



Year 9
Returning to School
September 2020

Student and Parent/Carer Guidance

Returning to school – Student Guidance

At Ashmole, we believe in helping students to develop their character and unique talents and interests in order to help them achieve their full potential. We have continued this commitment to our students during the pandemic, providing them with both academic and pastoral support in order to help them become resilient individuals and to continue their education.

It remains our focus to maintain high standards of education, whilst also supporting the wellbeing of our students and to help them process and overcome the challenges they have faced over the last few months.

However we must ensure this is done in an environment that is safe and secure and we must, as a community, all play our part in minimising the risk of the virus continuing to spread. Therefore we will be making adjustments, in line with government guidance, to many aspects of school life and we will introduce new practices and policies in order to ensure our students are safe and able to continue their education.

We will share our plans with you in this booklet and ask that both students and parents/carers take time to read this guidance carefully together. Whilst it may seem very different to the Ashmole that our existing students are familiar with, it is essential that we have the full understanding and co-operation from all students in order to provide a safe, happy and purposeful school environment.

Detailed guidance on first day arrangements for each year group will be available on our website from 2nd September.

We look forward to welcoming our students back in September.

Visitors on site

Due to social distancing guidelines, visitors are not permitted on site without prior authorisation. If you wish to meet with a member of staff, you must call or email the school in order to schedule a meeting. It is likely this may take place via Zoom.

Protecting our students

We are committed to playing our part in reducing community transmission of COVID-19 and therefore minimising risk to our students, staff and wider community. Therefore, the following measures and policies will apply from September 2020. Many of these measures will be explained in more detail later in the guidance.

Year Group Protective ‘Bubbles’

1. Year groups will operate in a year group bubble system with different year groups having their own zones around the school for lessons as well as break and lunch time.
2. Years 7 and 8 will largely be taught in form groups for the majority of subjects and there will be minimal movement between classrooms.
3. Year 9 will follow a similar curriculum to Years 7/8 but may move between classrooms in their zone.
4. Years 10 and 11 will be timetabled as normal but lessons will be located in a specific zone in the school.

5. There will be staggered break/lunch times and dismissal at the end of the school day for all year groups.

Hygiene

1. Hand sanitisers will be readily available around the school building.
2. Students are expected to wash their hands or use hand sanitiser at regular intervals throughout the day, especially before and after eating.
3. We urge all students to follow good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – this will be promoted throughout the school. Please familiarise yourself with this campaign.

Students who feel unwell

If any student is ill then they will be sent to the medical room where they will be assessed and advised what to do.

A separate letter with detailed public health information will be emailed to all parents/carers and this advice should be followed closely.

The School Day

To help protect year group bubbles, students will have an altered school day and timetable as outlined below. The school day and how it operates will be very different to what our existing students know and we will ensure all students are advised and reminded of these expectations on return to school.

Travelling to school

1. We encourage students who are able, to walk or cycle to school rather than take public transport.
2. Those students who must use public transport will be required to wear face coverings.
3. Public Health England does not currently recommend the use of face coverings in schools.
4. Students must remove this face covering at the school gate and place it in their own plastic bag, which they will take home with them. Students must then use the hand sanitiser, which will be located at the school gate.
5. Students are asked to ensure they are not congregating in groups before and after school and they respect any social distancing guidance in place on public transport, in the local community or shops.
6. Students are reminded that they represent Ashmole even when travelling to and from school, and any actions that bring the name of the school community into disrepute will be taken seriously.

Arriving at school

Breakfast will operate from 8.00am until 8.20am in the refectory for any student who arrives into school before the start of the school day.

Each year group will have a zoned area in the refectory where they will be permitted to have breakfast.

Any student arriving into school after 8.20am should go straight to their year group zone area.

Any student who arrives into school late should go immediately to the refectory to sign in.

Year Group Zones

This is the area of the school where the majority of students' lessons will be located.

Year 9 will have the majority of their lessons in the Maths corridor.

Timings of the School Day

Year 9

Activity	Timings	Notes
Breakfast	8.00-8.20am	Students can purchase breakfast if they wish to do so – they will have a designated zone in the refectory for their year group.
Arrival to School	8.00-8.30am	Early arrivals into school (not attending breakfast) go straight to their designated zone (Year 9 in the sports hall).
Lesson 1	08.40 – 09.45am	If arriving late to Lesson 1 (after 8.40am) go to refectory to sign in.
Lesson 2	09.45-10.45am	
Break Time	10.45-11.05am	Staggered time from other year groups with time in the refectory and in designated zone.
Tutor Time (Registration)	11.05-11.30am	Tutorial Session.
Lesson 3	11.30-12.30pm	
Lunch Time	12.30-1.20pm	Staggered time from other year groups with time in the refectory and in designated zone.
Lesson 4	1.20-2.10pm	
Lesson 5	2.10-3.10pm	
Registration	3.10pm	
Dismissal	3.20pm	

Students will use a specific exit when they are dismissed at the end of their school day – they will be informed of this when they join/return in September.

Lesson Changeover

1. Students are required to have a reading book (or school issued Kindle if they have been allocated one) every day.
2. Students who remain in classrooms between lesson changeovers are required to read silently until the teacher begins their next lesson.
3. Students who move between classrooms (in their designated area) are asked not to line up outside classrooms but to enter immediately and sit in their seating plan. They should also silently read until the teacher begins their lesson

Break and Lunch Times

1. Break and lunch times will be staggered to allow each year group to remain in their year group bubble.
2. Students must use the hand sanitisers provided before entering the refectory.
3. Students will have an allocated amount of time in the refectory to purchase and eat food.
4. Students will spend the remainder of their break / lunch time in their designated zone with their year group.
5. Students, under current public health advice, will not be permitted to bring in footballs, basketballs or tennis balls to play with.
6. Students will be permitted to bring in their own table tennis bat and ball if they wish to play table tennis.
7. To minimise contact, parents/carers should top up students' Parent Pay accounts at home.

Behaviour

At Ashmole, we have high standards for professionalism and behaviour as part of our normal practice. However, this becomes significantly more important so that staff are able to maintain a safe and purposeful environment for students ensuring public health advice is followed. Therefore, it is essential that students follow the expectations outlined in this booklet, as well as any instructions given by any member of staff.

We will take any breaches of our policy very seriously and sanctions will be imposed for any students who put the health or well-being of others at risk.

The school will continue to operate both our praise and sanctions policy. Where teachers deem it necessary to set detentions, this will continue, however detentions will occur in year group bubbles and in the year group's designated zone.

Curriculum

Students will be provided with a full and broad curriculum; however, there will be some differences to how this is delivered in line with government guidance.

There will be a PE curriculum delivered to Key Stage 3 and Key Stage 4, however this is likely to vary from the normal curriculum in line with government and sport's governing body guidance.

Day to day arrangements

Equipment and lockers

1. Students should make sure they are fully equipped for lessons; however, they should only bring essential equipment.
2. Students **MUST** bring a reading book or school allocated Kindle every day.
3. Students are not permitted to share pens/pencils or other equipment with others.
4. Students should bring enough water with them for the day; however, they will be able to access water at break and lunch times.

5. Students will only be allowed to use lockers during the designated times for their year group - it is advisable to pack only essential items for the day and limit the use of lockers as much as possible.
6. Students are not required to bring PE kit on their first day of term.
7. Students will not be permitted in reception. All queries such as lost property etc. will be handled by a pastoral office for each year group. Students will be informed of the location of their year group office when they return to school.

Toilets

1. Students will be designated toilets which they can use specific to their year group. They will be advised of the location of these when they return.
2. Students will only be permitted to use the toilets at break and lunch times unless it is an emergency or they have a toilet pass or medical need. This is our normal practice.

Extra-curricular provision

Activities

In order to reduce the risk of transmission, there will be no extra-curricular activities at the beginning of the academic year. This includes sports, clubs and music lessons. The school will keep this under review and notify students and parents when we are able to provide provision for extra-curricular activities.

Homework clubs/homework help

Students will be advised in September of the arrangements for supporting them with homework.

Attendance

In March when the COVID-19 outbreak was increasing, the government made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply; that where children are not attending regularly and there is no acceptable reason for this period of absence, the school may be required to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

We do however understand that parents/carers and students may have anxieties about returning to school. Please be assured we have carefully planned our protective and safety measures and our pastoral teams will be working with students to help reorient them back into school life and to provide support for those who may need additional reassurance or help.

Students/parents/carers are encouraged to contact the relevant member of the pastoral team if they have significant concerns.

In the event of local outbreaks

If there is a local outbreak, Public Health England will advise the school. In some cases, a small 'bubble' such as those in direct contact will be asked to self-isolate for 14 days.

Students who are required to self-isolate will be sent work home for remote learning via Firefly, which teachers will monitor and provide feedback.

If there is a local outbreak, Public Health England will ask the school to close for a period of time.

During this time, the school will only be open for students whose parents/carers are key workers.

Lessons will then be set and monitored on Firefly.