

Kents Hill Park Secondary – March 2021 Parent and Pupil Handbook – Years 7, 8 and 9

This handbook contains information to support children returning to school in March. Please read this information carefully and share it with your child.

The Department for Education Guidance for the March opening of schools can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

The details below explain how Kents Hill Park School (Secondary) intend to respond to the guidance within the context of our community and cohorts of pupils. The following details are based on information known as of February 2021 and may be subject to change.

Start and Finish Times

The first full day of school (excluding any testing appointments) will be Thursday 11th March 2021.

Year Group	Start	Finish
Year 7	8:30am	3:10pm
Year 8	8:30am	3:30pm
Year 9	8:30am	3:30pm

Lateral Flow Device (LFD) Testing

Staff and pupils will be taking part in the LFD rapid testing programme on their return to school. Parents will need to give consent for their child to take part in the testing programme and we encourage as many parent to do so. Testing will take place in the school Dance Studio and will follow the guidelines set out by the government and NHS. The school will process the first three tests on the school site and then pupils will continue to conduct the self-swab tests at home beyond this point. Further guidance will be communicated at a later date. All information and a short video outlining the process of rapid testing can be found on the school website here:

<https://www.kentshillpark.school/covid-19-rapid-testing-in-schools/>

Travel to and From School

Research suggests that the transmission of COVID 19 is much lower outside. Milton Keynes has an excellent network of Redways and we encourage pupils to walk and cycle to school. The use of the school car park should only be used if you have no other method of getting your child to and from school. If you do use the car park you must follow the instructions and signage and park in the marked bays. Do not park in the disabled bays unless your child is entitled to use them.

We will be operating a ‘drop and go’ system, so parents should not wait in the car park to see their child in as this will take up valuable space and cause additional congestion. Please give yourself plenty of time when collecting pupils at the end of the day; with more pupils, cars and restrictions on use of the car park it may lead to some congestion.

Pupil safety is paramount, so please be very cautious and conscientious when using the car park and follow the instructions of the site team who will be directing traffic.

We have produced some short videos for each year group to help explain the processes. The link can be found below:

<https://www.kentshillpark.school/our-school/september-re-opening-plans/walkthrough-videos/>

If pupils are using public transport, please follow the guidance of the individual travel companies.

Those not being dropped off by car should safely make their way to their year group entrances using the paths and crossing where possible, and when safe to do so. Pupils should try to join their entrance pathways as soon and as safely as possible (See diagrams below).

Start of the Day: Morning Drop and Go (See diagram below)

Parents will use the correct car parks for their child's year group in order to drop their child off then go without waiting. Parents should not drop their child off before 8am. Any pupils arriving before 8am must line up on the designated yellow lines outside their entry points into school.

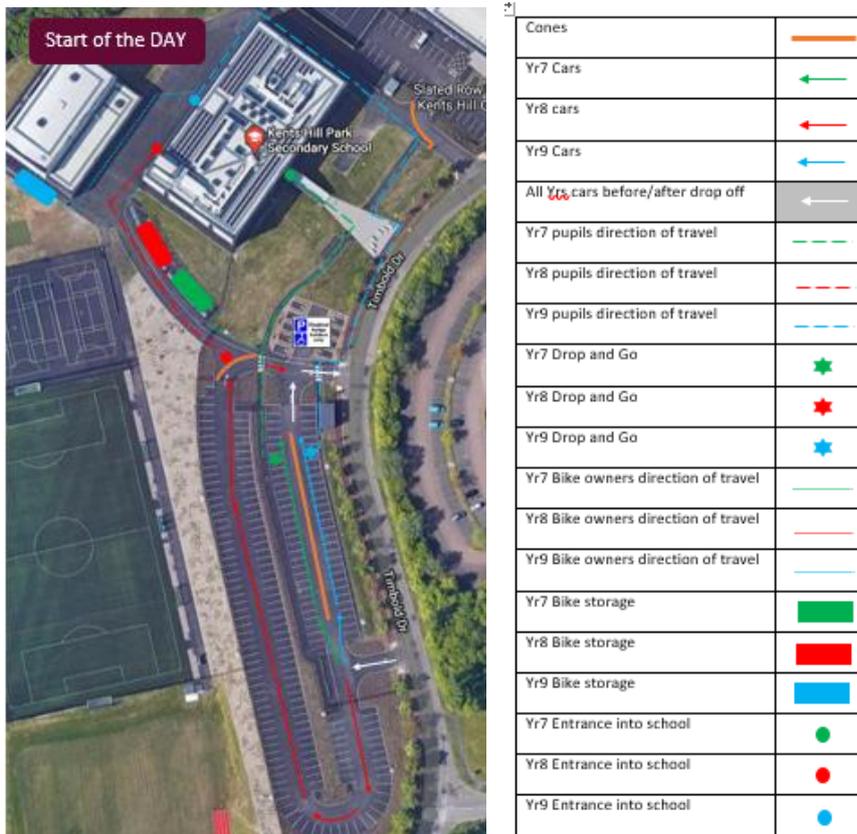
- There will be no disabled parking in the morning for parents unless pupils have a blue badge
- Year 7 parents will use the left hand side of the top car park to drop off pupils
- Year 9 parents will use the right hand side of the top car park to drop off pupils
- Year 8 parents will drop off pupils past the gate of the staff car park

Pupil entrance into school (See diagram below)

Each year group will use a separate entrance and Year 7 and 8 will also have specific stairwells to access their designated classrooms.

- Year 7 pupils will use the paths and crossings to enter the school site by the main reception entrance onto the first floor (Floor H).
- Year 8 Pupils will use the usual main gate entrance and use staircase 1 to access the top floor (Floor P)
- Year 9 pupils will use paths and crossing to access the school gate next to Slated Row School and enter by the dining room entrance to access the ground floor (Floor K) and their classrooms.

Diagram to Show Start of Day Procedure



End of the Day: Leaving the school and pick up locations (See diagram below)

Pupils will be dismissed and walked to the main gate by their teachers. Once through the main gate on their exit route it is the responsibility of the pupil to leave the school site or follow the guidelines regarding pickups.

Those pupils walking or cycling home should leave and travel home immediately without waiting around with or for others. This is vital to ensure a safe exit for all pupils and parents at the end of the school day.

Parents should arrive no more than 10 minutes prior to the end of the school day for their child. This is to ensure we are able to manage the flow of traffic and pupils leaving.

Parents will need to reverse park (this is to ensure a safe and quick exit for all) in the correct car parking spaces whilst waiting for their child depending on their child's year group (as shown on the diagram below). If parents have children across year groups they should park in the spaces for their eldest child.

Parents will use the correct car parking spaces whilst waiting for their child depending on their child's year group (as shown on the diagram below). If parents have children across year groups they should park in the spaces for their eldest child.

Pupils waiting for parents should remain 2m apart on a yellow line and keep to the side of the path in single file. This will enable others to pass them on the other side of the path.

- Year 7 parents will use the left hand side of the top car park to park. Year 7 pupils will finish at 3:10pm.
- Year 8 parents will use the left hand side of the top car park to park. Year 8 pupils will finish at 3:30pm.
- Year 9 parents will use the right hand side of the top car park to park. Year 9 pupils will finish at 3:30pm

If car park spaces are filled parents will be directed to the over flow section of the car park. Keep to the left of the cones and once in the over flow section parents will have to wait until released by a member of staff. This is to ensure that all pupils and parents can leave the site safely.

Diagram to show End of Day Procedure



Cones	—
Over flow parking	—
Over flow pick up	▲
Year 7 Parking	□
Year 8 Parking	□
Year 9 parking	□
All Yrs cars before/after drop off	←
Yr7 pupils direction of travel	—
Yr8 pupils direction of travel	—
Yr9 pupils direction of travel	—
Over flow Pick up	—
Yr7 Bike owners direction of travel
Yr8 Bike owners direction of travel
Yr9 Bike owners direction of travel
Yr7 Bike storage	■
Yr8 Bike storage	■
Yr9 Bike storage	■
Yr7 Exit out of school	●
Yr8 Exit out of school	●
Yr9 Exit out of school	●

If you are unsure about any aspect of the drop-off and collection information, please watch the attached videos:

<https://www.kentshillpark.school/our-school/september-re-opening-plans/walkthrough-videos/>

Timetable

Pupils will follow their normal timetable for the vast majority of the day. They will receive a broad and balanced curriculum. As pupils will be taught in form groups and kept on separate floors of the school, there may be some impact on the setting of groups and the ability to offer full provision, particularly in the practical subjects. Where it is not possible to offer full practical access, pupils will receive theoretical focus for their topics. When lessons return to normal, practical elements will be reinforced.

Attendance

DfE guidance states that school attendance is mandatory. Kents Hill Park School will be fully open in and attendance is expected. The usual attendance processes will be followed.

Whilst we accept that all children should be back in school, we must make reasonable adjustment initially to ensure that the transition back in to school supports all pupils and their needs. We

envisage that there will be a number of pupils who will need significant input to ensure their attendance and continued attendance. Some of this work will take place over the weeks before the return to school.

Emergency Evacuation

Emergency evacuations are regularly practised throughout the year, but to reduce the number of contacts this will be adapted. Rather than a full practise evacuation, individual year groups will be evacuated and the procedure will be completed in this manner. If a real evacuation occurred normal procedures would be followed as year groups are registered and stood separately.

Classroom organisation

- Pupils will be assigned to one classroom and will receive all of their lessons there (except PE). Staff will change rooms, not the pupils.
- There will be 30 pupils in each form group.
- Pupils will store their bags in the classroom and remove all their own books and stationery.
- Pupils will be assigned a desk at which they will sit for all of their lessons. This will remove the need to move between classrooms during the day.
- Any coats and tops should be placed in their bags.
- No stationery will be handed out to pupils and they will be reminded to ensure that they have all the equipment they need. This will remain at school.
- Pupils must bring a reading book to school to remain in school until completed.
- Books will be kept on the pupils' desks and will not be taken in by staff.
- There will be 2m distancing around the teacher desk which will be strictly adhered to.
- PE lessons will be conducted outside where possible and children will come to school in their PE kits that day. Activities will be distanced and non-contact.

Classroom Hygiene

- Every classroom will have a cleaning kit - anti-bac spray/wipes, sanitiser, and gloves.
- Tables and surface areas should be cleaned down whenever possible but definitely before and after lunch.
- Children should be encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly, or to use a hand sanitiser station. This should happen on arrival at the setting, before and after eating, after coughing or sneezing and after being outside at play.
- Paper towels and tissues should be disposed of in bins in the classroom.
- Classroom windows and doors should be open where possible.
- No use of standing fans.
- Items to be cleared from surfaces in pod rooms and put into cupboards / spare rooms.
- Classrooms and toilets will be cleaned at the end of every day and deep cleaned on a Friday.
- An additional member of cleaning staff has been requested through the cleaning company (Clean-tec) to work throughout the day.

Lessons

Lessons will be delivered by subject specialists in each year group. A broad and balanced curriculum will be maintained. The same expectations of behaviour and standards will be in place from September and the induction process will focus on ethos and culture to help re-establish routines.

Learning

Work has been done with Curriculum Leaders to identify key elements and concepts of the curriculum that will need to be taught to ensure pupils are secure in their knowledge and skills on their return. Staff have also planned for assessment arrangements and the calendar has been amended to build in additional data points and information for parents. Work has been prepared for online learning should a group/s of pupils be required to isolate at home. Subject teachers will monitor and provide feedback for pupils working from home.

Homework

Pupils will not take books or materials home for homework. Where homework is set this will be done online or will be reading – it will take the form of either quizzes on class learning or work that is read or submitted electronically. Provision will be made for those pupils who do not have access to online learning. Parents should be aware that there may be limited homework set in the first month until routines are established.

Signage

Handwashing posters will be in classrooms and toilets, 'sanitise your hands' notices will be at all entry points to the building / classrooms by the hand sanitisers, 'use your own equipment' posters in classrooms.

Movement around the school

Pupils will remain in the classrooms for all of their lessons and within their designated floor (except for PE). They will not move between floors except for arriving and leaving school, and at break and lunchtimes. Pupils will not line up outside classrooms but will go straight in and sit at their assigned desk on arrival at school and after a break. Year groups will be assigned a staircase that only they and staff will be allowed to use. The staircase will be for both traveling up and down. Pupils will only be allowed out of classes during lessons in case of emergency or medical requirement. Pupils will not be able to go to the toilets during lessons unless they have a medical requirement to do so, signed off by a doctor.

Uniform

Pupils will be expected to be in full school uniform and the usual standards and expectations apply. Where pupils have a PE lesson, they will be able to come into school in their PE kit for that day. There will be no changing facilities available for them.

Face Coverings

For pupils and staff face coverings, unless medically exempt, are now strongly recommended. The Government have indicated that this will be the case until Easter when it will be reviewed. We will use the information from parents provided before Christmas as to who is medically exempt from face coverings. To be clear, face shields are not part of the guidance and pupils should ensure that they have enough face coverings with them in case they need to change them. Face coverings must be worn at all times whilst inside the building, except sat down at lunchtimes. Face coverings do not need to be worn outside or during PE lessons.

Break and Lunch:

At break times pupils will be taken to their year group break out areas by their teacher of session 2. It is imperative that pupils use the bins provided and do not litter. In the event of poor weather staff will be notified and pupils will need to go to their poor weather venue. All of these areas are identified on the below diagram.

Pupils should bring their own drink/snacks from home or ask for fruit provided by the school. Pupils may put their coats on if they wish. However they will not be allowed back into the building to get these once they have left their classrooms. They should leave all other items including their bags in their classrooms.

At lunch times pupils will be taken to their year group dining area by their teachers of session 4. Pupils will sit at the tables provided for their class.

Pupils will remain in their seats until directed to move to their break out areas. In the event of poor weather the pupils will remain in their dining areas.

5 minutes before the end of break and lunch a whistle will be blown and pupils will line up in their classes in silence ready to be picked up by their teachers of either session 3 or 5. Teachers will walk pupils back into the building and to their rooms. This should be done with the same expectations of a fire drill (single file and in silence)

Movement between the main building and dining/break out areas are identified on the below diagram. At break and lunch times pupils will be dismissed after eating and for lesson 3/5 in the following year group order: Year 7, Year 8, and Year 9.

Kents Hill Park School use a catering company called Innovate. Innovate has extensive experience of working with other schools throughout the COVID 19 outbreak and have practical solutions used in other school environments. Parents and pupils will be able to access the Innovate App when ordering food as they did before the Christmas break.

The schools Biometrics System will not be used in the first instance.

Outside space

It is important that pupils have the option to get some fresh air at break and lunch times. They will be designated an area of outside space and time that they can utilise it. This is shown on the diagram below.



Hand washing and Hygiene

Pupils will be encouraged to frequently wash their hands with soap and water for 20 secs and dry thoroughly, or to use a hand sanitiser station. This should happen on arrival at the setting, before and after eating, after coughing or sneezing and after being outside at break and lunch times. Staff will monitor this process.

Toilets

Pupils will have a set of boys and girls toilets on the floor that their lessons take place on. They will also have access to other individual and accessible toilets on that floor. Pupils will need to ensure that they line up 2m apart on the left hand side of the corridors whilst they wait. In the main toilets only 4 pupils in the toilet block at any given time.

Pastoral support

Pastoral support will remain in place for all pupils and normal procedures will be followed. We will also be re-inducting pupils to ensure all new, existing and adapted procedures are communicated and understood by all.

Personal Protective Equipment (PPE)

Staff will need to wear PPE if they come into contact with a child who is displaying any symptoms. If a child injures themselves and requires first aid, appropriate PPE is to be worn by staff member if they are nearer than 2m to a child. The child is also to wear a mask. Gloves, masks and first aid supplies will be kept in each classroom. Pupils may wear PPE if they wish but this is not the responsibility of the school. DfE guidance currently states that PPE is not required by staff or pupils.

Bags & Equipment

Pupils should bring their books and equipment with them to school and may leave it on their desks in the classroom bases. There will be no access to lockers initially. It is essential that pupils come to

school with all the equipment ready to learn so that all lesson time is fully utilised; this includes subject specific items such as calculators, but also generic equipment that cannot be shared, such as glue sticks and colouring pencils.

Behaviour & Expectations

The high standards of behaviour that are expected of all KHP pupils will be maintained on their return to school. The Addendum to the whole school behaviour policy sets out how we will respond to any issues of behaviour and can be found on the school website. The Behaviour Policy explains that pupils can be sanctioned, up to and including exclusion, if they wilfully refuse to adhere to arrangements for social distancing and/or deliberately cough or spit at pupils, thereby putting them at risk.

We have the highest expectations of behaviour at Kents Hill Park School and a pupil's behaviour should be impeccable at all times. With all the changes and amendments to the school's routines we expect pupils to take responsibility and act maturely; there will be no tolerance for poor behaviour choices.

The behaviour system using Classcharts will continue to operate, as will isolation where it is required.

Wider Curriculum

Initially, there will be no after school clubs or access to the Library. We will review this but our aim is to offer provision after the Easter break. Similarly, there will be no trips, visits or fixtures until further notice but will be under constant review.

Assemblies

Assemblies will be conducted remotely via Teams into classroom bases. A full schedule of year and whole school assemblies will be organised.

Visitors

- Visitors will be able to access the site so long as strict social distancing guidelines are followed.
- Parents should try to communicate with the school via email and telephone as far as possible.
- Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.
- Distancing guidelines will need to be followed by any visitors who work with pupils (eg Local Authority), and parental permission will be sought for any face-to-face meetings.
- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are expected to comply with the school's arrangements and should ensure they minimise contact and maintain as much distance as possible from other staff.
- Where visits can happen outside of school hours, they should.
- A record will be kept of all visitors.

Intervention strategies and support

High quality teaching is the first step to support all children. Children will have had very differing experiences of learning at home and there will inevitably be gaps in children’s education depending on levels of access and parental support. Teaching Assistants will be working within year group bubbles, but will still need to maintain social distancing.

The SEND team will assess children’s learning on their return to school and implement interventions according to need. In order to maintain social distancing guidelines, interventions cannot take place on a one-to-one basis. Instead, they are likely to be small group interventions led by a teaching assistant.

Quiet Rooms

Each year group will have their own Quiet Room. Pupils will be invited to access the Quiet Rooms if we feel it is required.

Injuries/First Aid

- If a pupil injures themselves and requires first aid, appropriate PPE will be worn by a staff member if they are nearer than 2m to a child. The child is also to wear a mask.
- First aid should be administered within the classroom and logged on medical tracker in the usual way.
- Gloves, masks and first aid supplies will be kept in each classroom.
- All medication will be kept in the medical room.
- If a child requires their inhaler normal procedures will be followed.
- Ice packs to be sanitised before they are returned to fridge in office.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

Illness – suspected symptoms

Pupils and staff will not be allowed to attend school if they are displaying symptoms and will be asked to self-isolate until tested. Please refer to the Coronavirus Related Scenarios below for further guidance:

What to do if...	Action needed	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Get a test 	...the test comes back negative
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for at least 10 days 	<p>...they feel better.</p> <p>They can return to school after 10 days even if they display symptoms. Symptoms can last for several weeks once the infection is gone.</p> <p>They cannot be brought to school by anyone who is self-isolating in the family household. All family members in the household must all self-isolate in line with government guidelines.</p>
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate 	...the household member test is negative.

	<ul style="list-style-type: none"> Household member to get a test 	
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> Do not come to school Contact school daily Self-isolate for 10 days 	...the child has completed 10 days of isolation.
...NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> Do not come to school Contact school daily Self-isolate for 10 days 	...the child has completed 10 days of self-isolation.
We/my child has travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> Do not take unauthorised leave in term time Consider quarantine requirements and FCO advice when booking travel Provide information to the school as per attendance policy <p><u>Returning from a destination where quarantine is required:</u></p> <ul style="list-style-type: none"> Do not come to school Contact school daily Self-isolate for 10 days 	...the quarantine period of 10 days has been completed.
...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> Do not come to school Contact school through the pastoral team Shield until you are informed that restrictions are lifted and shielding is paused again 	...you are informed that restrictions have been lifted and your child can return to school again.

Government Guidance

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.

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature (37.8C or above), or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their

household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If anyone develops symptoms, they should be tested.

Awaiting Collection – Isolation

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision. Ideally, a window should be opened for 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 should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace.

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

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

As is usual practice, in an emergency call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Illness – School Procedure

- If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature (37.8C or above), or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a pupil displays symptoms they will be removed from the classroom.
- If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.
- Call the front office and a staff member will come in PPE to escort child to room.
- Further information can be found by clicking the following links:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

The school will actively engage with NHS Test and Trace.

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Medical Isolation Room: H4 (next to the medical room)

The pupils will need to be sat near the door, with the door closed and supervised by the office staff member from outside the room if possible and/or at a 2 metre distance. If the child cannot be left unattended then the adult should be wearing PPE - apron, gloves and mask. Pupils from different year groups will be distanced.

Toilets to be used by child with symptoms: outside main admin office – H floor

- If this has been used by an isolated pupil it will be signposted as 'used for isolation awaiting cleaning'
- The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
- If there is a confirmed case we will contact the Health Protection Team to carry out a risk assessment before advising staff, parents and pupils about next steps.
- If a group of pupils are required to self-isolate at home then we will provide online learning for them based on their classwork. These will not be live lessons.

Staff

Staff need to conform to strict social distancing. Pupils will not be able to approach within two metres of a staff member. If they do, they will politely be asked to step back. Please refer to the behaviour and standards expectations.

Staff Absence

We will constantly be reviewing the numbers of staff and pupils on site; should the numbers of staff fall below a minimum level we will look to restrict the numbers of pupils on site. This may involve year groups or part year groups being required to attend on a part time basis. These pupils will then move into remote learning whilst they are not at school.

Return home from school

We would encourage all pupils to wash their hands immediately after returning from school and to have their uniform washed regularly. If your child/ren presents with any COVID 19 symptoms they should immediately tell an adult within the household and get tested. They should then inform the school.

Communication with parents

We will continue to communicate with parents on a regular basis via email and newsletters generally, and on an individual basis via form and year group teams. We will be pro-active in contacting home with any issues to do with pastoral care and academic progress and will include training on the Inset days in September to support staff with this.

The school will continue to follow the latest government guidance. This is a very fluid situation and the school reserves the right to make changes to any of the plans outlined above. With any changes we make we will try to communicate these with parents, pupils and staff as quickly as possible.

All-through learning

Whilst we cannot move children and staff between the primary and secondary sites initially, we will continue to host joint events, learning and celebrations remotely via Teams so that we maintain the ethos and culture of our all-through education.

