, with all students taking a 30 min lunchtime in this period.



Some students therefore will have a split lesson, with two half hour sessions and lunch in between. During the lunch period, each year group will have an indoor base in poor weather or a designated area of the field in good weather. The restaurant will provide a limited menu and details of how this will be accessed will be sent out at a later date. These are the only areas where students are permitted during their lunch break. The table below shows when each year group will have their lunch and where their indoor base is.

		Restaurant	Hall	6 th Form CR
Lunch during A	Years 7, 10 and 13	10	7	13
Lunch during B	Years 8 and 9	9	8	
Lunch during C	Years 11 and 12	11		12

The Restaurant and Hall will be cleaned between sittings. On a Wednesday, year 11s who have no afternoon commitment will be able to leave at 1.15pm. Year 11s with an afternoon commitment or who are waiting for transport will be able to stay for lunch as normal on a Wednesday.

Staff Communal Areas

The main staff room and all smaller staff rooms have been adapted to maintaining social distancing. Each room has a person limit that must be adhered to at all times. Free rooms are available for staff to work in during PPA time.

Toilets

The national guidance does allow different year groups to share toilet facilities. We have ensured that each village has its own designated toilets. We also have three sets of toilets which can be used by all years, near to specialist areas. These have additional cleaning. Students are expected to use these facilities respectful of others and to follow all guidance regarding hand washing.

8. Timings of the school day

The timetable for the day will be:

All days except Wednesday

8.25am	All students on site
8.30am	Tutor time begins
8.45am	Movement to period 1



8.50am	PERIOD 1
9.50am	Short break to allow movement to period 2
10am	PERIOD 2
11am	Short break to allow movement to period 3
11.10am	PERIOD 3
12.10-12.15	Short break to allow movement to period 4/designated lunch area
12.15pm – 1.45pm	PERIOD 4 and Lunch – see section 6
1.50pm	PERIOD 5
2.50pm	Home/ Restorative conversations/Study support
3.10pm	Official end of the school day

Wednesday

8.25am	All students on site
8.30am	Tutor time begins
8.45am	Movement to period 1
8.50am	PERIOD 1
9.50am	Short break to allow movement to period 2
10am	PERIOD 2
11am	Short break to allow movement to period 3
11.10am	PERIOD 3
12.10-12.15	Short break to allow movement to period 4/designated lunch area
12.10pm – 1.50pm	PERIOD 4 and Lunch – see section 6
1.50pm	Home OR Restorative conversations/Study support PERIOD 5 for some students

9. Sharing of classrooms and resources

Teachers will not be able to lend equipment to students and therefore all students will be asked to bring an essential list of equipment:

Essential Equipment – this full set can be purchased through the school Parent Pay system at a reduced cost of £3

Pencil case with the following included:

- Pen (preferably including a spare)
- Pencil
- Ruler
- Sharpener
- Rubber
- Green pen



- Highlighter
- Protractor
- Compass
- Safety scissors
- Glue stick

We will provide every child with a mini whiteboard and pen in September for them to use during lessons. They will need to bring it to school every day in their bag along with their pencil case.

The following are not compulsory for students but parents may wish their child to have these:

- 30cm ruler (the one we provide in our £3 kit is 15cm long)
- Coloured pencils
- A mixture of highlighters

We recommend, where possible, that students have these pieces of equipment for specific subjects

- Art – 2B pencil, Black Broad liner pen, Black Fine liner pen
- English – mini dictionary
- MfL – German/French mini dictionary
- Drama – non-slip socks: Totes, slipper socks or the socks that are worn in places like ‘Free Dog’ or ‘Jump’ (the trampoline parks)
- PE – Waterproof training top (students may wish to bring their own badminton racket or hockey stick as options come up)
- Maths (not year 7) – please bring in last year’s Maths book for the first Maths lesson

We recommend that your child uses a rucksack as a school bag to bring their equipment to school.

Any specialist resources needing to be shared will be cleaned or quarantined for 48 hours (72 if plastic). Departments will be responsible for minimising the amount of shared resources between students.

Subjects with a high amount of practical content will adjust their teaching to ensure students and staff remain safe. PE is covered separately in section 10.

10. Specific Arrangements for Sixth Form

- 6th form lessons will all take place in the 6th form designated rooms unless specialist facilities are required.
- Limited facilities for private study are available for 6th Form, but students can study at home during private study periods other than Supervised Study.
- There is a one-way system up and down to the 6th form common Room to avoid passing on stairs
- Tutor time and assemblies have been adapted to reduce the number of gatherings.
- WGS students travelling to HBS or A&WC by minibus must wear a facemask on the minibus.
- The school has shared risk assessments and arrangements with HBS and A&WC and will communicate these to WGS students so that they are aware what to do in each venue.
- We will communicate our arrangements with HBS students learning at Wood Green so that they are aware what to do, especially if they feel ill while on site.



11. Students learning in other locations

We have students who attend other institutions for some of their learning, for example Abingdon and Witney College and Henry Box School. The school has ensured that all other providers have arrangements in place to make their environment as Covid-safe as possible. We will communicate these clearly to our students so they know what to do in each location.

All students travelling by minibus, bus or taxi to these locations must wear a mask when travelling.

12. PE lessons

We are increasing our changing room capacity so that students can change into their PE kit and back into uniform and changing rooms can be cleaned before used by another year group bubble. To reduce the risk of transmission through face-to-face contact when changing, students should not face each other. Students will be reminded of this. Students should wear face coverings while changing and only remove the covering before leaving the changing room to start the lesson. On returning to the changing the face covering should be put on immediately. The PE curriculum will be adapted to avoid sports which are not currently meeting guidelines.

13. Afterschool Activities

Restorative Conversations and Study Support

These are a key part of our Behaviour Policy and will continue in September. See section 3 above. Please remember that any student can be asked to stay until 3.10pm without the need to give notice as this is the official end to the school day.

Afterschool extracurricular activities

Sadly, many of our usual extra-curricular clubs will not be able to run in March. We will review what activities we can run in September safely and communicate these to students and parents/carers.

We will run some afterschool subject clinics for students on a year group basis. Students attending these should go straight to these activities and leave the site immediately afterwards. Only one year group bubble will be allowed in any clinic. Clinics will be held in villages where possible. If a specialist room is needed, this will be cleaned before and after use.

14. Student Welfare and Support

The Form Tutor and Assemblies

The form tutor will continue to be the first point of contact for any student. We will not be holding year group or whole-school assemblies from September and whole-school and year messages will be delivered by the form tutor.

First Aid and Administration of Medicines

The school office and Student Services will work together to manage the various medical-related provisions as follows:

- First Aid is managed by the school office



- Students with medical conditions are managed by the school office with the School Health Nurse
- The school office will also manage students with Covid-related symptoms
- Students with non-Covid symptoms who may need to go home are managed by Students Services

Additional Welfare Support and Guidance

Students can continue to access careers advice, emotional support and health support via H1, the school counsellor and the School Health Nurse and our careers service Adviza. Each of these areas has been adapted to ensure students are safely distanced from the adult and other year groups.

15. Support with Learning

General Support - Afterschool subject clinics

Subjects can continue to run afterschool clinics and these will focus on years 11 and 13 initially. These will only be open to one year group bubble at a time.

General Support - Library

The Library will continue to be used, with special adaptations. Students will be expected to follow the new library rules, which will be clearly displayed. Students in KS3 will continue to have library lessons, which will introduce them to the changes.

The library will run an afterschool homework club for years 7 and 8. The year group bubbles will be in different parts of the library.

Specific Support - SEND support

Curriculum Support will continue to offer sessions for students. These have been adapted to maintain distancing and to keep year group bubbles apart.

Teaching Assistants will continue to support students in lessons. TAs are attached to year group bubbles. TAs will need to maintain 2m distancing from students wherever possible so support for students will have to be adapted.

All students identified with a special educational need or disability will be regularly monitored to ensure that their learning is not being affected by the new arrangements. In particular, EHCPs are kept under regular review to ensure provision requirements are being met.

16. Students learning off-site

Some students have some of their curriculum delivered at different provisions. These include:

- Henry Box School (6th Form)
- Abingdon and Witney College (6th Form Blended Pathway)
- Abingdon and Witney College (KS4 vocational option)
- Alternative Provision providers (A&WC, Synolos, Meadowbrook, The Bike Project)

All our partner providers have risk assessments and adapted provision in place and our students are expected to follow the guidance of the venue where they are learning.

Where we provide transport to these venues, students are expected to wear masks whilst travelling.



17. Parental Engagement in Learning

Parents Evenings and Parent Information Exchange events will run using Microsoft Teams.

18. Meetings within school

Full staff meetings will not take place live, other than at the start of the year. They will be run using Microsoft Teams. Smaller team meetings can take place with all participants 2m apart.

19. Visitors to the site

All visitors

Prior to a visit the option of a virtual meeting will be considered. Visitors to school will be asked to sign a declaration concerning symptoms of COVID 19. Visitors will be asked to use hand sanitiser and encouraged to wear face coverings whilst in internal communal areas. Should a meeting room be required the size will be assessed to maintain distancing and windows opened to increase ventilation.

Peripatetic teachers, volunteers and agencies

We will continue to have peripatetic music teachers, volunteer mentors and 1-1 subject tutors visiting students. We will also support meetings for families with support agencies. These will all take place in meeting rooms large enough to allow 2m distancing and following the guidance for this provision by Government.

20. Lettings

The Acer Trust has given permission for lettings to continue in a limited capacity. To ensure lettings are safe they will only be allowed to continue based on compliance with Government guidance and the linked governing bodies. Organisations will be required to provide Covid 19 related risk assessments.

21. Contractors on site

All contractors will be required to provide Covid 19 related risk assessments. These will be discussed and assessed prior to any work being undertaken. Contractors will be expected to complete declarations when coming to site.