



Managing COVID-19 at Wood Green School 2020-21

Version 1: 19th September 2020

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@wgsuitney.org.uk.



1. Implementing Public Health Advice

Government and Public Health guidance requires schools to implement measures for prevention of and response to Covid-19. This section sets out the 10 requirements and how we are meeting these at Wood Green School.

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Our school procedure is set out in the following guide:

What to do if a pupil or staff member develops symptoms

Anyone with symptoms should inform the school as soon as is possible and stay at home; or if at school they will be sent home.

Symptoms include one or more of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

The individual should be tested for COVID-19; this can be arranged online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/> or by calling 119

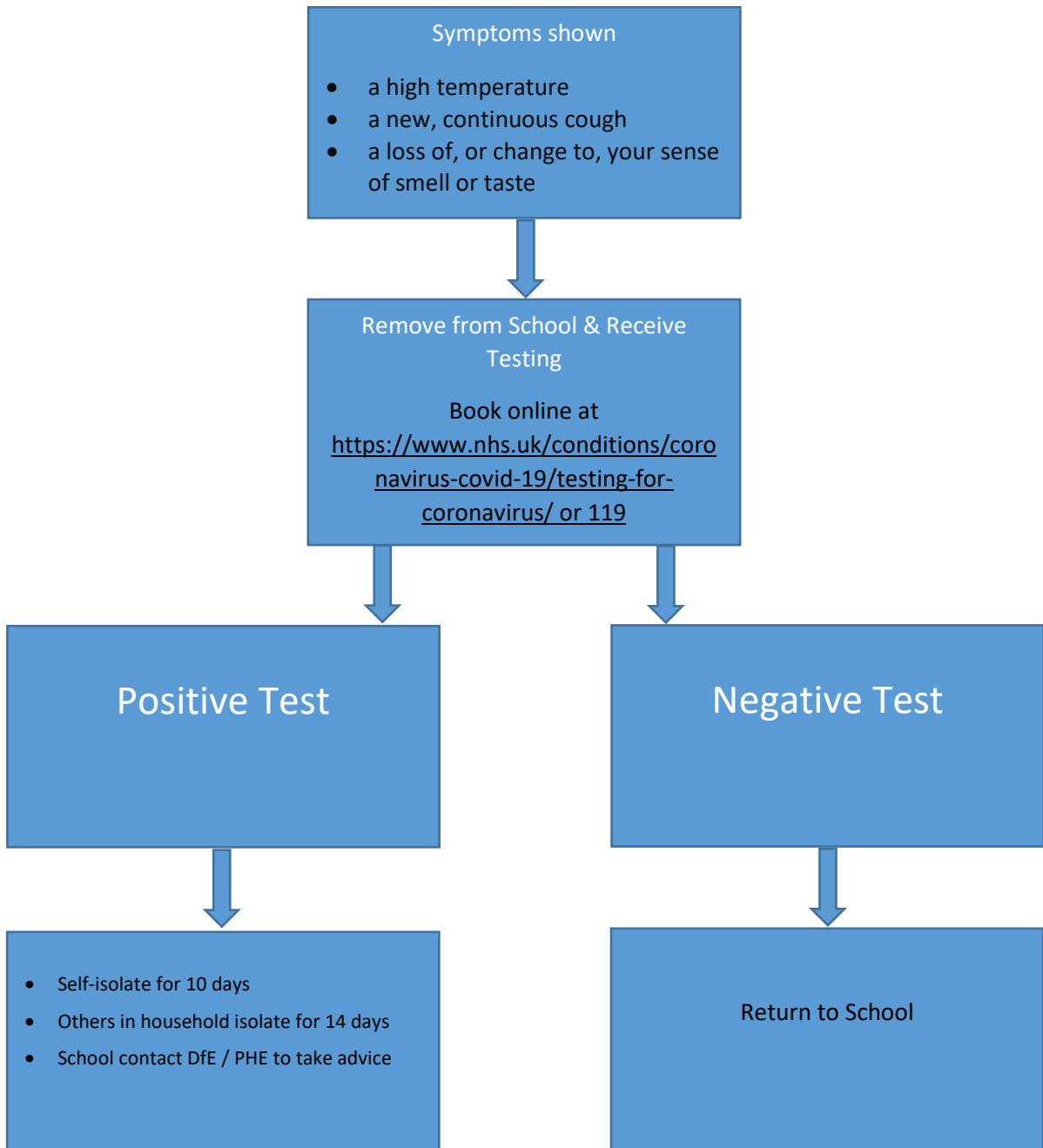
What to do following test results

Communicate the result with the school

If the individual tests negative they can return to school. However, in the event of positive test result, they must self-isolate at home for ten days and follow the guidance available online:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If the individual tests positive the school will contact the DfE or PHE on 0800 046 8687. The individual must stay at home for 10 days from when they first became ill. Other members of the household must self-isolate for 14 days.





2) Where recommended, use of face coverings in schools.

Our current requirement is that staff and students should wear face coverings when indoors, moving to areas of school outside their villages and using school transport.

3) Clean hands thoroughly more often than usual.

Hand sanitiser will be available in every classroom, at the main entrance. Students and staff are expected to wash their hands more regularly than usual and to hand sanitise at the start and end of each lesson. Reminders of regular hand washing are clearly visible.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Reminders of good hygiene are clearly visible around the school.

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

Our villages model reduces the areas which are used by more than one year group bubble (see Section B). Where areas are used during the day by more than one year group, these areas are cleaned between used. Additional cleaning has been employed to clean touched surfaces throughout the day and in the evenings.

6) Minimise contact between individuals 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.

7) Where necessary, wear appropriate personal protective equipment (PPE).

PPE will be used when:

- Carrying out First Aid
- Managing suspected cases of COvid-19.
- When PPE would normally be used whilst working with students



8) Engage with the NHS Test and Trace process.

Our process in Section A1) above requires all members of our community with symptoms to take a test for Covid and to inform the school of the outcome immediately.

9) & 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community and Contain any outbreak by following local health protection team advice.

Process for dealing with a positive case of COVID-19

If a student or staff member receives a positive test result, the following procedure will be followed:

- Test result to be communicated to School
- On receiving a positive result, the following information should be gathered
 - Timetable for previous two days
 - When did symptoms start
 - Do they, or LT, feel they have been 2m or closer to students or staff for greater than 15min
 - Full name, D.O.B, Post Code
- Call PHE Protection Team 0344 2253861
- Take advice from PHE
- Assume advice to include notification of required self-isolation to staff and students that have been within 2m for a period of 15min
- Prepare the following four letters as required
 - All school – making parents/carers aware of the infection in school
 - Parents of children who will need to self-isolate
 - Staff – making aware of infection
 - Staff who will be required to self-isolate
- Send these letters by PARS immediately, and follow up letter with SMS to families required to self-isolate
- We will plan for a 14 day absence. Teaching staff will set work for those self-isolating.
- We will identify any students who are usually in the 'at risk' group but who were not present in school on the days identified as days of potential infection and notify them that they can come to school. Students will be re-timetable as required.

We will remain in close contact with PHE, the DfE and OCC to contain any outbreak.

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 Morgan/Mrs Ward (M,T,Th,F)	A17
Wychwood	8IGM	7IGM	Mr McNally	A18
Wychwood	8ZOD	7ZOD	Miss Denton	A19
Wychwood	8SEH	7SEH	Mr Hoggard	A6

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**

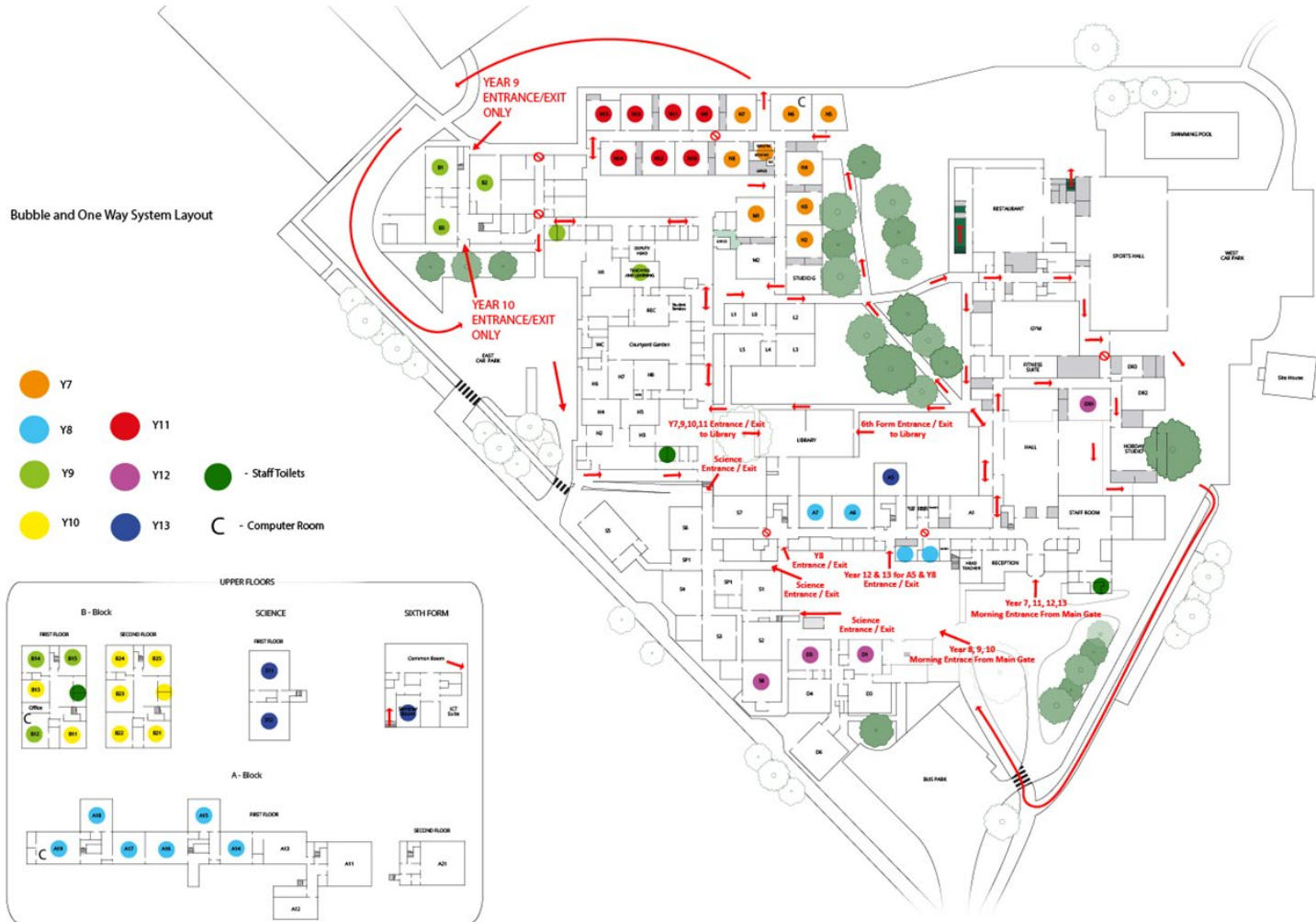
Head of Sixth Form: Mr Armstrong

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 Bizo	S8
	13KS	Ms Shayler	A5



Village Layout Map





3. Behaviour

Our Behaviour Policy will continue to operate in September. 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
- We recognise that some students rely on the restaurant breakfast provision. Therefore the restaurant will be open before school. However, this presents a mixing of year group risk on school site. Therefore, year groups will sit in different areas of the restaurant to achieve social distancing.

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. We recognise that some people cannot wear masks for good reason. We ask that parents email the form tutor to ask for their child to be exempt from wearing a mask. No explanation is required. We will not challenge students individually for not wearing masks for this reason, but we do request that all other members of our community follow this guidance.



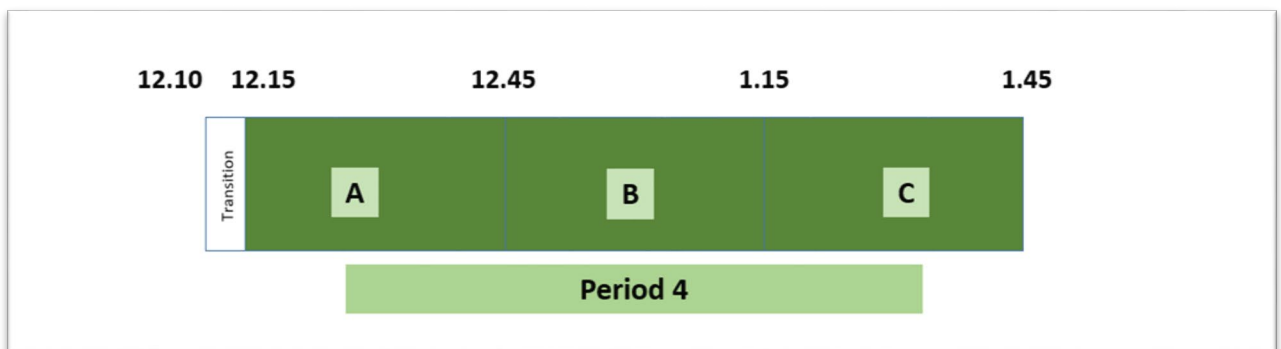
7. Breaks and Lunchtime

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 spilt 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. 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 September. 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 from September 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 not run as usual. Alternative arrangements will be planned and these will be communicated to families and staff.

18. Meetings within school

Full staff meetings will not take place live, other than at the start of the year. 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. 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.