




# PLAN FOR THE RETURN TO SCHOOL IN SEPTEMBER 2020

DATE CREATED: JULY 2020

**THE JOHN WARNER SCHOOL**  
STANSTEAD ROAD, HODDESDON, EN11 0QF



Date of Review: September 2020

# Plan for the return to school

SEPTEMBER 2020

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# Assemblies

Assemblies and large gatherings of pupils will not take place until DfE guidance changes. Assembly-style messages will be delivered by video through form time activities.

# Attendance

All pupils are expected to attend full-time unless they are unwell or their household is isolating in accordance with government guidance. Parents/carers should keep children at home if they or a member of their household has flu-like symptoms – pupils should not return until they have been tested and self-isolated as directed by NHS 111 or GP practice.

# Behaviour

We have high expectations of pupils at The John Warner School and we expect them to Be Ready, Be Kind and Be Safe (Code of Conduct). These expectations have not changed since lockdown but the environment of the school has, so pupils will be expected to adjust their behaviour accordingly. Some may find re-acclimatising to school life challenging and unusual to begin with but we will support pupils with this. There will, of course, be zero tolerance of anyone who breaches our Code of Conduct in any way that we consider to be dangerous.

# Break Zones



At break time and lunch time each year group will be designated an outdoor space ('Break Zone') where they can relax, eat and socialise within their own year group 'bubble'.

In the event of a wet break or lunch, pupils will be advised to return to their Teaching Zones.

## Catch-up

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Some pupils may feel they have fallen behind during lockdown – we believe that it will be important to get everyone back in classroom settings to begin with. During the first half-term, we will ask teachers to identify any pupils who they feel would benefit from catch-up opportunities or additional resources. We will then plan, organise and fund any additional support for the remainder of the academic year. We will also review the setting and grouping arrangements of all classes and make appropriate changes as required.

## Catering

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We are liaising closely with Herts Catering Limited, our catering company, regarding what kind of food service we can safely offer in September. The guidance very much discourages the use of shared areas, such as the school canteen, for different year group bubbles, so we have had to significantly reduce the service we would normally provide. We will also have to turn off the water fountains around the site for hygiene reasons.

Please, therefore note, that in September there will be:

- No break service in the canteen – we advise all pupils to bring a snack from home for morning break;
- A limited lunch service that will need to be ordered in advance. Lunch choices will be limited to a packed lunch bag or basic warm lunch options – we will provide more details of how to pre-order lunches in the coming weeks, but would ask you to consider a packed lunch;
- No water fountains – we would encourage all pupils to bring in a bottle of water from home.

## Classrooms

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In-line with the government guidance, all classrooms will be set up with tables facing the front. Pupils will be able to sit two to a table to ensure we can accommodate full classes. Staff will be restricted to teaching from the front of the class in most situations to ensure social distancing guidance is followed.

## Cleaning

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We have introduced extra cleaning both after and during the school day. Every classroom will also have its own cleaning kit to allow for cleaning between classes. Pupils can assist by using their own hand sanitiser, which will also be available in corridors and in classrooms. Pupils are also encouraged to wash their hands using soap in the designated areas and toilets, which will be regularly monitored and cleaned.

## Clubs

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The enrichment offer of the school is a very important part of what we offer. Faculties are currently exploring what kind of clubs and support we can offer before, during and after the school day within the current restrictions and a full programme will be published in September.

## Covid-19 symptoms (home)

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Pupils must not come into school if they or a member of their household is displaying any of the main symptoms (a high temperature, a new, continuous cough or a loss or change to sense of smell or taste).

Pupils with symptoms are encouraged to get tested in a designated test centre and must not return to school until the test result is known (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms>). Pupils may need to self-isolate.

Please inform the school using the email [absence@johnwarner.herts.sch.uk](mailto:absence@johnwarner.herts.sch.uk) or by telephone 01992 462889 (Option 1) so we can ensure the best support including remote learning is in place.

## Covid-19 symptoms (school)

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If a pupil is experiencing any of the main symptoms (a high temperature, a new, continuous cough or a loss or change to sense of smell or taste) we would ask them to inform a teacher immediately. We will ask them to go with a trained first aider to room 206 which will be used to quarantine anyone with Covid-like symptoms. We will phone parents/carers and 111 if required to assess what should happen next. It is worth remembering that the risk of serious illness to children from Covid-19 is low so other children should not be alarmed. The areas where the pupil has been will be sectioned off and sterilized. Pupils with symptoms are encouraged to get tested in a designated test centre and must not return to school until the test result is known (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms>). Pupils may need to self-isolate.

Pupils with other health concerns (e.g. physical injuries) will be dealt with in the First Aid Room near Student Services, keeping them away from anyone with viral symptoms.

## Emergency procedures/Evacuation

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If the alarm bell is ringing continuously, we will have to evacuate the school onto the large AstroTurf area. Pupils will be escorted by their teachers and will stand in alphabetical, form group lines 1m+ from other pupils. We will take a whole school register. Once the risk has been assessed, and the school safe to return to, pupils will be escorted back to their classroom in a sensible and orderly manner.

## Entrance/Exits

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Year group	Entrance/Exit	Start Time	End Time
7	Sports Centre Car Park	08:30	15:00
8	Sports Centre Car Park	08:40	15:10
9	Front side gate	08:30	15:00
10	Front side gate	08:40	15:10
11	Front main gate	08:30	15:00
12/13	Front main gate	08:40	15:10

# Equipment

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## Personal items

- Hand sanitiser – while we have hand sanitiser points around the school, including in classrooms, we would recommend pupils also carry their own
- Tissues
- Face mask – if you are travelling to school on public transport. Please take care with putting on and removing the face mask (useful video here <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>). Current guidance does not recommend face coverings for pupils or staff in school (see below).

## Basic equipment

- a waterproof bag to carry books and equipment
- clear pencil case
- a selection of pens in blue, black, and green as well as highlighters
- 15cm/30cm ruler
- pencil
- pencil sharpener
- eraser
- colour pencils
- glue
- scissors
- Oxford Mini Dictionary and Thesaurus

## Mathematics equipment

- metal compass
- protractor
- scientific calculator (e.g. Casio FX -85GTPLUS)

## Art equipment

- A3 project bag
- A4 display book
- sketch book
- water colours
- sketching pencil
- paint brushes

# Facemasks

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Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops.

## Form time

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Form time will run between 08:40 and 09:00 every morning where important messages will be shared alongside activities that form part of our lifelong learning provision.

## Lockdown

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If directed by PHE to close then we will inform you immediately and send pupils home as directed. We would revert to remote (online) lessons and work on Go4Schools alongside any face-to-face provision we are able to provide on-site.

## ICT/Computing

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Each year group has been assigned a computer room which will be an additional area of their teaching zone. As many ICT or Computing lessons as possible will be timetabled in these computer rooms, but there are also likely to be classes that will be in classrooms where more theory-based learning will be delivered.

The allocated classrooms for each year group are:

- Year 7 – Room 207
- Year 8 – Room 214
- Year 9 – Room 104
- Year 10 – Room 215
- Year 11 – Room 213
- Sixth Form – Media Suite

## Moving around school

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We have introduced a one-way system to certain outside spaces. These will be clearly marked by yellow arrows and we would ask pupils to observe the system at all times (except in the event of an evacuation).

You will be allowed to go straight into the classroom where possible once the room is empty rather than waiting in the corridor.

## Pastoral Offices

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The pastoral staff for each year group bubble will be located in the following spaces:

Year group	Name of room	Location
7	Key Stage 3 Solutions Room 1	Downstairs Humanities
8	Key Stage 3 Solutions Room 1	Downstairs Humanities
9	Key Stage 3 Solutions Room 2	Downstairs Maths
10	Key Stage 4 Solutions Room 1	Downstairs Maths

11	Key Stage 4 Solutions Room 2	Downstairs MFL
12/13	Sixth Form Office	Sixth Form Study Centre

## PE

PE lessons, both in terms of core PE and PE-related qualifications make up a significant part of our school curriculum. Practical PE lessons will still be possible, following carefully considered advice and risk-assessed activities.

- Year 7 and Year 8 pupils are expected to attend school in their PE kit on days that they have PE lessons – this is to reduce the usage of the changing rooms
- Year 9, 10 and 11 pupils are expected to get changed into their PE kit at the start of PE lessons – separate changing rooms will be assigned to year group bubbles on a daily basis so that facilities are not shared
- Years 7-11 will report to timetabled classroom at the start of the PE lesson – PE teachers will collect pupils and take them to the sports centre for their lesson

## SEND Provision

Teaching Assistants will be based in each Teaching Zone for Years 7-11 to ensure intervention classes can take place. Teaching Assistants will be assigned a particular year group.

One-to-one meetings for SEND pupils will continue to take place, alongside counselling sessions (nurture) and other alternative provisions (such as ESC Outreach).

## September start

Date	Year groups	Start time/s
Thursday, 3 <sup>rd</sup> September 2020	Year 7 only	08:30
Friday, 4 <sup>th</sup> September 2020	Year 7 and Year 12 only	08:30 (Year 7) and 08:40 (Year 12)
Monday, 7 <sup>th</sup> September 2020	Year 7, 8, 9, 10, 11, 12 and 13	See below

Year Groups	Entrance/Exit Point	Start time	End time
Year 7	Back gate from the Sports Centre Car Park	08:30	15:00
Year 8	Back gate from the Sports Centre Car Park	08:40	15:10
Year 9	Side front gate (opposite Maths Block)	08:30	15:00
Year 10	Side front gate (opposite Maths Block)	08:40	15:10
Year 11	Main school front gate	08:30	15:00
Sixth Form	Main school front gate	08:40	15:10

**Wednesday, 2<sup>nd</sup> September 2020** is a staff-training day. This will be the first opportunity staff have had to all get together on site since we went into lockdown at the end of March. There are obviously important issues we need to discuss about plans for re-opening alongside the usual preparations for teaching.



**Thursday, 3<sup>rd</sup> September 2020** will be for **Year 7** pupils only. We have not been able to invite our new pupils onto the school site this year for their normal induction activities that help them transition from primary to secondary school. Year 7 pupils should arrive at the back gate of the school in the Sports Centre Car Park at 08:30.

**Friday, 4<sup>th</sup> September 2020** will be for **Year 7** and **Year 12** pupils only. Year 7 will have a full day of normal lessons. Year 12 will also not have had the opportunity to receive the normal induction activities that will help them transition into the sixth form. Year 7 pupils should arrive at the back gate of the school in the Sports Centre Car Park at 08:30. Year 12 students should arrive through the main school front entrance at 08:40.

**Monday, 7<sup>th</sup> September 2020** will be a normal day for all pupils across the school.

## Social Distancing

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The government guidance acknowledges that maintaining social distancing of 1m+ will not always be possible in schools in September.

We ask that all pupils:

- Keep a 1m+ social distance where you can, for example when you are outside
- Do not share equipment
- Do not touch (e.g. do not hug or bring your face close to other people)
- Keep a 1m+ social distance with people not in your year group.

The DfE have advised schools that the risk of serious illness by Covid-19 to young people is very low. The current incident rate of new infections in Hertfordshire is low. If this changes, we will be advised by Public Health England and Hertfordshire County Council.

## School Day

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Following current government direction, our main priority for the autumn term will be getting pupils back into school and teaching them in a classroom setting.

The school day will operate between 08:30 and 15:10 with some important variations between different year groups:

Year 7

Time	Event	Location
08:30	Arrive at school	Rear entrance from Sports Centre Car Park
08:40-09:00	Form (and registration)	Form room (downstairs Humanities Block)
09:00-10:00	<b>Period 1</b>	Downstairs Humanities
10:00-11:00	<b>Period 2</b>	Downstairs Humanities
11:00-11:20	Break	Outside Humanities, Science and Music
11:20-12:20	<b>Period 3</b>	Downstairs Humanities
12:20-13:20	Lunch (canteen slot 12:20-12:40)	Outside Humanities, Science and Music
13:20-14:00 (NB Shortened Period)	<b>Period 4</b>	Downstairs Humanities
14:00-15:00	<b>Period 5</b> (and reg.)	Downstairs Humanities

Time	Event	Location
15:00	Exit school	Rear entrance from Sports Centre Car Park

#### Year 8

Time	Event	Location
08:40	Arrive at school	Rear entrance from Sports Centre Car Park
08:40-09:00	Form (and registration)	Form room (upstairs Humanities Block)
09:00-10:00	<b>Period 1</b>	Upstairs Humanities
10:00-11:00	<b>Period 2</b>	Upstairs Humanities
11:00-11:20	Break	Between Humanities and Sports Centre
11:20-12:20	<b>Period 3</b>	Upstairs Humanities
12:20-13:20	Lunch (canteen slot 12:40-13:00)	Between Humanities and Sports Centre
13:20-14:00 (NB Shortened Period)	<b>Period 4</b>	Upstairs Humanities
14:00-15:00	<b>Period 5 (and reg.)</b>	Upstairs Humanities
15:10	Exit school	Rear entrance from Sports Centre Car Park

#### Year 9

Time	Event	Location
08:30	Arrive at school	Front side gate
08:40-09:00	Form (and registration)	Form room (English Block)
09:00-10:00	<b>Period 1</b>	English Block
10:00-11:00	<b>Period 2</b>	English Block
11:00-11:20	Break	Basketball courts
11:20-12:20	<b>Period 3</b>	English Block
12:20-13:00 (NB Shortened Period)	<b>Period 4</b>	English Block
13:00-14:00	Lunch (canteen slot 13:00-13:20)	Basketball courts
14:00-15:00	<b>Period 5 (and reg.)</b>	English Block
15:00	Exit school	Front side gate

#### Year 10

Time	Event	Location
08:40	Arrive at school	Front side gate
08:40-09:00	Form (and registration)	Form room (Mathematics Block)
09:00-10:00	<b>Period 1</b>	Mathematics Block
10:00-11:00	<b>Period 2</b>	Mathematics Block
11:00-11:20	Break	Outside space between Maths and English
11:20-12:20	<b>Period 3</b>	Mathematics Block
12:20-13:20	<b>Period 4</b>	Mathematics Block
13:20-14:00	Lunch (canteen slot 13:20-13:40)	Outside space between Maths and English
14:00-15:00	<b>Period 5 (and reg.)</b>	Mathematics Block
15:10	Exit school	Front side gate

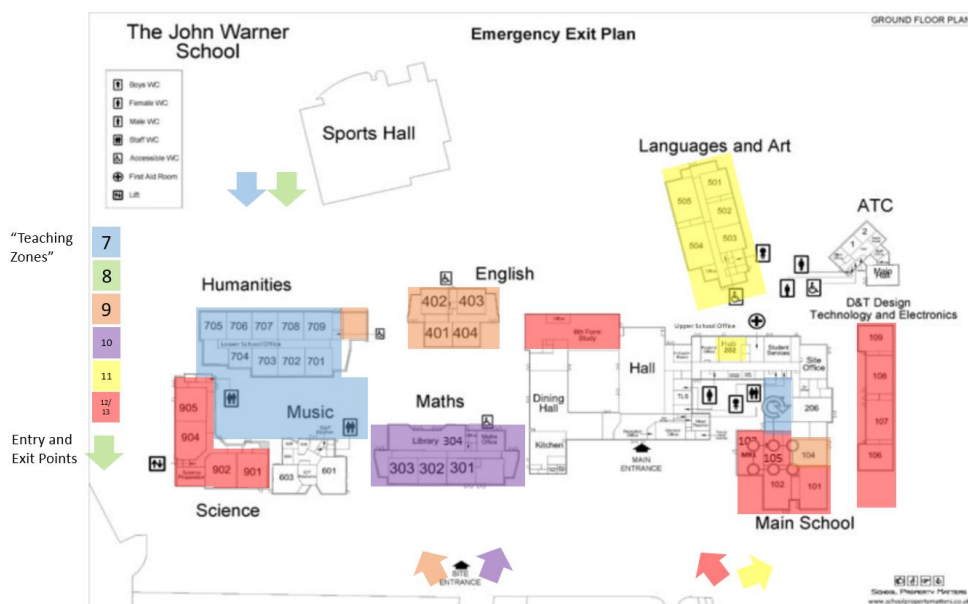
Year 11

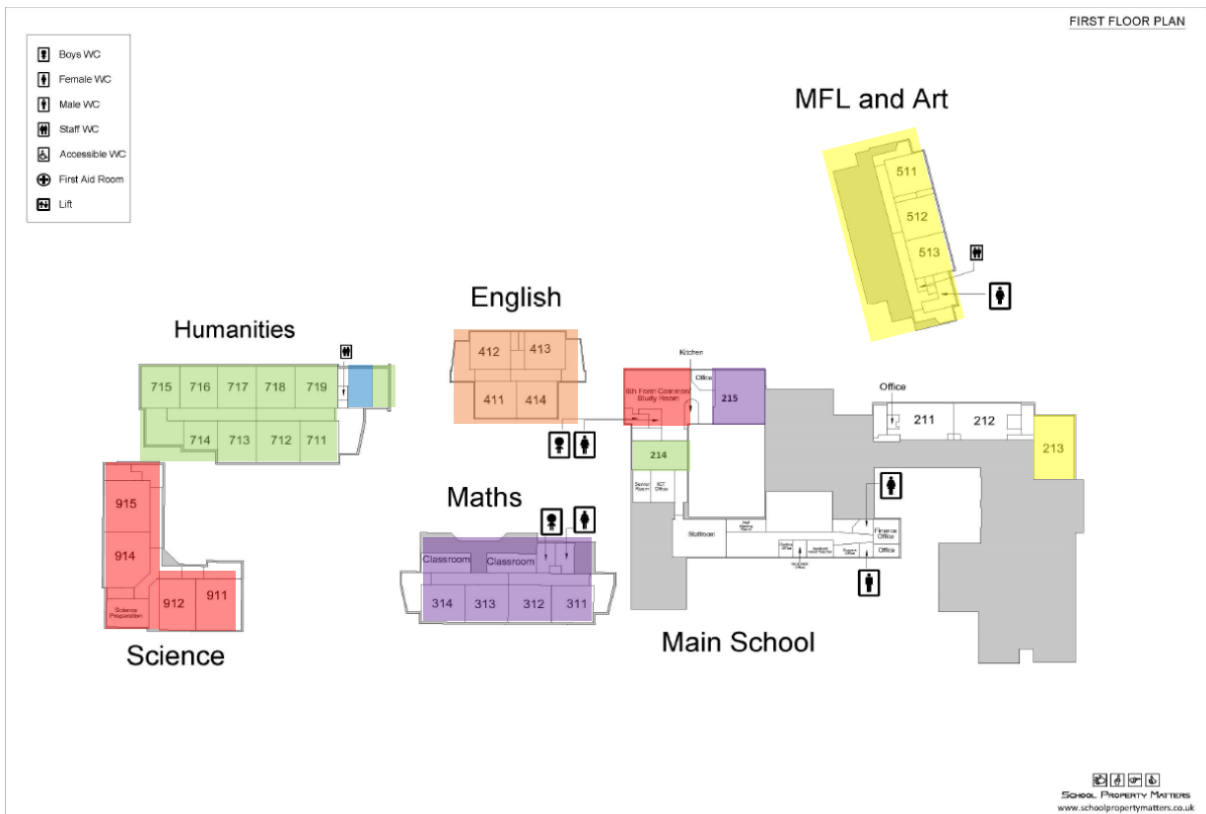
Time	Event	Location
08:30	Arrive at school	Front main gate
08:40-09:00	Form (and registration)	Form room (MFL Block)
09:00-10:00	<b>Period 1</b>	MFL Block
10:00-11:00	<b>Period 2</b>	MFL Block
11:00-11:20	Break	Behind MFL Block
11:20-12:20	<b>Period 3</b>	MFL Block
12:20-13:20	<b>Period 4</b>	MFL Block
13:20-14:00	Lunch (canteen slot 13:40-14:00)	Behind MFL Block
14:00-15:00	<b>Period 5 (and reg.)</b>	MFL Block
15:00	Exit school	Front main gate

Sixth Form (Years 12 and 13)

Time	Event	Location
08:40	Arrive at school	Front main gate
08:40-09:00	Form (and registration)	Form room (Science and Technology Blocks)
09:00-10:00	<b>Period 1</b>	Science and Technology Blocks
10:00-11:00	<b>Period 2</b>	Science and Technology Blocks
11:00-11:20	Break	Sixth Form Study Centre and Common Room
11:20-12:20	<b>Period 3</b>	Science and Technology Blocks
12:20-13:20	<b>Period 4</b>	Science and Technology Blocks
13:20-14:00	Lunch (canteen slot 13:40-14:00)	Sixth Form Study Centre and Common Room
14:00-15:00	<b>Period 5 (and reg.)</b>	Science and Technology Blocks
15:10	Exit school	Front main gate

## Teaching Zones





Each year group (or combined Year 12 and 13 in the case of the Sixth Form) has been assigned to a specific block or blocks ('Teaching Zone') where the majority of their teaching will take place. This will keep year group 'bubbles' separate from each other both during lessons and lesson changeovers. Students will also be able to access specialist teaching areas to ensure the full breadth of the curriculum can be maintained.

## Trips

There are currently no overnight or overseas trips allowed at this stage. Day trips can happen if they comply with health and safety guidelines and are a necessary part of a qualification. The school will review each planned trip on an individual basis.

## Well-being

For many children, returning to school, seeing their friends and getting their lives back on track will be seen as a positive step forward. For some children who have or live with someone who has a higher vulnerability to Covid-19 or those who feel anxious about returning to school, we are here to offer support. The safety, wellbeing and welfare of our pupils is our highest priority and we have staff in place to assist as required. We would recommend that pupils talk to their form tutor or head of year in the first instance who will be able to identify the most appropriate level of support.