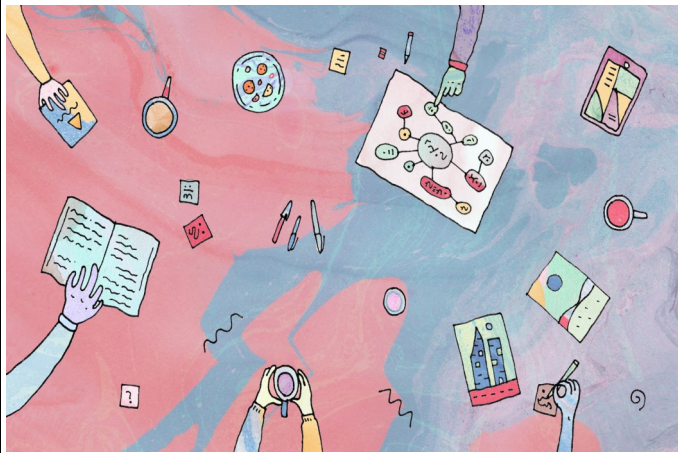


Clitheroe Royal Grammar School



Re-opening Main School to
all students

A guide for all students and parents
(July 2020)

Guidance for Phased Re-opening at CRGS

The following guidance has been written for all parents and students as we re-open the site to all students. The guidance covers safety, hygiene, personal protection, catering and general advice.

It is important that all students coming into the building adhere to all of these guidelines as they will help us to keep staff, students and families safe.

Area/question	Information
What personal protective equipment will be in use by staff?	The latest Government guidance states that PPE is not required in mainstream school settings other than when staff are giving personal care or First Aid to a student exhibiting symptoms of COVID-19. However we have masks and gloves available for all staff who wish to use them plus aprons for those providing first aid. Students may choose to wear their own mask and gloves, if they wish.
What additional hygiene measures are in place?	Every area that is to be used is deep-cleaned regularly. In addition, high traffic areas (such as handrails, door handles etc) will be cleaned regularly throughout the day. We are using different products to ensure cleaning is even more thorough than usual. Handwash, paper towels and hand driers are available in all toilets. We have installed additional hand gel dispensers at all entry points and around the building. All classrooms we are using also have hand gel dispensers.
How will the students be managed at Main School?	<p>Students will be in Year “bubble groups” at Main School. They will not mix outside the bubble. They will have a dedicated entrance, classroom, toilet area, exit and eating and outdoor area for their “bubble”.</p> <p>Each Year group has been allocated a colour. Signage uses this colour to help guide students about their permitted areas in the building.</p> <p>Year groups will be based in a suite of classrooms and teachers will largely go to the room. Some students may be taken to a specialist area by a teacher for certain subjects. PE will take place in the Sports Hall/Gym/Outdoor areas.</p> <p>Form groups will be in the allocated base room for breaks and part of lunchtime. Each year also has access to an outdoor space to use at certain times.</p> <p>Students will be allocated to a desk space in their classroom base. They will sit in this place for all lessons in that room. Where possible, desks face forwards.</p> <p>Students will not be able to borrow any equipment from school. Please see the equipment list provided to ensure that your son/daughter has everything they need for school.</p>
Will all subjects be taught?	The full timetable will run from September and all students will study all subjects. Students will be in the classes they would usually have been in and there are no changes to these arrangements.

Guidance for Phased Re-opening at CRGS (2)

Area/question	Information
What will happen during breaks at the Main School?	<p>A member of staff will be on duty in each Year group area.</p> <p>Students will be permitted to go to the toilet and eat their snacks.</p> <p>At lunch time students can access a designated outdoor play area for their “bubble” under staff supervision.</p> <p>Lunch will be split into two halves to facilitate access to outdoor areas and this is explained further in the letter.</p>
Can visitors come to school?	<p>Visitors can only attend the site by appointment and then social distancing must be maintained. They must come to the reception area.</p> <p>Visitors who arrive without an appointment will be held at Reception by office staff and advice sought.</p>
What will happen if a student shows symptoms of COVID19?	<p>The student will be sent to the Reception area and First Aid staff will manage this situation.</p> <p>We have a dedicated isolation room available to hold students until they can be collected by parents/carers.</p>
What about students who are un-cooperative or poorly behaved?	<p>We would not anticipate that this would be a problem however all students will watch a powerpoint during their first morning back in school. This will also be sent to all parents/carers. The powerpoint will cover all behaviour expectations as well as a reminder about fire procedures and our school safety plan.</p> <p>If a student at Main School is not co-operating staff will use the C1-3 system as usual.</p>
What will students be wearing?	<p>Students should be in full school uniform.</p> <p>Were Government guidance on this to change in coming weeks we would, of course, write to you immediately.</p> <p>Students should come to school in PE kit on the day(s) they have PE/Games. Details of what they must wear were in the initial letter to parents/carers on July 6th 2020.</p>
What will happen at lunchtimes?	<p>A full team of welfare staff will supervise students.</p> <p>Students can also go to the designated social space outside, under staff supervision.</p> <p>They can use the toilets for their Year group.</p> <p>Within a short time we hope to be offering lunchtime activities within their Year group bubble.</p>
My son/daughter cannot return for medical reasons, what happens?	<p>Please contact your son/daughter’s Head of Year to discuss this.</p> <p>The vast majority of students are now expected to return to school in September and we will be reverting to our usual attendance procedures.</p>

Guidance for Phased Re-opening at CRGS (3)

Area/question	Information
What about transport to and from school?	<p>We are working closely with school transport providers.</p> <p>Public transport will be operating with limited capacity. Many parents may choose to bring students in so that they are not using this at this time.</p> <p>As soon as we have any further details about transport we will communicate these to parents.</p> <p>We would advise all parents to contact the provider directly as all are operating slightly different arrangements.</p>
What about students who become upset or need pastoral care?	<p>Many students will be seen individually by a member of pastoral staff on their first day back in school. In addition, pastoral staff will briefly see students who we know have fallen very far behind with work and we will see what we can do to assist in these situations.</p>
What about students who are unwell (non-COVID) or need First Aid at this time?	<p>The Main Offices will be operating as normal and a First Aider is always on duty. Specific PPE is available for staff carrying out First Aid and additional guidance will be issued to these staff.</p>
What will happen first thing in the morning?	<p>Students should not arrive at Main School prior to 8.20am as "Year group bubbles" will not be supervised at this time.</p> <p>From 8.20-8.30am students should access their Year group bubble area in the Main Hall/canteen and wait there under staff supervision.</p> <p>At 8.30am students will be slowly dismissed to Year group</p>
What happens if a student arrives after the day has started or needs to leave before it ends?	<p>Students arriving after the morning or afternoon sessions have started must sign in at Reception.</p> <p>If a student needs to leave earlier (which may happen for a range of reasons) they should be directed to the Reception area where staff will ensure they are safe to leave and will sign them out.</p>
Can staff take the students to different rooms?	<p>Teachers of subjects with specialist rooms may take some classes to these rooms. Other Year groups will all be taught in the Year group base rooms for now.</p>
Can staff bring in equipment from other rooms to the allocated classroom?	<p>If staff require essential equipment to demonstrate from the front of the classroom they will ensure this is hygienically cleaned first.</p> <p>Students should not be sharing equipment. Please do not share equipment such as pens, calculators or scissors.</p>
How will students be registered?	<p>Students will be registered by Form Tutors in the morning and in every lesson, as usual.</p>

Guidance for Phased Re-opening at CRGS (4)

Area/question	Information
What are the catering arrangements for staff and students?	This will be detailed further in the specific letter for each Year group. However, there will not be hot food at this time. Students are being encouraged to bring packed lunches but cold food is available to purchase. Students on Free School Meals will be able to purchase lunch as usual from the range of food available.
How will a lesson/session feel?	<p>Lessons/sessions will feel very different. Students will remain in their allocated seats at all times.</p> <p>We have advised staff that it would be good practice to wedge the door open before the students arrive and leave it wedged open for the whole session. This prevents students and staff from having to handle the door many times and aids a free flow of air. Windows will be open where possible.</p> <p>Students will collect any worksheets as they enter the room or staff may place the sheets on each desk before the students arrive.</p> <p>There will be a plastic tray at the front of each room. Students will be asked to place all work/sheets in here.</p> <p>Staff will teach from the front of the room and answer questions from there.</p> <p>Staff will maintain the 2m social distancing from students at all times.</p> <p>Disinfectant wipes are available in every teaching area to enable teachers to keep staff computer equipment clean and hand gel is also available.</p>
What about students with medical conditions?	We have written to all parents to ask them to send back to school the medications we sent home when school closed. This included, for example, epipens and inhalers. We will ensure we have these back in school for all relevant students.
Can students have water with them?	<p>Students can bring in water in a water bottle from home. They should not share this with others.</p> <p>Water fountains in school will not be available to students at this time, for hygiene reasons. Students should bring all the water they need for the day in a water bottle(s) from home.</p>
Will there be social distancing within the “bubble” group?	<p>Students will be asked to keep a 2m distance from staff.</p> <p>Social distancing will be encouraged, where possible, amongst students in a Year group “bubble.”</p> <p>Signage around the building reinforces this.</p>
Can students wear personal protective equipment?	Absolutely. If you would like your son/daughter to wear a face mask and/or gloves in school this is acceptable at any time.

Guidance for Phased Re-opening at CRGS (5)

Area/question	Information
What if someone at a student's home has symptoms of COVID 19?	We ask that all families adhere closely to Government guidance and do not send any student to school who is exhibiting symptoms or who has been in contact with anyone who is exhibiting any symptoms. The latest guidance on self-isolation in these circumstances is regularly updated and publicised by the Government.
Is there secure cycle storage for students?	We have a bike rack at the front of school and with a bike lock students can leave their bike there when they are in school. The bike rack in the MFL Quad is not accessible at this time.
Which books and resource should students bring?	Students should only bring the books and equipment they need for each day. Year 8-11 will not have locker access at this time and the cloakrooms are not in use.
What will the timings of the day be?	<p>Students can arrive from 8.20am and come into their designated area of the canteen/Hall. Staff will be there to supervise them at this time.</p> <p>The school day timings are 8.50-3.45pm as usual apart from on Wednesdays when we finish at 2.30pm.</p>
What about access to Wifi and devices?	<p>Students attending CRGS+ Keyworker provision have had access to Wifi and been able to bring their own devices. This includes phones, tablets and laptops. Without exception students have used this sensibly during this period.</p> <p>This means teachers can use online resources and we do not need to deep clean school ICT facilities each night.</p> <p>Computer rooms will not be as widely available as under normal circumstances.</p> <p>For this reason, Year 9-11 students are therefore permitted to bring their own device (phone/tablet) if they wish; however they do so at their own risk. They are only to be used in lessons and under the direction of the teacher and the CRGS ICT and Network usage agreement applies, even if the student is using their own device, on school premises.</p> <p>We will provide Year 9-11 with a wifi access code. This wifi is filtered for safety.</p> <p>Phones cannot be used/out when it is not lesson time. This means they cannot be used at break/lunchtime in any area.</p> <p>Students in Year 7 & 8 <u>cannot</u> use their phones at any time during the school day.</p>