



Student Expectations and Guidance on our School Reopening September 2020



Welcome to all students who are joining our community for the first time and welcome back to our current students. It will be great to see you all at William Farr School in September!

Year Group	Start Date
Year 7	Thursday 3 September
Year 8, 9, 10, 11, 13	Friday 4 September
Year 12	Monday 7 September

We know that your normal education was disrupted last academic year with the coronavirus pandemic and if you were with us last year, you will have been

working hard at home to complete your school work remotely. In the previous summer term, last year's Year 7, 8 and 9 had face-to-face online lessons with their core English, Maths and Science teachers, as well as time with their form tutor and Year 10 and 12 had days back in school on a rota.

We have been working hard in school over the summer to create an environment that will allow all our community to safely return for the new autumn term this September. This is really 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 still not be exactly the same as when you left it; for some of you this will have been way back in March! This is because we have had to put into 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.



Returning to school

We know some of you will be apprehensive about coming to school, 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'. Remember, it is perfectly normal to feel nervous and a bit stressed in anticipation of coming back after such a long lay-off. It is important to know that you are not alone in this and that for the vast majority of people, it will feel much better once they are in school and have seen their friends and teachers!

If you have any concerns or worries, or you continue to be anxious about the restart once you have returned, make sure you speak to your Form Tutor or Head of Year early in September, who are best placed to offer support or point you towards other help if required.

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?

It is the Government's expectation that all students should return full time to their schools in September.

However, 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 or have tested positive for Covid-19, call 111 for advice. You should stay at home for at least 7 days or until you have had a negative test result. If someone in your household displays symptoms, you should self-isolate for 14 days or until you have a negative test result.

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



2. Arrival at School in the Morning



Please arrive between **8.45am and 9.00am**. Please **DO NOT** arrive any earlier!

Please note:

- **Normal school rules** with regards to behaviour and expectations will apply both in school and travelling to and from school.
 - **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.
 - As per Government guidelines; **please come to school in normal full school uniform.** Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. 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.
 - 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 sixth form students.
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- **Walking to School** - it is your responsibility to walk to school sensibly, observing appropriate social-distancing rules, where safe to do so. When entering the school site, you must stay on the footpath around the car park.
 - **Arrival by car** - please use **ONLY the front car park** (there will be no parental access to the rear car park). Follow the clearly marked signage for drop off and pick up. Please can only students get out of cars, with parents remaining in vehicles.

- **Arrival by Bus** – Government advice is to only use buses if there is no other way to get to school. When dismissed at the end of the day, you will be put on the buses in your year-group bubbles. When travelling to school at the start of the day, it is your responsibility



to maintain this. **The latest advice is that Face coverings should be used on all buses to and from school unless a student is exempt**, however you will not be refused travel on dedicated school transport if you do not have one. Face coverings must be supplied and sanctioned by your parents. When you arrive at school, it should be removed, placed in a small plastic bag and then kept in your school bag for the duration of the school day or, if disposable, placed in the

bin provided on arrival. Current advice is that buses should be running as normal, however, if you have any queries about travel to or from school on a school bus, you should contact the County Council by emailing: 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>

- **Arrival by Bicycle** – as per normal routine, as soon as you are 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.

When arriving at school, you MUST use the entrance described by duty staff and signage. This will vary by year group and will lead you to your designated area of the school, which will include your tutor room. Please note, in order to keep year groups together, your tutor room may well have changed.

When you enter your tutor room in the morning, you MUST wash your hands with the sanitiser provided. This must be done sensibly and responsibly.

3. The School Day

We are planning to resume the timings of the normal school day so you should be at school ready to **start at 9.00am and will finish by 3.45pm**. (Year 11 and 13, your finishing time will vary – see further information)

You will, as much as possible, stay within your year group, as a **'bubble' or 'Social bubble'!** The day has been designed to limit interaction with people from other year groups during the day by staggering lunch times and release times at the end of the day.

Your lessons will be in your normal teaching rooms as far as possible.

Tutor Rooms have been organised into 'Bubble Zones' for the start of the day in Tutor Time and PSME to try to keep year groups together.

Year 7 Galileo (HoY Mr Noon)		
Tutor Group	Tutor	Room
7EKG	Miss Garnett	G1
7SGW	Mr Wilcock	G2
7KMB	Miss Bates	G3
7CCT	Miss Tappin	G10
7TCH	Mrs Hutchins	G11
7ELJ	Mrs Jones	W6
7SJC	Mr Cole	W7
7WEB	Miss Brown	G13

Year 8 Banks (HoY Mrs Hanson)		
Tutor Group	Tutor	Room
8SXW	Mr Willett	B1
8BDP	Mr Price	B2
8GXG	Mrs Grant	B3
8MMB	Mr Bradbury	B4
8ELB	Mrs Blackburn	B10
8AMC	Mrs Colautti	B11
8RIT	Mr Tamisari	B13
8NJH	Mr Hamilton	B14

Year 9 Curie (HoY Mr Muir)		
Tutor Group	Tutor	Room
9KSP	Mrs Pitts	C11
9ALW	Mrs Wiley	C12
9LWP	Mr Potter	I12
9BCH	Mrs Hood	C14
9LCE	Mrs Ellul	C13
9HHB	Mrs Brittain	C2
9JMD	Mrs Dossett	C15
9JJP	Miss Porter	C16

Year 10 Wolfson (HoY Mrs Starbuck)		
Tutor Group	Tutor	Room
10RLP	Mrs Parry	W16
10JAP	Mrs Pailing	W17
10ERS	Mrs Stevenson	W10
10JEW	Miss Wilson	W11
10JFK	Mrs King	W12
10PWB	Mr Bleby	W13
10LSS	Miss Spencer	F12
10PJW	Mr Woodhouse	F10

Year 11 Halley (HoY Mrs Carlisle)		
Tutor Group	Tutor	Room
11JZC	Mr Clark	H1
11RRS	Mrs Simons	H10
11CAN	Mrs Norcross	H11
11NTW	Mr Wright/ Mrs Thompson Moulding	I2
11JUJ	Mrs Jackson	H2
11DMT	Mrs Townsend/ Mrs Holgate	I3
11AZH	Miss Hamilton	H3
11LLW	Mr Coupe	I4

Year 12 Darwin (HoY Mr Mattley)		
Tutor Group	Tutor	Room
12SJH	Miss Hall (was Everett)	D1
12ALH	Mrs Hoddinott	D3
12BES	Miss Steel	D2
12BXI	Mr Irving	D4
12HTM	Mr Mort	D5
12LAN	Mrs Newnham	D6
12AMO	Mr Oyston	D7
12NFW	Miss Whiles	D11

Year 13 Wolfson (HoY Mrs Coulson Sawyer)					
Tutor Group	Tutor	Room	Tutor Group	Tutor	Room
13GEM	Mrs Munro	W1	13LSN	Mrs Noon	W4
13BKC	Mrs Charman	W3	13HXM	Miss Millard/ Mrs Dixon	W5
13MRA	Mr Aston	W2	13CAO	Mrs Owbridge	F2
13OJP	Mr Petts	W3A	13KME	Miss Ewing	F3

Absence

Attendance in school will be compulsory for all students in September and this will be monitored accordingly.

If you are not able to attend school, 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.

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.**

Do not touch other students and maintain social distancing, even with those within your bubble, wherever possible.

Observe Social Distancing between other students not in your bubble and all staff when travelling around the school site.

Always follow the clearly marked one-way signs to navigate around the school. There is also a map on the school website to help.



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, not the whole week! You MUST NOT leave anything at school. Take home all bags and belongings at the end of each day.

Assemblies

Weekly year-group assemblies will take place within bubbles and will alternate between the main themed assemblies and celebration assemblies. They will all take place in the main hall to ensure cleaning can occur after each assembly.

Toilets

For hygiene reasons, at all times during the school day, please use only the toilets designated for your year-group bubble. Make sure you wash and dry your hands thoroughly after using the toilet.

Year Group	Toilets Available to Use
Year 7	Arkwright First Floor (Training room)
Year 8	Dining Room
Year 9	Irving Ground Floor
Year 10	Darwin First Floor
Year 11	Halley, Banks, Irving First Floor
Year 12 and 13	Wolfson, Galileo, Fibonacci

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 or sanitise your hands regularly** and try not to touch things unnecessarily. Only touch your desk and your equipment. Extra handwashing facilities will be provided.
- Try not to touch your face or put pens or other equipment in your mouth.
- Keep your belongings to yourself. As nice as it would be normally, we must not share equipment and particularly food at this time.

Classrooms

Your classrooms may be different to what you have been used to. Where possible, all desks will face the front to satisfy Government guidelines. Only go into a classroom if you are timetabled to do so; remember other year-group bubbles will be using other parts of the school!

- **Follow teacher instructions and one-way signs for entering buildings.** Each teaching block, both upstairs and down, will have a one-way system to minimise contact between year groups. It is very important you stick to this system to keep us all safe, paying particular attention to direction of travel when leaving a classroom.
- Lining up outside classrooms may cause unnecessary congestion so at the start of a lesson, please go sensibly into the classroom and follow the teacher instructions for starting the lesson.
- **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.

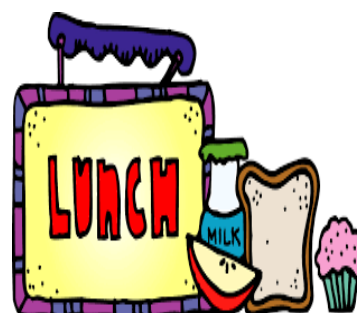
- The teacher will stay at the front of the class. Please do not expect them to be as mobile as normal.
- Avoid physical contact with people in your lessons where possible.
- **Keep at least two metres away from staff** in lessons if possible.
- **Keep at least one metre away from students who are not in your year-group bubble.**
- **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 lunch time will be staggered so you are not all in the same social areas or the canteen at the same time.

They will be supervised; however, you **will be expected to take responsibility for your behaviour**, keeping yourself and others safe.

Lunch time will be shorter (30 minutes). This will be enough time to eat and drink and get some fresh air and some responsible social interaction. You will also have two other break times during the day.



Go outside at break time and lunch time 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 lunch time as social areas. Fresh air is good for you and it allows cleaners to work in classrooms during your breaks. **If it is 'declared' a wet lunch, you will be permitted to stay in your Current classroom to eat lunch. If this is a science lab, I.T. room or D&T area, which are unsuitable for eating, you will go to your indoor bubble area (Dining room or main hall).**

Social Time Bubble Zones

You will be allocated an area of the school as your 'outside space', which you can share with your 'year-group bubble', but kept apart from other year groups. This is for break and lunch times. It is important, therefore, that you stay in that space during your social time.

Both the main hall and dining room (depending on your bubble) will be set up for eating lunch and will be cleaned and disinfected between sittings. You may also use the outdoor areas allocated to your group. Please make sure you use the bins provided.

Year Group	Social Time Bubble Zones	
	Indoor	Outdoor
Year 7	Main Hall	Front of School
Year 8	Dining Room	Garden Area*
Year 9	Main Hall	Front of School
Year 10	Dining Room	Garden Area*
Year 11	Dining Room	Garden Area*
Year 12 and 13	Main Hall/Study room	Front of School

*Garden area is the seating in front of Esher and the space between Darwin and the sports hall. You will also be able to use the grassed area by the sand pits if weather permits.

- **Handwashing facilities** have been set up in outside areas. You must wash and dry your hands thoroughly before and after eating.
- **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 lunch time 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 be available to buy cold snacks and sandwiches only. These must be ordered at morning break and then picked up at your lunch time. **There will be no facility to buy food from the canteen before school or at breaktime (apart from ordering lunch.)**
- **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 appropriate social distancing or do not fit in your designated social bubble area 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 buildings to the designated fire muster area. This will be spread across the courts to increase distancing between year-group bubbles. You must behave sensibly and maintain social distancing as far as possible. You will muster in your year-group bubbles.

If the fire alarm sounds at break or lunch time, go straight to the main tennis court 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 is important that you leave the school site safely at the end of the day. You will be dismissed in year-group bubbles at staggered times as directed by your teachers in period 5.



- Years 11, 12 and 13 at 3.30pm
- Years 7 and 10 at 3.35pm
- Years 8 and 9 at 3.40pm

Please note that due to the restructuring of the timetable, this does not mean a shortening of the amount of taught time in lessons.

It is important that you leave the school promptly. Do not wait around for others as you may then 'bump' into other year groups being dismissed later on.

- Those **catching buses** will go to the tennis courts, where you will be kept in your year groups until your bus arrives. It is important that you board the bus in your year groups and stay next to them on the bus. Please remain seated on the bus and do not move to be near someone who is not in your year-group bubble.
- Those being **collected by car** will need to meet their cars in the front car park. Please ask parents not to arrive before 3.30pm and make space in the car park as soon as you have been picked up, unless you are waiting for a sibling. No parents should get out of their cars, please.
- Those **walking** should do so sensibly, trying to stay with people from their own year-group bubble and maintaining appropriate social distancing.

All students should behave responsibly when leaving school and in your local wider 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.

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



Thank you