

Secondary School Reopening Plan Birkdale High School

Statement from the Department of Education:

On 4 January, “the Prime Minister announced a [new national lockdown](#). During the period of national lockdown, schools, alternative provision, special schools, and colleges will remain open to [vulnerable children and young people](#) and the children of [critical workers](#) only. All other children and students will learn remotely until February half term.”

[Official guidance for parents:](#)

[Actions for schools during the Corona virus outbreak:](#)

[All education and childcare guidance:](#)

The purpose of this document

This document is designed to outline how Birkdale High School is planning to manage and implement the next stage of the Government’s Covid-19 restrictions from 5/01/21.

Schooling bracket.

Secondary School:	Phase 3: To provide education for students as per lockdown regulations from January 2021
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How we will achieve this:

Student, Staff, eligibility

Where people cannot work from home they should continue to travel to their workplace. This includes people who work in childcare or education
 Those who are clinically extremely vulnerable should follow [resumed shielding guidance](#) and should not attend work or school.
 Colleges, primary (reception onwards) and secondary schools will remain open for [vulnerable children and the children of critical workers](#). All other children will learn remotely until February half term.
 You can only leave home for education, registered childcare, and supervised activities for children where the child is eligible to attend. Access to education and children’s activities for school-aged pupils is restricted. See [further information on education and childcare](#).

The content of this document is based on the [school’s Lockdown Risk Assessment](#) and updated [School Reopening Risk Assessment](#)

“Bubbles”

As only a limited number of children of critical workers and vulnerable pupils are eligible to access the on-site provision, students will be grouped in bubbles, based in computer rooms so that they attend the live lessons provided by teaching staff, at the same time as their peers. There will be 3 bubbles spread over 6 rooms:

- U3 and U4: Year 7s
- U5 and U6 Year 8s

O16 and U13: Years 9s, 10s and 11s

Rooms will be supervised during the day by a mixture of educational support staff and teaching staff. There will usually be 1 teacher and 1 support per bubble but this may vary (extra TA to support individual needs, no teacher if cover supervisor available for instance).

The school will continue with its range of measures put in place to reduce contact and prevent infection from spreading. These involve:

- Reduce movement around the school by moving to a 3 x 100 minutes timetable (with some 50 minutes sessions where unavoidable)
- spread the use of entrances over 2 site access points
- use different bike storages area for Years 7,8, 9, 10, 11
- use different toilets for Years 7, 8, 9 and 10/11 (due to low numbers)
- stagger breaks and lunches for Years 7-8 and 9-11
- use different queuing and food serving areas for Years 7 and 8 (area disinfected before use by 9-11)
- put in place a one way system throughout the building (except for the main office corridor that will remain 2 way)

Students are expected to arrive no more than 10 minutes before the allocated start time. As they arrive, all students are expected to stay in their allocated yard or, in bad weather, go to their allocated area in the canteen. (Y7 in the right area of the canteen closest to the main office, Y8 in the middle area of the canteen, Y9-11 in the left area of the canteen closest to Quad area).

Year 7 bubble:

All of the Year 7 group will share their site entrance (Junior Yard) with 9 and 10 but have their own bike storage (middle door) and toilets. Lunch will be served in the right hand side of the canteen. The serving and canteen areas will be disinfected after each year group. Students will be able to eat inside even if it is not a wet break or lunch but will still be encouraged to go to their allocated outdoor area (left of tennis courts) or field.

At the **start and end** of the day, students will wipe their area (with a disinfectant wipe).

Students will arrive for Form Time at 8.50 and will leave at 14.50.

Year 8 bubble:

All of the Year 8 group will share their site entrance (Senior yard) with Y11, but have their own bike storage area (left entrance) and toilets (opposite G14). Lunch will be served in the middle area of the canteen (entrance and exit through one door). The serving and canteen areas will be disinfected after each year group. Students will be able to eat inside even if it is not a wet break or lunch but will still be encouraged to go to their allocated outdoor area (tennis courts right) or field.

At the **start and end** of the day, students will wipe their area (with a disinfectant wipe).

Students will arrive for Form Time at 8.50 and will leave at 14.50.

Year 9, 10 and 11 bubble:

All of the Year 9 group will share their entrance (Junior yard shared with Y7 and 10), but will have their own bike storage area (left door) and toilets (opposite G12).

All of the Year 10 group will share their entrance with Y7 and 9 (Junior yard), but will have their own bike storage area (right door).

All of the Year 11 group will have their own entrance (senior yard shared with Year 8 but at a different time), but will have their own bike storage area.

Years 10 and 11 will share the Y10 toilets (due to low Y11 numbers).

Lunch will be provided in the canteen in the 2nd servery (entrance from Mentor's office corridor and exit through the left hand doors into the quad). The canteen will be cleaned and disinfected after each use. Students will be able to eat inside even if it is not a wet break or lunch but will still be encouraged to go to their allocated outdoor area (front of tennis court/Senior Yard).

Where possible sporting activities will be provided by the PE staff (in bubbles) at lunchtime to help provide students in school with a form of exercise and a constructive break from on screen activities.

At the **start and end** of the day, students will wipe their area (with a disinfectant wipe). Students will arrive for Form Time at 8.50 and will leave at 14.50.

General classroom rules

All students will access the live lessons and work provided by their class teachers remotely. Staff may supervise across different year "bubbles", but this will be avoided where possible. Wherever and whenever possible, windows and doors should be open to increase ventilation. Screens have been installed in computer rooms where students are facing each other at less than 2m. Where 2m distance from the teacher's desk couldn't be ensured at all times supplementary screens have been set up.

Where teachers want to feedback to students on their work, Impero may be used to access the pupil screens to give feedback, this can be through the software or orally in a socially distant way. Google classroom is also used to privately comment on pupils' work.

Teachers are required to stay in their 2m "box" at the front of the room as much as possible and not get within 1 m of a student for more than 1 minute. No face to face contact with a student within 1m is allowed and within 2m only for short periods only.

Teachers will produce a seating plan for every bubble and students will sit at the same desk every lesson wherever possible. Supervising staff must keep accurate and dated records of all changes to their seating plans even if just for one lesson.

Additional rules for PE

Where possible PE sessions will be conducted outside. PE sessions will continue where possible for pupils attending the provision on site.

Sessions will be structured with social distancing in mind as some evidence suggests that there is a risk to people traveling directly behind each other, that they may travel into the slipstream of droplets that have remained suspended in the air.

All PE equipment used during the session will be cleaned after each use. Where possible, each year "bubble" will have their own set of equipment.

Hand sanitising will be enforced.

Changing rooms

Due to small numbers, changing rooms will not generally be used but a changing room will be allocated to each year group just in case.

Extra-Curricular Activities

Supervised sport activities will be encouraged at lunchtimes under PE staff supervision where available, but must only involve one year group at a time.

Off-Site Visits and Inter-School Competition

These must not take place. All entries into inter-school competitions have been withdrawn for the time being.

Additional rules for SEND

https://docs.google.com/document/d/1lzyKcl7pm5XyQaQHylNmpAbotze1KaKegFxb_ttg16k/edit?usp=sharing

Additional rules for First Aid

The requirements for at least one person who has a full first aid certificate to be on the premises at all times when students are present remains in place.

The school will ensure all First Aiders receive refresher training to ensure they are: Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.

Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.

Aware of the importance to keep up to date with relevant First Aid Advice

Aware of their own capabilities.

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

When dealing with cuts and grazes it will be good practice to have the student side on to yourself.

PPE will be provided where required.

1st aid should be administered at a distance of 2 metres if possible

All of these arrangements will be discussed with our Health and Safety advisers (COMPLIANCE) and with Trustees as well as staff and unions.

Organising the school

Reducing movement and minimising contact around the school

The school has moved its timetable to 3 X 100 minutes (with a limited number of 50 minutes lessons) lessons per day with a staggered start and finish and registration taking place at the start or end of the day for various year groups.

Breaks and lunches have been staggered (7-8 and 9-11).

Each year group has its own food distribution location and outside space allocated including its own section of the field

Each year groups has been allocated its own entrance and exit to the food distribution location

The school has implemented and signposted a one way system throughout the school.

All external and corridor doors are now one way only

Assemblies will be delivered via GoogleMeet

Basketball on the junior year will not be allowed but Years 8-11 will be allowed to play football at lunchtimes within their year group bubbles, in their own allocated section of the field with their own allocated set of balls, with as much passing as possible and limiting handling of the ball. No goal celebrations are allowed. All balls will be disinfected daily by KA after use.

Food

Only a reduced menu will be available from the canteen and communicated to all parents and students.

All tables will be removed from the canteen to limit surfaces that can be contaminated and create more available space for use during wet breaks and lunches

Each year group will have a clearly zoned and demarcated area

All students and staff will be encouraged to bring their own water bottle.

Vouchers or food parcels will be supplied to all FSM students not attending the on-site provision.

Duties

Staff will be reminded to maintain social distancing where possible during duties but to remain pro active in their monitoring and challenging of pupils' behaviour during unstructured time

All staff will be expected to maintain social distancing where possible and face down students' direction of travel (one way system)

Communicating

Communicating our plans to staff

These arrangements have been discussed with staff at general briefings and the Health and Safety meeting on 13/1/21 and presented to governors on 11/1/21. There have been on-going discussions with the chair of governors, governors and staff.

They have also been shared with Compliance, unions and made available to parents on the school website

Plans for Visitors and Parents/Carers

A poster stating that all visitors, students, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place.

All meetings on site are cancelled unless absolutely unavoidable and essential.

Any visitor or contractors will not be allowed on site without a pre-arranged appointment or for an emergency. The school site will be locked throughout the day. Any additional access will need to be approved by the Headteacher

Face masks are compulsory for all visitors in corridors and must only be taken off where appropriate social distancing is possible in the allocated room. All rooms used will be notified to the cleaning/stie team and will be disinfected after use.

Cleaning, Hygiene and Protection

Hand washing facilities

Hand sanitiser stations and loose sanitiser bottles will be available throughout the school. All toilets have hand washing facilities with soap and water available.

Hand sanitising stations will be in place at all entrances to the school and external hand washing facilities are also available in the Y7 yard, senior yard and the back of the Science block.

Staff and students must wash their hands frequently with soap and water for 20 seconds and dry them thoroughly with a paper towel.

Staff and students are required to wash their hands or sanitise on every entry to or exit from a classroom or office space. All students will need to sanitise their hands on entry to the school.

Students will be reminded that hands **Must** be sanitised (washed if possible) on arrival at the school, before and after eating, after using the toilet and after sneezing or coughing. If a student uses the toilet, they will be required to wash their hands.

Staff and students will be advised not to touch their mouth, eyes or nose.

The “Catch it, bin it, kill it” message will be reinforced and all students will be reminded of good hygiene routines on the first day and subsequently at regular intervals. We will remind parents to teach this at home and send out resources via parent app to support it. Pedal bins are now available in all rooms for tissues and paper towels (after wiping surfaces). These bags will be removed to a containment wheelie bin for 72 hours in the bin area before being disposed of.

NOTE: overuse of hand sanitiser can lead to skin irritation and/or blistering and should only be used in areas where hand washing facilities cannot be provided. All staff should be made aware of this and monitor impact on students’ and their own well being.

Cleaning regime

All rooms will be cleaned and disinfected each day by our cleaning contractor.

All toilets will be cleaned 3 times daily by our cleaning contractor, site staff and extra cleaning contracted by the school.

All frequently touched surfaces (banisters, handles) will be cleaned throughout the day by site staff and extra cleaning contracted by the school.

All tables and chairs will be cleaned by staff and students at the start of every lesson.

Cleaning products will be available for staff, should they wish to clean surfaces such as the back of chairs, door handles, sinks etc before they use them.

Canteen and Medial Hall will be cleaned after every use.

Toilets

Each year group has been allocated a “bubble’s” toilet that must be used at all times.

The number of students going to the toilet at any one time will be monitored and managed

Within reason, students will be permitted to go to the toilets during lessons in order to support regular hand washing and limit congestion in toilets during breaks and lunchtimes. This remains at the discretion of staff to curb any abuse.

All staff should endeavour to use the same toilet block throughout the week if at all possible.

Adjustments to the ways we deal with young people to prevent face-to-face contact

Staff should avoid close face to face contact with students and minimise time spent within 1 metre of anyone to less than 1 minute. Staff should avoid bending down to provide feedback to pupils

Training will take place on Inset day on how teachers can position themselves in a room to comply with guidance.

A protocol is in place for TA and other support workers

Students that require additional support due to SEN needs will be individually risk assessed

Staff working closely with students must approach them from the side and avoid front facing conversation

All staff will be provided with plastic zip bags in which confiscated property can be dropped prior to passing to the office

Plastic bags will also be available for students to store face masks upon entry to the site

Staff should maintain a 2m social distance from students and each other wherever possible.

Face coverings

As per the new local restrictions guidance, pupils and staff must wear face coverings in corridors and communal areas. All students and staff have been instructed on how to put on, remove and store face coverings safely

Masks are available from the front office free of charge if needed.

Masks can be worn in lessons if deemed appropriate by the supervising staff.

Use of the building

Wet breaks and lunches

Students will remain in their “bubble’s” allocated break area with staff in supervision, supported by lunchtime supervisors at lunch.

All areas will be zoned and clearly demarcated and will be cleaned afterwards.

Students with support/behaviour needs who are in attendance will have individual risk assessments completed.

PEEPS will be considered and reviewed on an individual basis if required.

Students will continue to use their allocated toilets if needed at breaks and lunchtimes.

Staff areas

Staff are encouraged to work from home if possible. Staff may choose to work in school but must respect all hygiene and social distancing measures at all times.

Il staff rooms and offices indicate limited occupancy. Staff must use their own classrooms and departmental staff rooms for breaks and lunch time.

Gloves will be provided for any classroom where a member may be unable to spray the chemical (allergy, skin condition, etc). A risk assessment will be put into place in consultation with the member(s) of staff

All staff should keep 2 metres away from each other if at all possible.

All staff meetings and training will take place via Google Meet.

2 metres distancing is to be maintained in all offices. Screening is in place where staff are working opposite each other. All staff must sanitise their hands after touching any shared equipment (if unavoidable) and wipe the equipment after use.

Disinfectant spray and wipes are available in all offices and common areas and should be used in supplement to the cleaning regime.

All staff should endeavour to order their photocopying in advance through the usual channels. When this is not possible, all staff should endeavour to print using their id pass to avoid touching the machine.

Wipes are available where contact is unavoidable.

Initial Teacher Training / Trainees

“Initial teacher training (ITT) trainees are [critical workers](#). This means they can continue to go into their placement school throughout the national lockdown to support the teaching of vulnerable children and young people and the children of critical workers. Trainees who continue to go into their host school should be offered coronavirus (COVID-19) testing in the same way as wider school staff. Trainees can also support the provision of remote education.”

All ITTs will receive a copy of the school reopening plan and be instructed to read through in depth and raise any queries.

All ITTs instructed to follow all instructions applicable to staff and respect restrictions outside of school. Any ITT allowed in class must respect 2m social distancing at all times or not go in. Teacher and TA must have precedence.

Where possible ITT should stay within departmental areas.

All ITT CPD to be delivered in a socially-distanced setting. All CPD-tasks to be completed remotely via Google Classroom.

Reducing the use of shared resources

Where possible staff and students should not share resources.

Where items of uniform are loaned to students to support compliance with school rules, these will only be used within “bubbles” where possible and will be sprayed with sanitiser after every use and left unused for 48 hours if at all possible.

Well being and mental health

Form time takes place every day on GoogleMeet to enable students to catch with each other and the form tutor to assess any potential concerns. All concerns will be reported to the pastoral staff and individual support allocated.

All staff and students will be expected to report concerns about their well being and to engage with support available.

Time has been released for pastoral staff to be available to do home visits and support individual students and families.

Mentoring and counselling services remain accessible remotely.

Adjustments to Transport where necessary

We will be encouraging staff and students to walk, cycle or use private transport to school where possible. Staff, parents and pupils will be reminded to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required

All students must wear a face covering on the bus. and are advised to wash their hands for 20 seconds prior to getting on the bus and after getting off. if they do not have access to washing facilities advise them to use hand sanitiser.

Dedicated school transport (3:05 after school)

this has been cancelled

Public Transport

Staff and Students are advised to practise social distancing

All Staff and Students will wear a face covering

The school will endeavour to encourage staff and students to walk or cycle to school

Car Sharing or Parents picking students up

All Staff and Students will be required not to travel with a person from another household.

Parents are responsible for the safety of their own children.

Cycling

The school has adequate bicycle secure storage and bike storage areas will be split into year “bubbles” areas to limit mixing of “bubbles”.

Training for removing face coverings

The school will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely.

Suspected / Confirmed cases

Staff, pupils are eligible for testing

Staff and pupils will be offered weekly and twice weekly Lateral Flow Testing in schools. Anyone who tests positive for LTF will be asked to register for a full PCR test and self isolate until the results are confirmed. As a precaution, identified contacts will also be asked to self isolate until confirmation.

Anyone with symptoms of COVID-19 however mild must self-isolate for at least 10 days from when the symptoms started and should arrange to have a test. All other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken.

Staff and parents are instructed to keep the school up to speed on their or their child's illness and condition.

Depending on the result of the test, the school will follow instructions from the Local Health Protection Team and inform as needed the DfE, Compliance Education, School Governors and the LA.

A Coronavirus letter will be sent out to all Parents and Staff who have had contact with the confirmed case during the contagious period (48 hours prior to onset of symptoms).

For the purpose of track and trace, a 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 48 hours before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school.

Where possible parents and carers will be asked to come and collect their child if identified as a contact. If public transport has to be used, pupils will be released in such a way as to minimise further contacts with the community.

Deep Cleaning of all communal areas will be carried out if instructed by the LHPT.

It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic or a small number of testing kits may be available for the school to supply.

Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop symptoms in school.

School will ask parents and staff to inform them immediately of the results of any test: if they test negative, feel well and no longer have symptoms they can return to school.

Systems for isolating students that display symptoms

An Isolation room and adjacent toilets have been identified to all staff (medical room and disabled toilets). PPE equipment is available and will be used if staff have to support the student and cannot maintain social distancing.

Staff will wash their hands thoroughly for 20 seconds after being in contact with the student/member of staff displaying symptoms.

The door will be closed and ventilation available through opening all windows.

Parents will be contacted immediately and told to come and collect their child.

As per the guidance, if school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

A central record had been created and shared with all SLT and office staff to keep track of suspected cases.

First Aid

PPE will be worn for all first aid involving a suspected Covid 19 infection. 1st aiders will receive information for the correct use of PPE on the 1st day back and refresher training to ensure they are:

- Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.
- Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.
- Aware of the importance to keep up to date with relevant First Aid Advice
- Aware of their own capabilities

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Teachers' travel

Teachers will be encouraged to walk or cycle to school or to travel on their own by car. For any staff who cannot do either of the above, we will recommend that staff use a taxi service before public transport. If public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19. We will survey all staff to ensure we are aware of any staff members using public transport.

Staff wellbeing/Staff workload

Workload and wellbeing of staff will be central to the decision-making process of any changes to arrangements. SLT wellbeing and workload will also be considered.

Fire arrangements (HT)

Fire evacuation procedures have been reviewed and are in place. Drills will be undertaken to ensure students are clear about the arrangements,

Muster points signs will be spread out to ensure “bubbles” remain apart during a fire drill.

In the case of a fire alarm, doors should be closed en route out of the school. Staff should not enter further into the school to close doors.

Behaviour

The behaviour policy has been updated

Systems are in place for supervision and for dealing with incidents during online lessons.

Attendance The attendance policy and procedures has been updated and is in in line with government guidance

Teaching

Teaching will take place remotely in line with our [remote education plan](#)

Teachers should refer to our [Remote Learning Teacher's Guide](#) for further details.

Ventilation

All teaching spaces have windows or ventilation that meets with the current guidance and staff will be directed, where possible, to keep all windows and doors open throughout the day.



Air conditioning units will be switched off and windows and doors kept open as a default to encourage ventilation. When temperatures rise to unacceptable levels, AC units may be turned on by the teacher and two windows at opposite sides of the room should be left open.

Any unventilated spaces used across school as a last resort will be limited to 1to 1 sessions where possible and the door will remain open as much as possible.

Communication

Communications will be maintained through the usual channels (radio, email to the office). Staff should only use their mobile phones for emergencies unless at lunch/break in a staff only area).

NHS COVID app

Students and parents will be informed that the app is not recommended for students under 16 and should not be used in school as seating plans are in place and phones should be switched off.

If the app has been downloaded by staff, it is recommended that the trace function is paused during the day unless it is kept on the member of staff's person at all times (not in a bag or in a jacket left on a chair etc) and the person is not working behind protective screening.