



Action plan for full reopening of Sackville School in September 2020

Information for Parents August 2020

On 2nd July 2020 the Department of Education (DfE) published [guidance](#) for all schools for the safe return of all students full-time in the autumn term. It sets out the actions required to **minimise the risk of transmission** of Covid-19 whilst also maintaining a broad and balanced curriculum. This means that a **full curriculum, five lessons per day**, will be delivered at Sackville.

The DfE recognises that reopening “is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children.” However, this will be managed **very carefully** to ensure the risks to both students and staff are assessed and suitable controls are implemented to minimise the possibility of contracting or spreading Covid-19.

Each school must adopt a **system of controls** based on prevention of and response to infection. How this system of controls will work at Sackville is discussed below.

It is important to note that the situation with Covid-19 is continually evolving, so all plans in this document are subject to amendment if the guidance from the government changes.

1. Prevention

1.1 Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus, as does maintaining social distancing where possible. Both strategies must be used and balanced with the students’ need for a broad and balanced curriculum. At Sackville, this will be achieved as follows:

1.1.1 Zoning of our school and year group ‘bubbles’

Due to the specialist nature of the curriculum followed by students in secondary schools, we will **group students as whole year groups**, forming their own ‘bubble’. These will be taught almost exclusively in **designated zones** across the school. Years 12 and 13 are regarded as a single ‘bubble’ so will work together in one zone. **Details of the location of each zone are included in Appendix A**

Each **year leader** will have a **year office** base in their year group’s zone. They, with **senior leader support** will have oversight of operations within their zone.

Students will **not** be allowed to mix with students in another 'bubble' at any time whilst on the school site. All staff are allowed to move between zones (and therefore 'bubbles') to allow specialist teaching to continue, but where possible this will be minimised, for example LSAs may be assigned to a single zone. Where staff need to move between classes and year groups, they will try and keep their distance from students and other staff as much as they can, transiting via **external routes** where possible.

At times, to allow teaching to continue in specialist areas, a single class of students may need to be taught in a designated specialist teaching classroom (eg technology). In such cases, students will **santise hands** once again before entry and any equipment used will be **cleaned or set aside** at the end of the lesson. Each of these rooms will be **deep cleaned** at the end of each day using specialist equipment.

Within each 'bubble', students will be allowed to mix, though again this will be kept to a minimum where possible, for example by teaching year 7 as form groups rather than setting.

1.1.2 Measures within the classroom

It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the **front of the class, and away from their colleagues** where possible.

We are required to make small adaptations to the classroom to support distancing where possible. This means seating students **side by side and facing forwards**. In light of this the layout of each teaching room will need to be adapted to ensure the maximum amount of space is available.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that **staff and students have their own items that are not shared**.

Classroom based resources, such as textbooks, gluesticks and scissors can be used and shared within the 'bubble'; where possible (eg when textbooks have a plastic cover) these will be cleaned regularly. Resources that are shared between classes or 'bubbles', such as sports, art and science equipment will be cleaned frequently and meticulously and always between 'bubbles', or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different 'bubbles'.

Whilst students must limit the amount of equipment they bring into school each day, it is **essential that they bring:**

- stationery
- calculator
- books, eg reading book
- packed lunch (see section 2.3)
- face mask(s) (see section 1.3.1)
- coats (as outdoor routes between classrooms will be used)

We recommend students bring their **own hand sanitiser bottles** if possible for use when travelling to and from school if needed. Bags are allowed.

Students and teachers **can take books and other shared resources home**, although unnecessary sharing will be avoided. Please also refer to section 3.1.

1.1.3 Measures elsewhere

Although gatherings within a bubble are allowed, year group **assemblies** will be infrequent if at all, not least because a suitable assembly space within each zone may not be available. 'Zoom' assemblies may be a good alternative.

During break times, large spaces such as the canteen will obviously not be available for more than one year group, students will then have limited opportunity and space to socialise safely and therefore the school day needs to be managed very differently.

Consequently we will **adjust the school day** with reduced social time and with the full support of West Sussex County Council and the Governors. The new timings are:

08.20-08.30	Arrival: names A-J
08.30-08.40	Arrival: names K-Z
08.40-08.55	registration
08.55-09.55	lesson 1
09.55-10.55	lesson 2
10.55-11.05	break (no food served)
11.05-12.05	lesson 3
12.05-12.30	lunch (food delivery to zones)
12.30-13.30	lesson 4 (pm register will be taken during this lesson)
13.30-14.30	lesson 5
End of school day	
(14.40-15.40	lesson 6)

1.1.4 Measures for arriving at and leaving school

It is helpful that Sackville has **three points of entry and exit** for students to arrive and leave, allowing us to keep year group 'bubbles' separate or socially distanced from arrival, and negating the need for a staggered start and end to lessons. Entrances are:

- **Entrance 1:** Lewes Road bus stop towards the BASE and maths **for years 8 and 10**
- **Entrance 2:** Pupils' entrance into A block **for year 11**
- **Entrance 3:** Pedestrian gate adjacent to entrance to sports hall car park for **years 7, 9 and sixth form**

Where students from different 'bubbles' are using the same entrance, **social distancing** will be required which will be supervised by duty staff. On arrival, students will move directly to their designated zone classroom. Two **hand sanitiser stations** will be available in each zone for use **on arrival** and must be used by everyone.

Students placing bikes in the bike shed but not using entrance 3 should return exit school here and walk on the pavement to their designated entrance instead.

A **staggered arrival time based** on family surname will allow students from the same household to arrive together. Students travelling by public transport should enter on arrival whenever that is, irrespective of their family surname, removing reusable face coverings and placing them in a plastic bag, or binning

disposable face coverings immediately before sanitising hands. All lessons will start at the **same time** regardless of arrival time.

To control the **dismissal of students** at the end of the day, no bell will sound, giving teachers flexibility to dismiss students a few minutes beyond the end of the day if doing so makes social distancing with other groups more manageable.

1.2 Clean hands thoroughly more often than usual

Students and staff must **clean their hands regularly**, either using soap and water or hand sanitiser. Hand sanitiser stations will remain in key positions throughout the school day, and each classroom will have its **own hand sanitiser bottle**. Students will be encouraged to bring their **own bottle** for personal use. Toilets will be checked regularly to ensure there is sufficient soap in dispensers. Hand cleaning will be expected:

- when students arrive at school (see section 1.1.4 above)
- when students return from breaks
- when students enter a specialist teaching room outside their zone, eg technology, PE
- before and after eating

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

Posters reminding students of this three step approach to respiratory hygiene are around the school, particularly in toilets. Each classroom will have tissues available to facilitate this.

1.3.1 Face coverings

Public Health England does not (based on current evidence) recommend the use of **face coverings** in schools unless in a region experiencing a high number of cases and under 'local lockdown'. We understand that many students and staff may be reassured by wearing a face covering and they are free to do so if they wish.

Due to a steep rise in infection rates in the 17-25 age group, from Monday 14th September we ask that students in the **Sixth Form** wear a face covering when moving between lessons, as corridors can become busy, making social distancing between students in this bubble and staff difficult.

The science behind the use of face coverings is evolving rapidly and as such we ask that **all students bring face coverings to school** and be prepared to wear them when asked, for example when a clinically vulnerable adult judges it necessary to reduce risk.

Face coverings will be required on **public transport**. See section 2.1

1.4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often

Our site team, including cleaning staff, will be scheduled to **clean frequently touched surfaces** regularly during the school day, for example door handles and bannisters. Increased staffing will ensure **cleaners are available at all times of the school day** to allow areas to be thoroughly cleaned should they be required by students from two different 'bubbles' on one day, for example PE changing rooms. Each zone will have an allocated toilet block which will be cleaned more often than usual and checked for soap.

Rooms will be cleaned thoroughly at the end of each day. Sackville will follow the government's [guidance for cleaning non-healthcare settings](#).

1.5 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

Parents and students will be reminded in home-school communications that they must NOT attend school if they have any of the [recognised symptoms of Covid-19](#). The parents or carers of any student who develops symptoms having been in school should contact us and immediately [arrange a test](#).

If a student feels unwell but the symptoms are not those of Covid-19, they should report to Reception. Sharon Hill or another allocated first aider will be called to assess them.

If a student displays [symptoms of Covid -19](#) whilst in school, they should report this immediately to the nearest member of staff (whilst maintaining social distance). The member of staff must:

1. ask the student to wait alone in an outside area close to their classroom.
2. call reception & inform them of the student's name and location.

The school's welfare officer Mrs Hill or another member of staff will then attend (in PPE if necessary) and escort the student to an isolation room (medical) where the student will remain until we have had contact with their parent or carer. The student will be advised to follow the [stay at home guidance for households with possible coronavirus infection](#), self isolate and [book a Covid-19 test](#).

Any members of staff who have helped someone with symptoms and any students 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 (see below) 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 room in which the person reported symptoms will be closed and not reopened until it has been cleaned in accordance with the [guidance for cleaning non-healthcare settings](#).

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

1.6 Where necessary, wear appropriate personal protective equipment (PPE)

Staff will not routinely need to wear any PPE. Exceptions will be those called to deal with a sick student if social distancing is not possible or anyone dealing with a child with routine intimate care needs.

1.7 Engage with the NHS Test and Trace process

As a school, we know how to contact our local [Public Health England health protection team](#) and will liaise with them as necessary (see below). A brief summary of the requirements that staff and students must follow is:

1. They must [book a test](#) and self isolate if they are displaying symptoms.

2. They must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
3. They must [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
4. Parents and staff **must inform the school of the results of any test**. If negative and the person feels well and no longer has symptoms similar to coronavirus (COVID-19), they can stop self-isolating.
5. If someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#).

Further details about the NHS Test and Trace process can be found [here](#). Detailed information about the way schools are required to manage confirmed cases and how an outbreak within a school will be contained are found in sections 8 and 9 of the ‘Prevention’ section of the DfE [guidance document](#).

2. School Operations

2.1 Transport

Where possible, students and staff should travel to school by foot, bicycle or private transport within a household. This will be the case for the vast majority of the Sackville community. Those unable to do this and travelling to and from Sackville by public transport or using the Turbostyle bus **must, in line with national requirements, wear face coverings**. These will be removed on arrival at school - see section 1.1.4 above.

Students unable to catch a service bus due the new finish time will report to the **canteen** where they will wait whilst sat socially distanced.

Students waiting for buses on the A22 towards Forest Row **will wait in groups**, one for each bubble, inside the gate to entrance 1, where they will be called when the bus arrives.

Students waiting at the A22 bus stop towards the town centre will maintain **social distancing** along the pavement until the bus arrives.

2.2 Attendance

All students are expected to attend school. Absence will be managed in the usual way; we recognise the need to treat each case individually. Where a student is unable to attend school because they are complying with clinical and/or public health advice (for example due to quarantine), we will offer them access to remote education using similar tools to those adopted during lockdown.

2.3 Catering

Our catering team will provide food for all students who are entitled to **free school meals**. Beyond this, the capacity to safely serve food is limited because each group must be catered for in a separate zone, most of which do not have adequate food preparation and service areas. We therefore ask staff and students to bring a **packed lunch** if possible.

For those unable to bring their own lunch, a reduced range of food will be available and items consumed outside the canteen will be pre-packaged to prevent contamination. A **mobile app** is available for download to allow food to be pre-ordered - please see the separate communication from school for further details . Food will then be **delivered to every zone** so students can pick up their order without queuing for service; students will be told where these areas are by their form tutor. It will be essential that **students' accounts are in credit** when the pre-order is placed, as the use of fingerprint machines to both top-up accounts and pay will not be possible due to the high risk of contagion posed by these touch surfaces.

Students will be allocated **lunch rooms** as they are currently but also encouraged to use their zone's outside spaces for eating when the weather is fine.

2.4 Lockers

We anticipate a reduced need for locker access as students will remain within a single zone of the school nearly all the time. Students whose locker falls within their zone will be able to access it as usual, but access to lockers beyond their year group's zone will not be possible to begin with. We will review locker provision in the autumn term.

2.5 The school site

As for partial re-opening in June 2020, a full **risk assessment of the site** in light of the new arrangements has been completed to ensure all staff and students can return to school safely.

2.6 Educational Visits and Trips

As always, educational visits will only take place where a **full risk assessment** has been completed and it is deemed safe for the visit to go ahead. Such a risk assessment will naturally account for the changing situation both nationally and internationally with regards to Covid 19. Visits will be assessed by the trip leader and a senior leader and on an individual basis and parents will be informed of decisions made as soon as possible.

2.7 School Uniform

Full school uniform, including a tie for boys, is required for years 7-11. The DfE guidance now states that "uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal."

2.8 Extra curricular activities

Where possible we hope to offer extra-curricular activities, particularly those that do not require mixing between 'bubbles'. However, this is logistically challenging as activities are often in mixed groups, may require sharing transport e.g. minibuses, and may not be compatible with the additional cleaning needed at the end of the day. We will review our extra curricular programme and update parents early in the new term.

3. Curriculum, behaviour and pastoral support

3.1 Curriculum and teaching

As stated at the beginning of this document, Sackville will be maintaining a broad and balanced curriculum. This means that a **full curriculum, five lessons per day**, will be delivered. Curriculum Team Leaders have already begun working with their departments to adapt the usual curriculum plans to take into account the following:

- The need to assess students' understanding of **key ideas** (particularly any covered during the period of remote learning) to inform planning of future teaching.
- The need to consider carefully control measures that may be required to allow **practical work** to continue in specialist areas.
- The need to plan schemes of work that allow students to progress even if **specialist teaching areas** are unavailable.
- To **monitor and assess** work, providing regular feedback. We hope that where possible tasks are set online e.g. in Google Classroom to allow feedback without the physical exchange of paperwork and books, hence reducing the risk of transmission.
- To plan for **remote education** to be integral to our provision, thus allowing teaching to move online immediately in the case of a local lockdown.

Year Leaders and their tutor teams are planning for tutor times and assemblies to be initially **focused on student wellbeing** to respond to heightened anxieties likely to be experienced by some students on return after a long absence away from school. These are intended to:

- support the rebuilding of friendships and social engagement
- address and equip students to respond to issues linked to coronavirus
- support students with approaches to improving their physical and mental wellbeing

When creating the timetable for the new zones, priority has been given to years 10, 11, 12 and 13 for the use of **specialist teaching rooms** such as technology and drama. This allows the maximum amount of practical work to be completed for exam groups.

West Sussex Music Service does not currently anticipate face-to-face lessons with visiting teachers will resume in September. We will update parents if we are notified that the situation has changed.

3.2 Physical Education

Exercise is important for both the physical and mental health of students. We plan to allow PE lessons to continue whilst bearing in mind the following considerations:

- Activities will be **outdoor** where possible, and large indoor spaces such as the Sports Hall will be used with social distancing being a key priority.
- Only **non-contact** activities will be planned, for example badminton. Suitable activities will be reviewed regularly subject to information from the sporting governing bodies and confirmation from the DfE.
- Any **equipment** used will be cleaned or set aside for 72 hours before being used by another group.
- **Changing facilities** will be thoroughly cleaned before use by another 'bubble' of students. This is made easier at Sackville as we have two sets of changing rooms, one in the Sports Hall block and the other in the main building.

3.3 Behaviour for Learning

The **Year Leader** and **Pastoral Support Assistant** will be based in each zone. They, along with Senior Leaders whenever possible, will maintain a high profile, particularly during lesson changeover times.

Our Behaviour for Learning policy has already been reviewed ready for partial re-opening in June 2020. However, this will be **reviewed once again** and changes made as necessary to address any new challenges that may arise in the new term.

3.4 Enhanced support rooms (BASE, SSU, Alternative Provision)

Although we plan for students to remain in their 'bubbles' at all times, we recognise that a handful have individual needs that can only be met by being in rooms with students from other groups, for example when seeking support from Learning Mentors in the BASE. The DfE guidance requires mixing of groups to be **minimised**, not eliminated entirely, especially when there is a sound educational reason for mixing. However, should students access one of these designated areas the following conditions will apply:

- Each enhanced support room will have **strict limits** to the number of students allowed at any time. This is necessary as within these rooms students must maintain **social distance** from others at all times.
- Students must use **hand sanitiser** on arrival.

4. Contingency planning for outbreaks

In the event that there is a local lockdown requiring students to remain at home, Sackville will revert to remote learning as in the summer term 2020. This means:

- Remaining open for **children of key workers** to attend if necessary.
- Setting frequent, high quality **assignments** in all subjects, closely linked to the curriculum students were studying in school.
- Delivering and recording **live lessons** by Google Meet where possible, sharing recordings for those unable to attend at a later time.
- Assessing work submitted by students and providing regular **feedback** so they know how well they are doing and how they can improve

We are very grateful for the support of parents throughout the school closure period. The challenges posed by the Covid-19 pandemic are unprecedented, but throughout this difficult time the whole school community has worked together, adapting quickly to new realities by being flexible, ambitious, understanding and kind. This reflects the true spirit of our school.

If you have questions or queries about anything in this document, please contact Steve Bush, Assistant Headteacher by email at sbush@sackvilleschool.org.uk

Updated 16.9.20 (SBH)

Appendix A Zoning Map of Sackville School

