

BROWNLOW  
INTEGRATED COLLEGE



**A Safe Return to School  
(Parents' Guide)**

## Introduction

We are really looking forward to welcoming our young people back to school and have produced this guidance to reassure you that safety is at the forefront of our planning process to make this happen. We want our pupils to continue to have access to high quality teaching and learning experiences; this guidance will outline how we will be supporting pupils' learning through a blended approach. We are aware that some children have additional needs and may not have engaged with remote learning during the period of school closure. We will be putting intensive literacy and numeracy support in place for pupils, where necessary.

We recognise that this has been a challenging time for young people and some may need additional pastoral support when they return to school. Ensuring children feel safe and secure is one of our key priorities and we will be providing additional pastoral support and reassurance to all our pupils during induction when they return to school.

We know the transmission of coronavirus, COVID 19, mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person. Hygiene is therefore a key priority for everyone. We have put measures in place to keep the building clean, reduce the risk of infection but at the same time minimise the impact on learning and teaching.

We would really appreciate your support and would ask you to read through this guidance with your child and explain to him or her the importance of following the measures we have put in place to keep everyone healthy and safe. We would also ask you, to encourage your child to engage with the online learning when he or she is at home and seek support from teachers if there are any difficulties. If your child is experiencing any personal difficulties, he or she should speak to the Form Teacher in the first instance. The Form Teacher will then refer the young person to one of the pastoral care team, if necessary.

Some information has been revised to take account of the revised guidance issued by the Department of Education on 14<sup>th</sup> August 2020. This has been highlighted in the document.

Nicola Stevenson (Principal)

Version 3 – August 2020

## School Start Dates

Pupils will start back to school on the following dates:

Year 12	Monday 24 <sup>th</sup> August	Induction	9:00 – 12:00
	Tuesday 25 <sup>th</sup> August	ICT induction	9:00 – 12:00
	26 <sup>th</sup> – 28 <sup>th</sup> August	Normal classes	8:45 – 3:15

**There will be no canteen facilities from 24<sup>th</sup> August – 28<sup>th</sup> August, pupils should bring in break and lunch.**

**Pupils in Year 12 studying Occupational Studies will not attend school on Wednesday 26<sup>th</sup> August.**

	Monday 31 <sup>st</sup> August	Bank Holiday	School closed
Year 9 Year 12	Tuesday 1 <sup>st</sup> September	Induction / ICT induction Normal classes	8:45 – 3:15
Year 8 Year 12	Wednesday 2 <sup>nd</sup> September (All Year 12 pupils will follow Monday's timetabled classes)	Induction / ICT induction Normal classes	8:45 – 3:15
Year 10 Year 12	Thursday 3 <sup>rd</sup> September	Induction / ICT induction Normal classes	8:45 – 3:15
Year 11 Year 12	Friday 4 <sup>th</sup> September	Induction / ICT induction Normal classes	8:45 – 3:15

**There will be no break provided in the canteen, pupils should bring in their break which will be eaten in the classroom. Lunch will be provided in the canteen from Tuesday 1<sup>st</sup> September 2020.**

Pupils in years 8 – 11 will only attend school **one day**, week beginning 31<sup>st</sup> August.

Pupils should bring a laptop, tablet or whatever device they have been using since the school has been closed. Pupils who do not have a device may be able to borrow a school device. During induction we will ensure all pupils are able to access resources remotely.

**All pupils will return to school week beginning Monday 7<sup>th</sup> September 2020.**

## **Sending your child to school:**

If your child is unwell or displaying any symptoms of COVID 19 **you must not send him or her to school.**

### **COVID 19 symptoms:**

- Temperature above 38 degrees centigrade or 100.4 degrees Fahrenheit
- New continuous cough
- Loss or change to sense of smell or taste

If someone in your household is waiting for test results for COVID 19, please do not send your child to school.

If anyone in your household is displaying symptoms of COVID 19, please do not send your child to school for 14 days.

Pupils presenting with any symptoms of COVID 19 during the school day will be unable to remain in school and parents or guardians will be contacted to collect their child from school.

## **Hygiene:**

Sanitiser will be provided in school, however it would be appreciated if pupils also brought their own sanitiser to school.

If pupils cough or sneeze they should use a tissue to cover their mouth and nose, dispose of it and wash their hands: Catch it, Bin it, Kill it!

Pupils should wash their hands regularly throughout the school day.

## **Transport:**

Pupils should ensure that they wash or sanitise their hands before using public or school transport.

All pupils are strongly encouraged to wear a face covering when travelling on public and school transport. A face covering is **essential** for all pupils aged 13 years or older on public transport.

Pupils are not permitted to eat food or drink on school or public transport.

## **Arrival at school:**

Pupils can arrive at school between **8:45 a.m. – 9:00 a.m.** Pupils should not arrive before this time as there will be no supervision available. In exceptional circumstances, where parents need to leave their children off to school before 8:45 a.m. they should contact the school before 1<sup>st</sup> September to request a supervised place. These places are limited and must be agreed with the school **in advance**.

Unfortunately, we will not be able to operate breakfast club in the first term, next year.

Year groups will enter the school building by different doors to facilitate the Public Health Authority (PHA) social distancing requirements. On the first day, pupils should enter school by the assembly hall door at the front of the school building. They will be informed during their induction day which door they should enter by each morning after that.

On arrival at school, pupils will have their temperature taken by infra-red scanning, without the need for contact. Pupils who have a temperature over 38 degrees centigrade or 100.4 degrees Fahrenheit will be unable to remain in school and a parent or guardian will be contacted to collect them.

Pupils will also be expected to sanitise their hands when they enter the school building.

Pupils should then go to their allocated room to wash their hands before proceeding to their form class.

## **In the Classroom:**

Pupils in Key Stage 3 (Year 8 – Year 10) will be allocated a base room where they will remain all day, with the exception of PE and ICT. Teachers will move class rather than the pupils having to move class.

Pupils in Key stage 4 (Year 11 and Year 12) will move class. Teachers will spray the desk and pupils should wipe it with a paper towel before they leave the classroom. Pupils should also sanitise their hands before leaving the room.

All pupils will have to follow a one-way system and follow the PHA guidance on social distancing.

On arrival to and exit from each class, pupils will be expected to sanitise their hands.

Classroom doors and windows (weather permitting) will be kept open to maximise ventilation in each of the rooms.

Pens, pencils and equipment required during the school day, will be provided for pupils' personal use. Pupils will have his or her own folder containing everything they need, which will remain in school. All pupils should bring a school bag to school which should be left in the base room (KS3) or the classroom they are in prior to lunch (KS4).

Pupils will be allocated a seat in the classroom. Unfortunately, pupils will not be able to move around the room or leave their seat. Pupils in Key stage 3 who are in the same room all day will be allocated additional breaks and do activities, so they are not sitting all day.

**Pupils should behave responsibly when they are in class or moving around the school building to ensure their own and others' safety.**

## **Break and Lunch time:**

Pupils will remain in their classroom to eat their break – there will be no canteen facilities available at break time.

Pupils will be allocated an additional break time where they will be able to use the bathroom and spend some time outside (weather permitting).

We will encourage pupils not to ask out of class to use the bathroom to limit movement around the school. If your child needs to use the bathroom more frequently, please send a note into school and this will be facilitated.

Pupils will be allocated an area in the playground where they must remain and follow the PHA guidance on social distancing.

The canteen will be available during lunchtime and will provide hot food choices which will include a choice of either soup, vegetarian pasta, a snack e.g. pizza, hot dog or panini or a cooked hot meal.

In induction week pupils will be asked to indicate if they will be bringing a packed lunch or using the school canteen. This information is required so we can plan for social distancing.

## **Face coverings:**

Face coverings are not mandatory but are optional for staff and pupils.

Pupils wearing disposable face coverings on public or school transport should put them in the bin on arrival at school.

## **Uniform:**

Pupils will not be required to wear a school tie for the first term, next year.

Children should wear their PE kit on the days they have PE, as there will be no changing room facilities available. If pupils do not have a school tracksuit, pupils can wear their own tracksuit for the month of September.

**PPE:**

There is currently no requirement for pupils to wear PPE in school.

**Visitors to school:**

Visitors will not be permitted into the school building unless the reason for their visit is **essential**.

Please do not call at the school unless you have telephoned in advance and have been allocated an appointment time.

Anyone attending school for a pre-arranged meeting should wear a face covering.

**Breaches of Health and Safety:**

Where there are breaches of health and safety, we will have no option but to contact you and where necessary, request you to collect your child from school. In the event of COVID 19 or similar virus related incidents, the school reserves the right to sanction, up to and including suspension of pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

Following the measures put in place and behaving responsibly will ensure everyone is kept healthy and safe.

**We really appreciate parental support in keeping all our pupils and staff healthy and safe!**