



Kenilworth School & Sixth Form

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Aspiring to excellence

Opening of Kenilworth School and Sixth Form September 2020

Information for Parents / Carers and Students

Updated 13th September 2020

The following is operational information of how the school site will run in September using the most current Government guidance.

One-way system

A one-way system has been setup both inside and outside of the school buildings. This must be adhered to at all times. (unless there is a fire alarm) Students should not stop in the corridors at any time on the way to lessons– but go directly to their tutor room or subject room.

Please see the one-way map below for Leyes Lane at the end of this document.

Student equipment for September

In order to minimise the amount of equipment that needs to be handed out or shared in September we are asking parents to ensure that all students have the following stationary equipment:

- Pens and pencils including a green pen
- Eraser
- Ruler
- Colouring pencils
- Pritt Stick
- Maths equipment – geometry set which includes a protractor and a compass etc.
- Scientific calculator – preferably the Casio FX83GTX Model

Although there will be hand sanitiser and tissues provided around the school site as well as in classrooms, we would also ask parents to ensure that each student has their own personal bottle of hand sanitiser and tissues for their own use.

Face Coverings

As of Monday 14th September, the wearing of face coverings by students and staff whilst in corridor and stair well areas becomes mandatory. Face coverings need not be worn in lessons, when eating or when inside break areas such as the gym or sports hall – if students are in corridors during break they should wear a face covering.

Start of the Day

In order to separate the Year group bubbles out on entering the school site, the different year groups should arrive at school (Leyes Lane) at the following times and specific gates:

Y7 through the upper gate at 8.25am (rooms in upper)

Y10 through the technology lower gate at 8.25 (rooms in Lower)

Y11 through the upper gate at 8.35 am (rooms in upper)

Y9 through the central gate only at 8.30 (rooms in Lower)

Y8 through main technology lower gate only at 8.35 (rooms in Lower)

Students will be asked to use the hand sanitiser provided on entering the site.

If a student arrives earlier than their scheduled time, they should wait in their outside break areas until 8.30am. The only difference is that Year 7 should wait in the Upper School Tennis Courts and Year 10 should wait in the Lower School Tennis Courts.

We understand that where students use the school or public buses, that these times may not be able to be stuck to. If this is the case, please advise your child to enter the school through the gate outlined above – or – if that gate is being used by a particular year group, to use an alternative gate.

Catering

There will be no food on offer at the beginning of the school day from September.

Students can still bring their own food and drinks into school for breaks and lunches.

We would strongly suggest that your child brings their own reusable water bottle into school which can be refilled. Students should use the hand sanitiser provided after filling their water bottles from the water coolers.

The kitchens will be open as normal offering food at lunchtimes and breaks – see information below regarding the staggered times for lunches and which year groups can use the canteens at break times.

Hot food will be on offer, but in lidded containers. All food sold will be packaged.

Please talk to your child about the importance of putting any used packaging into the bins provided to minimise the amount of litter and assist our site staff who will be helping to keep the site clean and safe to use.

In order to keep the year group bubbles from coming into contact with one another, please see the break and lunchtime arrangements below:

Break time access to canteens

Break 1: Lower School canteen– Year 7. Upper School canteen – Year 11.

Break 2: Lower School canteen– Year 8. Upper School canteen – Year 10.

Mobile app pre-order and outside shack – Year 9 – both breaks*

We will look at rotating Years 8 and 9 around for use of the indoor / outdoor facilities over the weeks.

Sixth Form – Year 12 break 1 / Year 13 break 2.

Lunchtime

Years 7 and 8 will use the Lower Canteen – this will be a staggered sitting with Year 7's at 12.35pm and Year 8's at 12.50pm. **For the first two weeks, Year 7 students will have an early lunch at 12.15pm to allow them to get used to the new systems, they will be escorted to Lower Hall by their period 3 teacher.**

Years 10 and 11 will use the Upper Canteen – this will be a staggered sitting with Year 10's at 12.35pm and Year 11's at 12.50pm.

Year 9 will use a mobile app where they can pre-order their food and collect it from the shack and one other location*

- Innovate will be using a mobile app for Year 9 and possibly Year 8 to pre-order food to be collected from the outdoor shack. Further information about accessing this app will be communicated before the start of term.
- All food that will pre-ordered should be done either the night before or on the morning before school – this should not be done whilst students are in school.

Outdoor break areas:

At break times, each year group should follow the one-way system to the following areas:

Year 7 – Both tennis courts at the front of lower school outside technology (Year 7's will be escorted by staff to these areas to help them get used to the layout of the school).

Year 8 – Main playground around the back of lower school

Year 9 – Car park between Sports Hall and area outside Lower Reception – will collect food from the shack near the gym.

Year 10 – Upper school tennis court area

Year 11 – Basketball court around the back of upper hall

See separate map below for dry outside breaks

Adverse Weather Break times

As we will be moving into autumn where the weather will become more adverse, we have separated the Year groups into the following areas:

Year 7 – Lower Hall

Year 8 – Sports Hall and ground floor (corridor space) of Lower school near to Science, Computer Science and L19 – a sign will be posted to show where the limits of this area is.

Year 9 – Dance studio and ground floor (corridor space) of Lower school along the RE corridor – a sign will be posted to show where the limits of this area is. Year 9 will also have access to the gym during breaks and lunches.

Year 10 – Upper School Hall – at lunch Year 10 students collect food first and then go to Upper Hall.

Year 11 – Ground floor of Upper School – foyer area and area near FLC – at lunch, Year 11's collect food at 12.50pm and then use the canteen if needed.

We are adding further picnic benches in the outside break areas around the school to allow the students to sit and eat their food.

All areas inside of the building will be clearly sign posted for which year groups should be in particular areas of the school.

See separate map below for wet inside breaks

FAQ's – Kenilworth School - September Reopening 2020

Will the school buses still operate?

The school buses will still operate as normal. Students who use these buses should follow the government guidance and wear face coverings whilst on the bus. It is also suggested that those who use public transport should also use hand sanitiser when getting on and off public transport.

We have been asked to encourage those who live closer than 2 miles who would usually use public transport to find alternative methods of transport such as walking, cycling or being dropped off by parents to reduce the numbers on the school and public buses.

If your child cycles to school, they should bring a lock so that it can be secured in the school bike shed. It is also strongly advised that students wear a helmet on their journey and that the bikes have lights especially as we move in winter period.

What if my child has an appointment or needs to leave school partway through the day for a valid reason (Leave of Absence).

Parents should email the attendance officer directly to inform the school of any required leave of absence, the attendance will reply to confirm the request. Please email with 48 hours' notice where possible - L.clarke@ksn.org.uk

How regularly is the school cleaned?

During the closure the school has received a full deep clean. Once open in September, classrooms and facilities, along with the toilets, touch points and desks will be cleaned regularly each day. Students will be briefed each lesson on hygienic protocols to ensure each student is regularly washing their hands and sanitising on entering and leaving each room.

Use of toilets

Staff will be on duty at break times and lunchtimes to manage the use of the toilets (two students in at a time). Following government guidelines, year group bubbles do not need to be assigned separate toilet facilities. The toilets will be cleaned throughout the day, and students reminded of the importance of washing their hands.

Will there be a food provision for Free School Meal (FSM) students?

Yes – this will be as normal.

Will there be drinks and water available?

Students should bring their own reusable water from home in a bottle. They can top this up from the coolers if required, but where possible please ensure your child has enough water for the day with them. Hand sanitiser pumps are located next to each water coolers which should be used after filling their bottles.

Will there be a first aider on site?

Yes – this will be as normal.

Will there be a safeguarding member of staff in school?

Yes – this will be as normal.

Will there be a senior leader in school all the time?

Yes, all staff will be back on site each day in September.

My child is on medication, is there somewhere it can be stored?

All medicines should be handed in to either the Lower (Years 7, 8 and 9) or Upper School (Years 10 & 11) offices as normal.

If my child becomes ill during the day what will happen?

They will be sent to first aid for an assessment. If they are displaying COVID-19 symptoms they will put into our COVID-19 isolation room and parents will be called to collect their child immediately. If the illness is none Covid related, parents will be contacted in the normal way.

If my child becomes ill at home do I need to notify the school? Who do I notify?

Yes, please notify us by calling reception or emailing absence@ksn.org.uk in the usual manner stating the suspected reason behind the illness.

If my child displays symptoms of Covid 19 what should I do?

You should get your child tested in the first 5 days of showing symptoms. Children should be kept at home as per the Government guidance for **10 days (Updated guidance)** and be tested for the virus. Please inform the school that your child is isolating and if your child has a positive COVID-19 test. If any member of your household is waiting for a test result after showing symptoms, children should not be sent into school until the individual's test has returned as being negative. If your child is showing symptoms and has a sibling, the sibling should not be sent into school.

Will the students be expected to socially distance from one another?

No, students are being zoned in year group bubbles and so it will not be necessary for them to socially distance. Systems will be put in place within school, minimising the contact between year group bubbles. When walking along corridors or stairwells, students and staff will wear face coverings to minimise the risk further.

Will teachers be 2m away from the children?

Yes, rooms have been designed in a way that allows the staff member to remain 2 metres apart from students.

Will there be hand sanitiser available in every room?

Hand sanitiser will be in every classroom by the door as students enter the room as well as at the entrance to every building, along corridors, next to photocopiers, water coolers and toilets.

Should my child be wearing gloves?

Gloves may be worn on the way to school. However, they provide no more protection than hand washing/sanitising. They should then be removed when on site so that hands can be sanitised upon arrival.

Will teachers be wearing PPE?

This is not a requirement from PHE, but some staff may choose to wear face masks. PPE will only be worn by first aiders who may need to be in closer contact with your child.

If my family have been contacted by 'Track and Trace', do I need to contact the school?

Yes, please contact reception as soon as possible.

If I am in a shielding group, do I have to send my child into school?

Yes, from September all children are expected to return to school.

Will there be reminders to wash hands etc?

Yes, posters are being put up around the site and students will be briefed at the start of each lesson on new routines regards hygiene and hand sanitising.

Can students go anywhere on site?

No, they will only be allowed into the rooms for their lessons and identified areas at break and lunchtimes.

What will happen if there is a fire alarm?

Students will be asked to evacuate the building in the normal way to ensure a speedy evacuation, they will then meet at the muster point on the tennis courts in their year group mentor group. Students will be reminded of where their muster points are.

Using door handles

All doors throughout the buildings will be propped open during the day to reduce the need for touching door handles. The door handles and other touch points will be cleaned as a matter of course throughout the day.

Will I be taken to court if my child doesn't attend school?

All students are expected in school from September so the normal procedures will be back in place for non-attendance.

Are all students arriving/leaving at the same time?

See the times that year groups should arrive at school on page 2. Classes will be dismissed at slightly staggered times within areas around the school at the end of the day. Using the one-way system, students will be escorted off the site by their teachers using the nearest exit to where they were taught at the end of the day. Students using the school buses should walk over to the upper school car park where they will be supervised by a member of staff prior to boarding. Students should wear face coverings when using public transport.

Can I meet my child outside school?

Where possible students should be traveling to and from school alone and not on public transport. This reduces the amount of people traveling to and from one location at a time and means that it will be easier to observe social distancing. We ask that parents and carers and other students should not congregate / meet outside the school gates. Where students need to use public transport, they will need to wear a face covering if they are over 11 years old, as per the government guidance. The mask must be placed in a plastic bag when not in use at school.

Do students have to use particular entrances?

Yes, dependent on their year group – see page 2.

How are you going to stop children hanging around in groups before school?

Students will be arriving at staggered times to reduce congestion and duty senior staff will be on duty to ensure students are not congregating outside their year group bubbles. If your child needs to arrive earlier than their allotted time, they should wait in their year group outdoor area until their allotted time. They should then use the one-way system to get to their tutor room and go directly inside.

Do students have to come in uniform?

Yes, students will be expected to wear full uniform.

Will my child have to bring equipment in with them?

Yes, and equipment is not to be shared with anyone else – see page 2.

Do students need to bring exercise books with them?

Students in Key Stage 3 (Years 7 – 9) will be issued with new exercise books as will students in Year 10. Students in Year 11 should bring in their exercise books they have been using unless told otherwise by their subject teachers.

Will my child be exposed to lots of different staff?

Students will have normal, timetabled subject specialist teachers for all of their lessons and staff will socially distance from the students.

Will my child be getting homework?

Yes, home learning will be set online through Class Charts.

Will my child be doing practical activities?

Yes, practical subjects are happening at this time in some year groups but this may be restricted at this time.

Will my child be doing PE?

Yes, PE lessons have been planned carefully in order to avoid contact. Where equipment is used, it will be allocated to individual students and cleaned regularly.

What will happen if there is a local or national lockdown?

In the event of any further lockdowns, students will revert to home learning. All work will be set by teachers via Class Charts. Staff will use a blended approach to what they set which will include work to be completed independently by students, through pre-recorded videos or audio files and live sessions through Microsoft Teams depending on staff's individual home circumstances.

Please see the Home Learning section on our website (<https://www.ksn.org.uk/704/home-learning>) that contains links and instructions on how to access various IT platforms that we use as well as parent support guidance and school communications.

Will the same behaviour system still apply?

The behaviour policy now includes an addendum covering Covid 19. This has been added to the policy which is available on the website but for ease of reference we have reproduced the addendum below:

Behavioural Policy Addendum:

Scope:

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

Additions:

Due to the potential danger of transmitting the COVID-19 virus within school, it is essential that instructions regarding safety and the reduction of risk are strictly adhered to by all students within school in addition to all the usual rules and expectations governing behaviour in school. These include:

Reducing risk in general – in addition to the specifics referred to below, students must adhere to all guidance and instructions related to reducing the risk posed by COVID-19. This means an even stricter adherence to staff instructions as all risk-reduction instructions are non-negotiable. Sanctions will be imposed for any students who cannot work cooperatively with staff to keep the school safe.

Social distance – while students within bubbles are not expected to socially distance, students should maintain 2M distance from staff and children in other bubbles at all times.

Hands-off – the school already operates a 'hands-off' policy. This is especially important at this time. This does not just apply to fighting, rough play, pushing or play-fighting, but all unnecessary physical contact between students, such as holding hands or embracing etc. While we would not normally want to prohibit appropriate expressions of friendship or affection, we must, in the interest of reducing risk, take this additional measure for at least the next academic year. Regardless of whether students are in the same 'bubble' or not, they should respect each other's physical space.

Attendance – Normal compulsory attendance rules apply as before lockdown – all students are expected to attend school as normal. The same penalties that applied for unauthorised non-attendance prior to lockdown will be in force where needed from September 2020.

Arrival and departure - Arriving in the morning and leaving the school at the end of the day must be according to the staggered system and through the appropriate allocated gates.

Movement around school – all students must adhere to the one-way system and follow all signage related to movement around site. Movement, particularly around corridors and stairwells, must be safe, calm and orderly.

'Bubbles' – Students must remain within allocated year group 'bubbles' at all times within school.

Free time - Students must remain in designated areas for their 'bubbles' at breaks and lunchtimes. They must not attempt to mix with other year groups.

Transport – students must adhere to guidance and instructions from school staff/transport staff on boarding buses to and from the school and during the journey.

Seating plans – staff must operate seating plans in all lessons to assist in potential test and trace measures, in the event of a suspected case of COVID-19. Students must strictly adhere to seating plans which cannot be a subject for debate.

Litter – it is especially important that students do not drop litter as it has the potential to spread the virus. Students must take responsibility for disposing of all their own litter and will be sanctioned if found to be leaving litter.

Sanitising/use of toilets – students should adhere to 'catch it, kill it, bin it' at all times and wash their hands frequently throughout the day in line with the guidance. Use of toilets can be mixed between bubbles but students must follow staff instructions on the number of students allowed in toilets at one time and should maintain social distance within the toilets. Hands must be washed after every use of the toilets.

Sanctions – the usual sanctions used in school apply to the above and will be applied on a case by case basis through discussion with the HOY, the DHT for behaviour or the Head Teacher in the most extreme cases.

Monitoring arrangements

We will review this policy as guidance from the Department for Education is updated. At every review, it will be approved by the full governing board.

One Way system and Dry Break Outside Areas around Leyes Lane



Lower School Indoor Wet Break and Lunch Year Group Areas

Year 9 Indoor Areas:
Dance Studio /
Corridor and seating
area near RE

The Lower School
Canteen will be
used at lunch
times by both Y7
& Y8 at staggered
times. Year 9 to
use the Shack



Year 8
Indoor Areas
– Sports Hall
/ Corridors
along
Science and
Computer
Science / L25

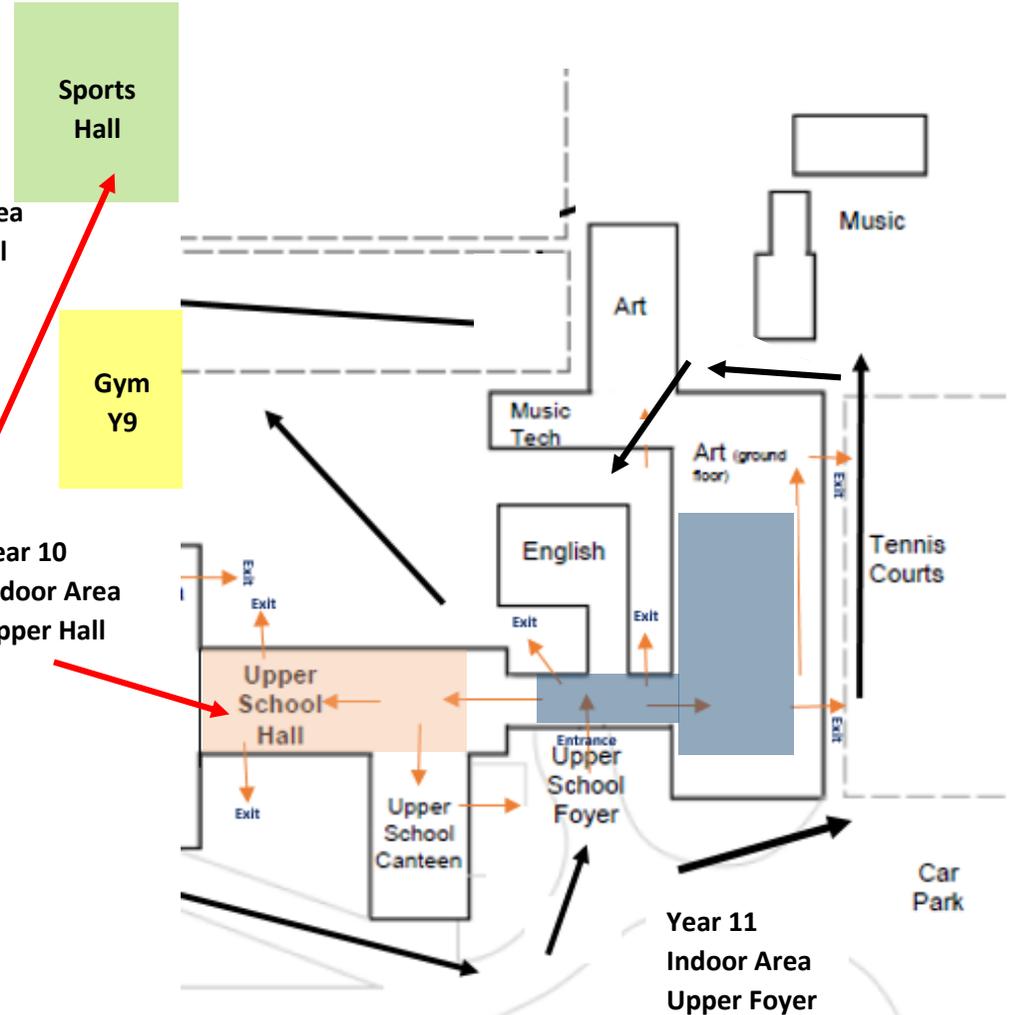
Upper School Indoor Wet Break and Lunch Year Group Areas

Year 7
Indoor Area
Lower Hall

Year 10
Indoor Area
Upper Hall

Year 11
Indoor Area
Upper Foyer
/ Area near
Art and FLC

The Upper School
Canteen will be
used at lunch
times by both
Y10 & Y11 at
staggered times.



One Way system around Leyes Lane

- Indicates one way inside of buildings
- Indicates one way outside of buildings

