

Whitburn Church of England Academy



Return to School Information March 2021





Students / Parents / Carers, please read the information carefully before we return to school so that you are fully aware of the arrangements.

The changes we made for returning to school in September will remain in place:

- Separate Year group entrances / exits and toilets
- Separate Year group social zones
- Only one Year group to use Food for Thought each day
- Extra cleaning throughout the day
- Windows open for ventilation
- One way systems

The main change from September is that we will be asking ALL students to wear masks in lessons (unless exempt). See later slide

Lateral Flow Tests (LFT)

- Arrangements for conducting LFTs in school for students who have given consent have already been sent out via secondary contact. We have collated that information in this document.
- Students who (or whose parents / carers) have not given consent to LFTs should return to school on the same day as their year group for face to face teaching (with the exception of children who have been accessing in school provision during the lockdown who should continue to attend school each day)
- Please can we remind you that a negative LFT does not remove the risk of transmission and that consequently everyone must follow the guidance in this document. This is to keep everyone in the school community as safe as possible.



Arrangements for Friday 5th March

- Years 7, 12 and 13 come into school on a staggered basis to receive their first Lateral Flow Test (LFT)
- Students do NOT have to be in school uniform and **must not bring mobile phones into the school**
- **Students will go home as soon as they have received their LFT result**
- Students in Years 7,12 and 13 will receive tasks to do on Teams that day. They will NOT have any 'live' lessons on Friday March 5th
- Years 8,9,10 and 11 will have 'live' lessons as normal on Friday 5th March
- The Nicholas Avenue entrance will be open from 8.15am each day to ease congestion



Arrangements for Friday 5th March

Timings for first LFT

Years 7,12 and 13:

Friday 5th March 2021	
08.30 – 11.30 Year 7	
08.30	Surnames A to C
09.00	Surnames D to H
09.30	Surnames I to N
10.00	Surnames O to S
10.30	Surnames T to Y
11.30 – 12.30 Year 13	
11.30	Surnames A to H
12.00	Surnames I to Z
13.30 – 15.30 Year 12	
13.30	Surnames A to G
14.00	Surnames H to P
14.30	Surnames Q to Y

Arrangements for Monday 8th March (Week 1)



- Years 10 and 11 come into school on a staggered basis to receive their first Lateral Flow Test (LFT)
- Students in Years 10 and 11 do NOT have to be in school uniform and **must not bring mobile phones into the school**
- Students will go home as soon as they have received their LFT result
- Students in Years 10 and 11 will be set work on Teams to complete during the day. They will not have 'live' lessons.
- Students in Years 8 and 9 will have 'live' remote lessons on Teams on Monday 8th March
- Students in Years 7, 12 and 13 will have face to face teaching as normal in school. The school day follows the normal timings. Students should go to their Tutor Rooms for 8.55 and should be in school uniform / Business dress for 6th Form



LFT Arrangements for Monday 8th March

Timings for first LFT

Years 10 and 11:

Monday 8th March	
08.30 – 11.30 Year 10	
08.30	Surnames A to C
09.00	Surnames D to I
09.30	Surnames J to O
10.00	Surnames P to S
10.30	Surnames T to Z
11.30 – 15.30 Year 11	
11.30	Surnames A to C
12.00	Surnames D to H
13.30	Surnames I to O
14.00	Surnames P to S
14.30	Surnames T to Z



Arrangements for Tuesday 9th March

- Years 8 and 9 come into school on a staggered basis to receive their first Lateral Flow Test (LFT)
- Students in Years 8 and 9 do NOT have to be in school uniform and **must not bring mobile phones into the school**
- **Students will go home as soon as they have received their LFT result**
- Students in Years 8 and 9 will be set work on Teams to complete during the day. They will not have 'live' lessons.
- Students in Years 7,10,11,12 and 13 will have face to face teaching as normal in school. The school day follows the normal timings. Students should go to their Tutor Rooms for 8.55 and should be in school uniform / Business dress for 6th Form



LFT Arrangements for Tuesday 9th March

Timings for first LFT

Years 8 and 9:

Tuesday 9th March	
08.30 – 11.30 Year 8	
08.30	Surnames A to D
09.00	Surnames E to L
09.30	Surnames M to Q
10.00	Surnames R to S
10.30	Surnames T to Z
11.30 – 15.30 Year 9	
11.30	Surnames A to C
12.00	Surnames D to H
13.30	Surnames I to O
14.00	Surnames P to S
14.30	Surnames T to Z



Arrangements for Wednesday 10th March

ALL STUDENTS ARE IN SCHOOL FOR FACE TO FACE TEACHING

- All students will follow their normal timetable. The timings of the school day will be as normal:
- Registration: 8.55 – 9.15 (in form rooms)
- Period 1: 9.15 – 10.15
- Period 2: 10.15 – 11.15
- **Break: 11.15 – 11.30**
- Period 3: 11.30 – 12.30
- **Lunch: 12.30 – 1.20**
- Period 4: 1.20 – 2.20
- Period 5: 2.20 – 3.20

Years 7, 12 and 13 will complete their second LFT during the day. Students will go to the testing centre at the same time as they did for their first LFT. They will go straight back to lessons after their test

Year 7 Surnames A – C Must be at School by 8.30am to complete their second LFT

Arrangements for Thursday 11th and Friday 12th March



ALL STUDENTS ARE IN SCHOOL FOR FACE TO FACE TEACHING

Thursday 11th March

Years 10 and 11 will complete their second LFT during the day. Students will go to the testing centre at the same time as they did for their first LFT. They will go straight back to lessons after their test.

Year 10 Surnames A – C Must be at School by 8.30am to complete their second LFT

Friday 12th March

Years 8 and 9 will complete their second LFT during the day. Students will go to the testing centre at the same time as they did for their first LFT. They will go straight back to lessons after their test.

Year 8 Surnames A – D Must be at School by 8.30am to complete their second LFT

Arrangements for the week beginning 15th March – Week 2

ALL STUDENTS ARE IN SCHOOL FOR FACE TO FACE TEACHING

Monday 15th March

Years 7, 12 and 13 will complete their third LFT during the day. Students will go to the testing centre at the same time as they did for their first LFT. They will go straight back to lessons after their test

Year 7 Surnames A – C Must be at School by 8.30am to complete their second LFT

Tuesday 16th March

Years 10 and 11 will complete their third LFT during the day. Students will go to the testing centre at the same time as they did for their first LFT. They will go straight back to lessons after their test.

Year 10 Surnames A – C Must be at School by 8.30am to complete their second LFT

Wednesday 17th March

Years 8 and 9 will complete their third LFT during the day. Students will go to the testing centre at the same time as they did for their first LFT. They will go straight back to lessons after their test.

Year 8 Surnames A – D Must be at School by 8.30am to complete their second LFT

Food for Thought arrangements week beginning 8th March

Day	Year group
Monday 8 th	7
Tuesday 9 th	10
Wednesday 10 th	11
Thursday 11 th	8
Friday 12 th	9

On each year group 'day' students will be able to purchase snacks at break and hot food at lunch

From Monday 15th March we will move back to the pre Christmas Rota for FFT with Year 7 on Monday, 8 on Tuesday etc.

Social Zone arrangements until 19th March*

- Due to the Sports and Septimus Halls being used for the testing centre, **Year 11** will use the Field (AWP side) as their social zone.
- **Year 9** will use the Nicholas Avenue side of the field as their social zone
- **Year 7** will move back to the front of the school (Seaward side) as their social zone
- **Year 8** will use the Yard / tennis courts as their social zone
- **Year 10** will use the AWP as their social zone

*We will review the Year 11 social zone arrangements with students once the testing centre has been dismantled.



Year 10 access AWP via North Stairs and North Entrance. Keep to Path

Year 8 access Yard via Middle stairs and Middle Entrance

Year 7 access seaward side via music corridor

Year 11 access Field via North Entrance and path by car park

Year 9 access Field via South Stairs and South Entrance

Sixth Form in Block + seats at back

Social Zones



School Routines – getting to and from school

- Please walk or cycle to school wherever possible. If cycling, please bring a lock for your bike.
- If you are arriving by car, to avoid congestion on Rackly Way, please use the South Bents car park to drop off your child, who can then access the school via the Nicholas Avenue entrance. Please pick up your child from the same car park at the end of the school day.
- Blue Badge holders / those with a permit issued by the school will be allowed onto site to drop off / pick up their child.



School Routines – getting to and from school

- **Scholars Buses will** run as normal as a ‘dedicated service’.
- There will be additional buses (they have an ‘S’ in their number) on busier routes
- Students are expected to **wear masks / face coverings when travelling on buses** and to sit with a consistent group of people where possible. Bus drivers may refuse boarding to passengers without face coverings.
- Pedal bins will be placed at entrances for students to **deposit disposable masks / face coverings**.
- **Years 7 and 9 will leave period 5 at 3.15 in order to ease congestion**
- At 3.20pm Students travelling on buses **will line up on the AWP** where access to buses can then be managed safely by staff to avoid congestion.
- We must ensure we maintain our excellent reputation and relationships we have within our community. **Please go straight home after school** and do not hang around Premier, Shirley’s, The Co-op and other shops in the village – be respectful to others in the community.
- The Government has made clear that **attendance at school is mandatory**. We will follow up non attendance in the usual fashion.

Each year group has its own entrance and exit. Please use these at all times unless directed to do otherwise by staff.



Year 7 North Entrance

Year 9 South Entrance

Year 8 Middle Entrance

Sixth Form Entrance
for Sixth Form

Years 10 and 11
Septimus Entrance



School Routines – moving around the building



- Please use the hand sanitisers at the school entrances **each time** you enter / leave the building.
- Please use the sanitisers in each classroom when you **exit a room and when you enter** a new room.
- A **one way system** will be used on the **corridors and stairs**. When you exit a room **always turn left** and follow the system.
- Please **walk on the left in single file** on corridors and do not congregate with others. Be punctual to all lessons and be in school on time.



School Routines – moving around the building

- **Lockers, revaluers, vending machines and water fountains** are not available to students until further notice.
- Keep a **respectful** distance to others- use the markers and arrows on the floor as a guide. Don't push or rush. Take your time.
- When you arrive at your lesson **go straight into the classroom** except for Science labs and Technology rooms (unless there is a teacher there).
- Students in Years 7 – 11 who have lessons in the Sixth Form Block, please line up outside the block and put your **mask on when entering the block.**



School Routines – what to bring to school

- Bring your normal equipment – pen, pencil, ruler, calculator, planner and reading book. **Do not share equipment with others.**
- It is **your responsibility to bring exercise books** to lessons each day.
- You will need a **durable bag** to keep equipment, exercise books and your **packed lunch**
- **Bring water** in from home as the fountains are not available.
- Students are encouraged to bring their **own tissues and hand sanitisers.**
- Bring your own **headphones for use in IT / Computing.**
- **Mobile phones** should be kept in bags and **turned off** during lessons. They are your responsibility. Don't bring them if you think you might lose it.
- **On days when you have PE** you should come to school in PE KIT as the changing rooms will not be open. Students can wear sports leggings / jogging bottoms to wear on the way to school on 'PE days'.



School Routines - Hygiene

- **Toilets will be cleaned throughout the day.** Students are requested to use the following toilets:
 - Year 7 – North Entrance
 - Year 8 and 9 – Bottom Floor (South End)
 - Year 10 – Middle Floor
 - Year 11 Top Floor
 - Sixth form – Sixth form Block
- **Wash your hands thoroughly** when using the toilets and take opportunities at break and lunch to wash your hands.
- Keep a **respectful distance** from others and avoid being face to face.
- Follow the one way system at all times and walk in single file.

School Routines – Masks

- DFE and Public Health England guidance on the wearing of masks has changed in the last few weeks. This will be reviewed at Easter by DFE / PHE.
- In order to mitigate the risk of community infection within schools, all staff and students are **strongly recommended** to wear **masks at all times** within the building including in lessons. Please discuss this with your child before returning to school. The exceptions to this are; for consuming food and drink and for taking part in strenuous exercise in PE.
- Staff will be asking students who aren't wearing masks to put them on as this is DFE / PHE strongly recommended control measure to prevent the spread of COVID – 19.
- If you wish for your child to be exempt from wearing a mask **then please contact the school so an exemption lanyard can be issued**. This will mean exempt students are not constantly challenged about not wearing a mask.

School Routines - Hygiene



- Disinfectant is available in each room. Desks / equipment will be wiped down after each lesson.
- Follow the 'catch it, bin it, kill it' advice if you have a cough, sneeze etc.
- Don't share equipment with others and avoid unnecessary touching of bannisters, doors, handles etc.
- Avoid students who are not in your bubble, where possible. Stay in your own social zone. Don't hug, high five or shake hands.
- We have created extra cleaning capacity to ensure the school is constantly being cleaned throughout the day.

School Routines – Parents / Carers



- Please inform the school if your child has an **allergy** to a type of sanitiser and / or cannot wear a face mask.
- Visits to the school will be by appointment only after 4pm. **Please do not come onto site unless you have an appointment.**
- Normal absence reporting procedures will apply. **Please inform the school if a member of your household has received a positive Covid 19 test and therefore your child is self isolating for 10 days.**
- **Please do not send your child into school if they have the symptoms of Covid 19. Please arrange for a test and inform the school of the result of that test.**



Lunch time Routines



School Routines – Hot Lunches

- Each Year group has **one day per week** when they can get hot food at **Break Service and Lunch in Food For Thought.**
- All students in a year group (including those who bring a packed lunch) will go to Food For Thought on their allocated day.
- You will go straight to Food For Thought from Period 3 and sit at the tables. Staff will indicate when your table can queue for lunch / break service.
- Once you have finished lunch you will go to your dedicated zone or lesson 4.



New School Routines - Lunches

- On days when your year group is **not** in Food For Thought you will follow this rota:

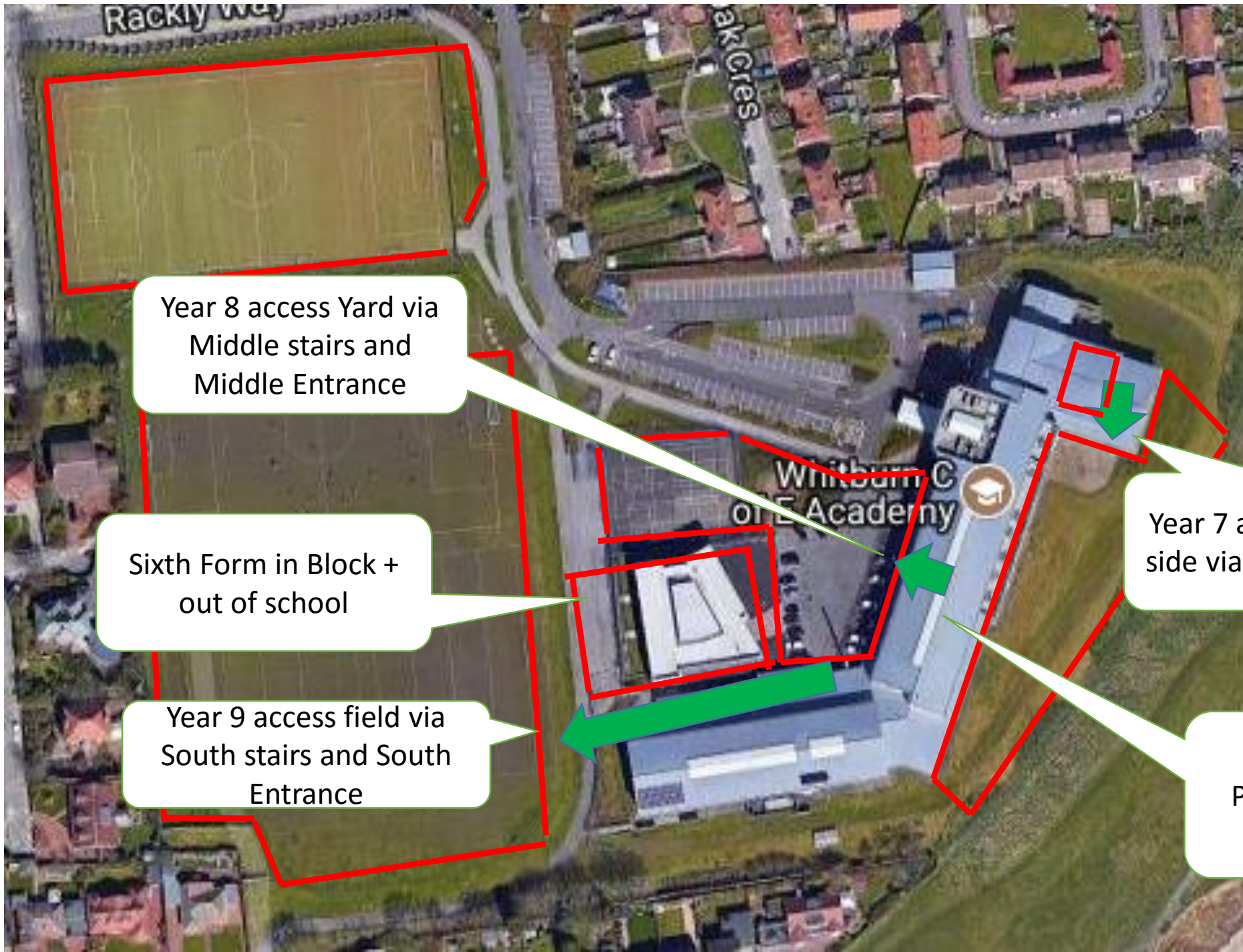
Years 7, 8 and 9	12.30 – 12.55 will go to their dedicated year group break time zone	12.55 – 1.20 – will eat their packed lunch in their period 4 rooms supervised by period 3 staff
Years 10 and 11	12.30 – 12.55 will eat their packed lunch in their period 3 rooms, supervised by period 3 staff	12.55 – 1.20 will go to their dedicated year group break time zone
Years 12 and 13	Will either have lunch in the Sixth Form Block or leave site	

- We will review the feasibility of Year 11 prefects going to the ‘village’ at lunch during the term.
- Kitchen staff will make packed lunches for students who do not wish to bring their own packed lunch. This will be ordered each week via parent pay
- Students will be expected to take any rubbish from their packed lunches home each day



Lunch time Zones

12.30m – 12.55pm



Year 8 access Yard via Middle stairs and Middle Entrance

Sixth Form in Block + out of school

Year 9 access field via South stairs and South Entrance

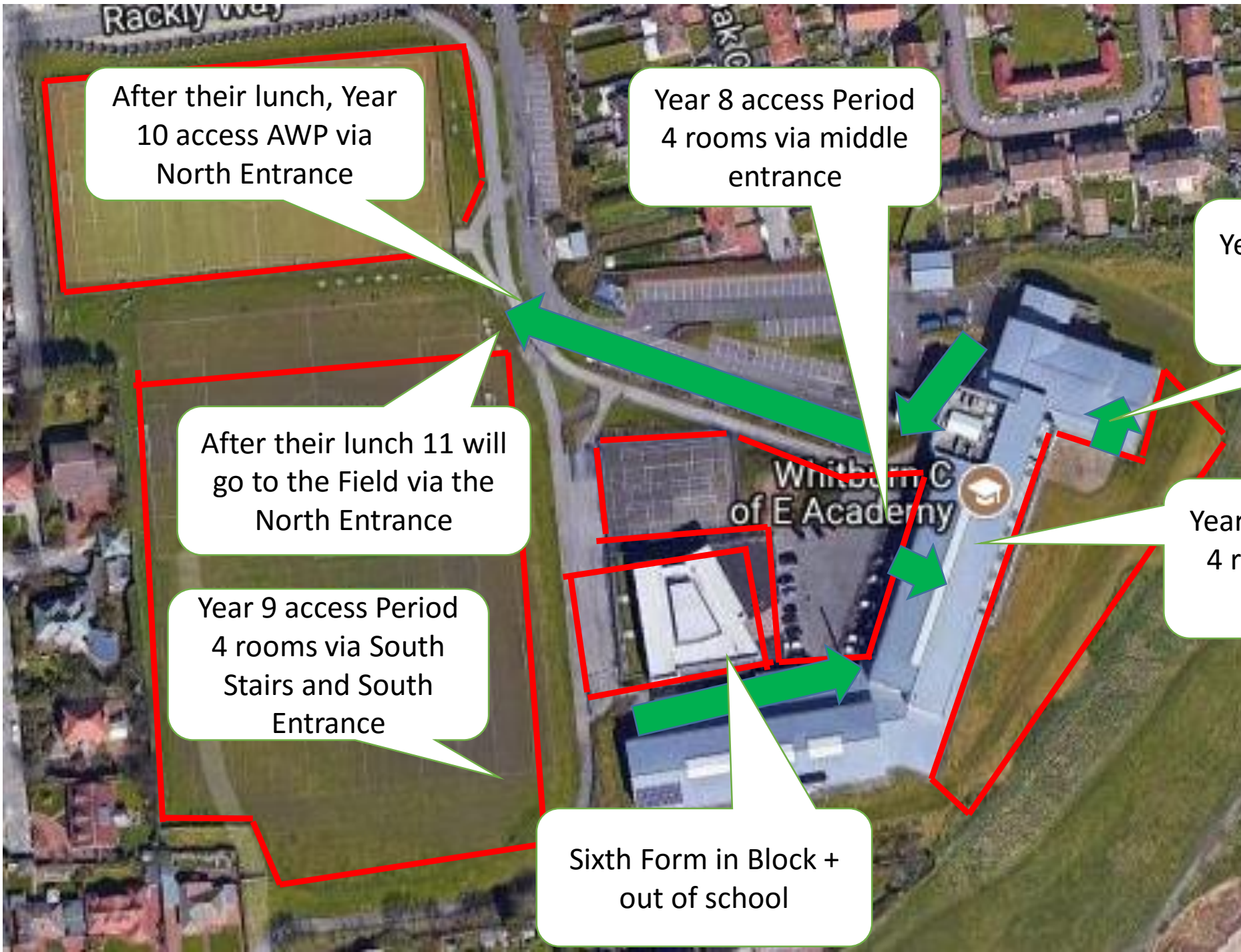
Year 7 access seaward side via music corridor

Years 10 + 11 in Period 3 rooms for packed lunch



Lunch time Zones

12.55pm – 1.20pm



After their lunch, Year 10 access AWP via North Entrance

Year 8 access Period 4 rooms via middle entrance

Year 7 access Period 4 rooms via music corridor

After their lunch 11 will go to the Field via the North Entrance

Years 7, 8, 9 in Period 4 rooms for packed lunch

Year 9 access Period 4 rooms via South Stairs and South Entrance

Sixth Form in Block + out of school



Expectations and Behaviour

- Everyone must take **personal responsibility** to keep **yourself and others safe**. Behave sensibly at all times and follow instructions of staff.
- Ensure you behave **responsibly and respectfully** to ensure safety of everyone in our community, including local residents.
- **Respect the choices of others**, for instance if they are not wearing a mask / face covering – everyone has unique circumstances.
- Wear **normal full school uniform at all times** except for days when you have PE.
- We have updated the **behaviour policy** to reflect needs to maintain a safer school. Students who blatantly disregard the arrangements will be sanctioned.