



## Expectations of Students on site during the Phased Reopening of our School

Welcome back to William Farr School!

We know that your normal education has been disrupted over the last few months with the coronavirus pandemic and that you have been working hard at home to complete your school work remotely. The Government has now said that it would like Year 10 and 12 students to come back to school in small numbers before the end of term. We have been working hard in school over a number of weeks to create an environment that will allow you to come back to school as safely as you can so that you can have some teacher contact. This is good news, but it can only work if we all work together and follow the expectations in this document.

Unfortunately, due to these exceptional circumstances, school will not feel the same as when you left it in March. This is because we have had to put in place some very important health and safety changes on the Government's advice. It is essential that you follow these when in school for the benefit of the whole school community. It won't be lessons as normal, but will be some contact with teachers to support your remote learning. We know some of you will be apprehensive about coming back, but we are confident that we can all safely work together as a community so that we can continue to 'live life in all its fullness' as best we can. This document has been written to help you understand what the school day will look like on your return and to try and ease any anxieties you may have. The most important message is:

***'Stay safe and keep others safe!'***

### ***1. Should I come to School?***

This is a decision for your parents to make. The Government has made it clear that there will be no legal action taken against your parents if they choose not to send you to school. It will not count against your attendance figures.

In line with Government advice; please **do not** come to school if you or anyone in your household has:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste.

If you have symptoms, call 111 for advice. You and your household should stay at home for 14 days, or until you have had a negative test (whichever is sooner).



If you are contacted by the NHS 'Track and Trace' system; you **MUST** follow their advice.

## 2. Arrival at School in the Morning

You should only attend school on your designated days.

Please arrive between **8.45am and 9.00am**. Please **DO NOT** arrive any earlier! No student will be permitted access to the school buildings until the school is ready and it is safe to start the day.



Arrival will be at **the front of the school**.

Here you will be greeted by a member of staff and asked to stand in a safely spaced, supervised area (known as muster points) until escorted into the school buildings. This area will be either the main staff car park (Main hall if wet) or the bottom tennis court (Sports hall if wet.) Where you muster on arrival will be dependent on which group (known as a social bubble) you have been placed in and you will be clearly guided on arrival by signs and a member of staff. Please remember to bring a coat, it can still rain in June and July!

Please note:

- **Normal school rules** with regards to behaviour and expectations will apply.
- **Leave mobile phones at home** (due to health and safety reasons and the risks of different people handling equipment, there will be no facility to hand them in at reception. They are not permitted in school.)
- **Come to school in 'non-uniform' clothes** that are appropriate for a school day and that can easily be washed daily when you get home.
- The Government advice is that **'face coverings' are not required to be worn in school**.
- It is expected that once on the school site, students will not leave the site until the end of the school day. This will include both Year 10 and Year 12 students.
- **Walking to School** - it is your responsibility to walk to school sensibly, observing the 2 metre social distancing rule, where safe to do so. When entering the school site, you must stay on the footpath around the car park.  
If you need to arrive at the back of the school site, due to living in Dunholme, you will be directed along the bottom field, in front of all the buildings, past the end of Irving and into the front of the school by the bike sheds to join the rest of your peers. Please **DO NOT** walk through the middle of the school site.
- **Arrival by car** - please use **ONLY** the front car park (there will be no parental access to the rear car park). On arrival, there will be a drop-off system in operation. Access and exit will be from the same gate (this will be clearly signed and staffed). There will be no access to the 'bus park' area, in order to maintain the safety of students leaving buses. Please can only students get out of cars, with parents remaining in vehicles.

- **Arrival by Bus** – Government advice is to only use public transport if there is no other way to get to school. It is likely the buses may not be running. If you have no other option to get to school other than by bus, you should contact the County Council by emailing [TSG@lincolnshire.gov.uk](mailto:TSG@lincolnshire.gov.uk) or if you do not have email, you should call **01522 782020** to discuss transport arrangements.

The following is a useful link, from which you can find information from the County Council on transport;

<https://www.lincolnshire.gov.uk/council-services/schools-education-1/5?documentId=427&categoryId=20128>

Please note that if you are travelling by bus there is now a Government requirement to wear a face covering. This should cover the mouth and nose. This can be made at home or as simple as a scarf or bandanna tied snugly behind the head. It should be kept in your school bag when in school.

- **Arrival by Bicycle** – as per normal routine, as soon as on the school site, please dismount and wheel your bike along the pedestrian path to the bike sheds. It is expected that helmets are worn and bikes are locked up when left unattended.

### ***3. The School Day***

School will start at **9.00am** and finish at **3.00pm**.

In order to limit the number of students at school at one time and in line with Government recommendations, you will be split into smaller 'working groups' (known as social bubbles) where you will remain for most of the day. You will follow different timings of lessons and staggered breaks and lunchtimes.

You will spend time in school on a rotation timetable with other students in your year group. Which days you have in school and your exact timetable will follow.

#### **Absence**

If it is a day that you are due into school and are not able to attend, please could your parents/carers ring the school before 9.00am and inform us of your absence with a reason.

Telephone the school number **01673 866900** and when prompted choose **option 1 (Pupil Absence)** and leave a message.

As mentioned before, in line with Government guidelines, no absence will be marked as unauthorised, but we will be keeping daily registers for safeguarding purposes and reporting to the Government on how many students are at school.

## When on site

It is important that everyone cooperates with the systems put in place to try and keep everyone safe.

**If you start to feel ill during the school day - you** must let your teacher know. Someone will collect you and escort you to the medical room.

If you need to go home, school will arrange this, **so please ask your parents/carers to ensure their contact details are up to date on Progresso.**

**Observe Social Distancing** - remaining 2 metres apart from others where safe to do so, unless instructed by a member of staff. Follow the one-way signs.

**Use only the limited parts of the school that are open**, as directed. Many areas will be closed as they may not be cleaned regularly.

**Use only the designated toilets** - these will be **upstairs in Darwin and in the school Dining Room.** Toilets at break and lunch will be supervised. Make sure you wash your hands! All other toilets will be locked for hygiene and cleaning reasons.

**Keep your possessions with you at all times** when you are in school. Don't leave bags or coats outside at break and lunch unattended so that they can be kept safe and you know no-one else has been in contact with them. Bring only what is needed for the school day!



## Observe safe personal hygiene rules

**CATCH IT**



**BIN IT**



**KILL IT**



- Bring tissues to school for coughs and sneezes. (Catch it – bin it – kill it!)
- Never joke about coughing or sneezing and certainly never spit. This will be dealt with extremely seriously.
- Use equipment provided to wipe down your desk at the start and end of your time at your work station.
- Wash your hands regularly and try not to touch things unnecessarily. Only touch your desk and your equipment. Extra handwashing facilities will be provided.
- Keep your belongings to yourself. As nice as it would be normally, we must not share equipment and particularly food at this time.

## Classrooms

Science labs have been identified as ideal bases for most lessons due to their large size and handwashing facilities. Some specialist classrooms may be also used for option subjects.

The rooms will have been arranged so that you are **seated 2 metres** apart where possible. Any unrequired resources or equipment will have been removed or isolated.

- **Follow teacher instructions for entering buildings.** You must line up outside the classroom with social distancing of 2 metres if there is a class already in your room. There will be a one-way system in place and outside doors will be used where possible. Please remember warm clothing, as doors and windows may be open where permitted, to create ventilation. As per guidance, air-conditioning will not be used.
- **Wash hands on arrival with soap and water using the sinks in your classroom.** All surface areas of your hands should be washed and dried thoroughly.
- **Disinfectant wipes provided** must be used at the start and at the end of each lesson to wipe down your work areas and any relevant equipment. These are to be placed in bins provided.
- **Remain at your desk** unless asked to move.
- The teacher will stay at the front of the class. Please do not expect them to be as mobile as normal.
- **All classwork will be done on paper, in your exercise books brought in from home or on a computer.** You may bring text books from home, but please note they cannot be shared or collected by your teacher. It is unlikely you will have access to your form room or locker.
- **Bring your own pencil cases** – please do not expect to borrow equipment.
- **Toilet breaks** will be discouraged during lesson times unless essential.
- **Use the hand sanitiser** before you leave the room.

## 4. Social time (Break and Lunch)

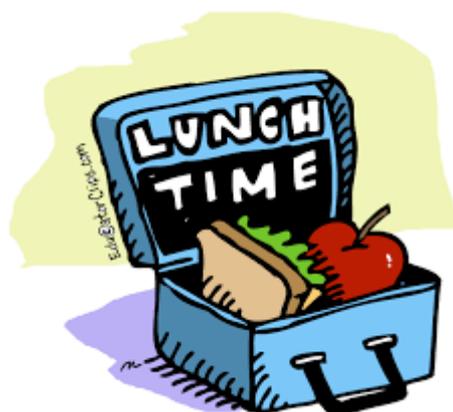
Breaks and lunchtime will be staggered so you are not all in the same social areas at any one time.

They will be supervised, however you **will be expected to take responsibility for your behaviour**, keeping yourself and others safe with self-regulated 2 metre social distancing.

Lunchtimes will be shorter (20 minutes.) This will be enough time to eat and drink and get some fresh air and some responsible social interaction.

Toilet facilities at break time and lunchtime will be in the dining room area only, where they can be supervised.

- **Handwashing facilities** have been set up in outside areas. You must wash and dry your hands thoroughly before and after eating.
- **The main hall and dining room have been rearranged for 'socially responsible' eating.** You may also use outside seating, providing you remain 2 metres apart. Please use the bins provided.



- **Go outside at break time and lunchtime** if you can to get some fresh air. Only remain inside if and when directed. Tutor rooms and corridors are NOT to be used at lunchtime.
- **You will be expected to bring your own water bottle and enough water to last the day.** If you do run out of water, for hygiene reasons, the only water fountain available will be in the canteen. This will be supervised and a cleaning regime in place. The only water available to buy will be at lunchtime from the serving counter (fridges and vending machines will not be available).
- **Bring a packed lunch and any snacks you require from home.** The canteen will NOT be open at break time to buy any snacks, but you are able to order a packed lunch if you wish. The canteen will NOT be open at lunch to buy food. It will only be open at lunchtime for picking up pre-ordered packed lunches, buying water as above and for seating whilst eating.
- **The 'Squid' Machine**, used to put money on your cashless catering account, will not be available for use. Please ensure money is put onto your account at home if required.
- **No food or drink is to be shared!**
- **Ball games that do not allow social distancing will not be permitted** and the school reserves the right to ban footballs from the site. The top field will not be available.

## **In the Event of a Fire or other Emergency**

In the event of the fire alarm sounding in lessons, you will be escorted by your teacher out of the building by the nearest external door and you will assemble at your original morning muster points. (Main car park or tennis courts, depending on group.)

If the fire alarm sounds at break or lunchtime, go straight to your muster point and stand with your form tutor or allocated member of staff.

## ***5. The End of the School Day***

Wash your hands using the hand sanitiser before you leave the room.

It important that you leave the school site safely at the end of the day.

You will be dismissed individually by your teacher.



- If you are walking or cycling you will be dismissed first at **3.00pm**,
- followed by those of you being collected by car at **3.05pm**. (To avoid congestion in the car park, please ask those picking you up by car **NOT to arrive before 2.55pm.**)
- and finally those travelling on the bus at **3.10pm**. If your bus does not arrive until 3.45pm you should stand on the top tennis courts as usual or go in the main hall if raining.

Please behave responsibly when leaving school and in your local communities, not congregating in large groups. Adhere to the advice given by the Government to reduce the risk you pose to others when at school.

***You must retain social distancing wherever possible.***

**Please behave responsibly to minimise any risk  
and to keep our community safe!**



Thank you