

Dear Y7 Student

New ways of working: September 2020

We are so pleased to be able to welcome everybody into school this September. It will be fantastic to see you all. Our challenge will be to try and get you back to some new form of normal as quickly as we can so you can get settled into school and learning really well and do the best you can.

I know many of you may have certain concerns and worries about coming back to school after such a long period of studying at home and then holiday. We have even changed the day around slightly so that you get more time with your Tutors first thing so you have the opportunity to let your Tutor know if you need a bit of support and we have more time to put something in place if we can.

All schools have to follow the Government's Covid safety rules in order to reopen safely in September. These will be slightly different for each school, but for us the rules are simple.

- Don't come to school if you are ill with any Covid symptoms, your parents have a letter explaining these.
- You have to keep 2m away from any adult in school
- In school, you can mix with people in your year group without social distancing, but none others, this is called a "bubble".
- You have to stay within your year group "zone" at all times to keep you separate from other year group students
- You can only use toilets allocated to your year group/bubble, washing your hands carefully with each visit
- You can only use the food selling point allocated to your year group/bubble
- You can only use the free time space allocated to your year group/bubble
- You can only enter/leave the school by your allocated gate
- You have to sanitise your hands when you arrive/leave school and enter/leave any room
- You have to follow "catch it, bin it, kill it" advice, posters to remind you are everywhere

So, this guide will hopefully achieve 4 very important things:

1. Explain to you all about your school entry/exit gates, zone and bubble
2. Describe your ways around your zone to your classrooms, pointing out which classrooms you'll be using
3. Show you what happens upon arrival at school, breaks, lunchtimes and home times
4. Hopefully reassure you that we take your safety very seriously and school is as safe as it can be.

You return to school on **Thursday September 3rd from 8.20 to the end of the day at 3pm**. This will be your induction to walk you through the information in this document. You won't be in school on Friday September 4th but lessons will start fully on Monday September 7th.

There is also a video in the link below that will helpfully explain everything to.

Year Bubble	Zone	Notes	School Gate
Y7 -7 rooms required	R21-24 -H2-4	Y7 use H ground floor toilets only	Only enter/leave school by Springfield pedestrian gate

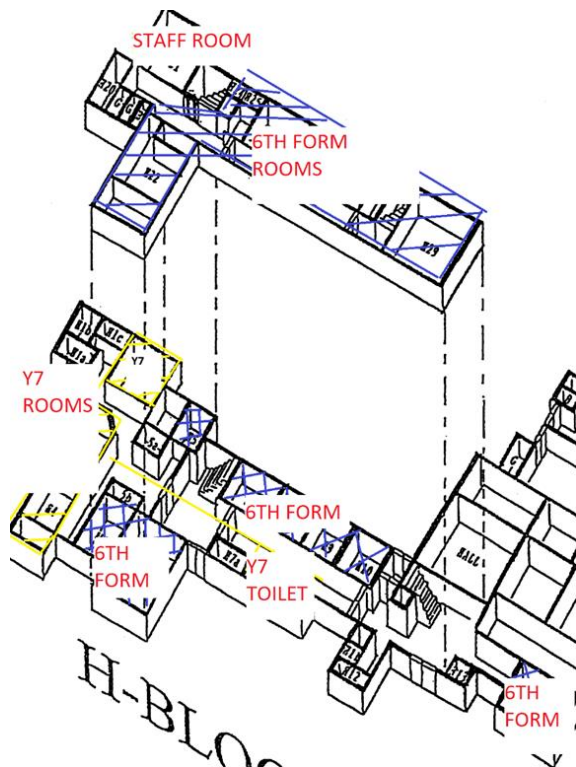
On a typical school day, you will arrive at the y7 gate ***at the Springfield pedestrian crossing entrance*** no earlier than 8.15 and no later than 8.30. If you come by bus, you will be dropped at the campus and you will walk to your designated gate for Y7

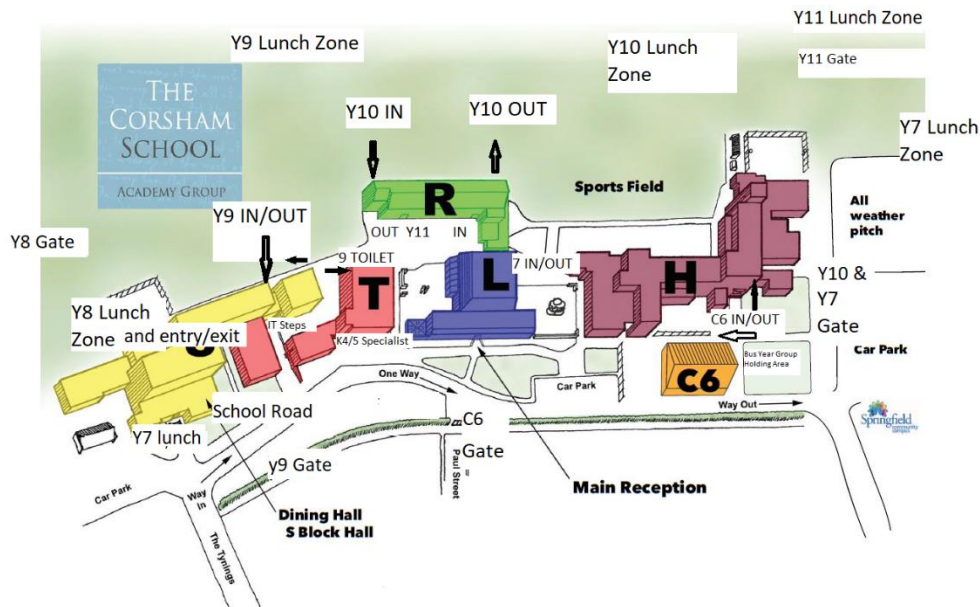


As soon as you come through the gate, you will sanitise your hands, you can make your way to your zone and Tutor room at 8.25 am. If it's raining you may shelter for a while until 8.25 ***in the canteen, you can also shelter there if it's raining at break time.***



Your zone is the bottom of H block H2, 3 and 4 along with the H block ground floor toilets and the Geography Corridor in R block which is R21, R22, R23 and R24. Your Tutor bases and all your lessons will be in rooms in this zone. Your H block door is on the left and R block to the right.



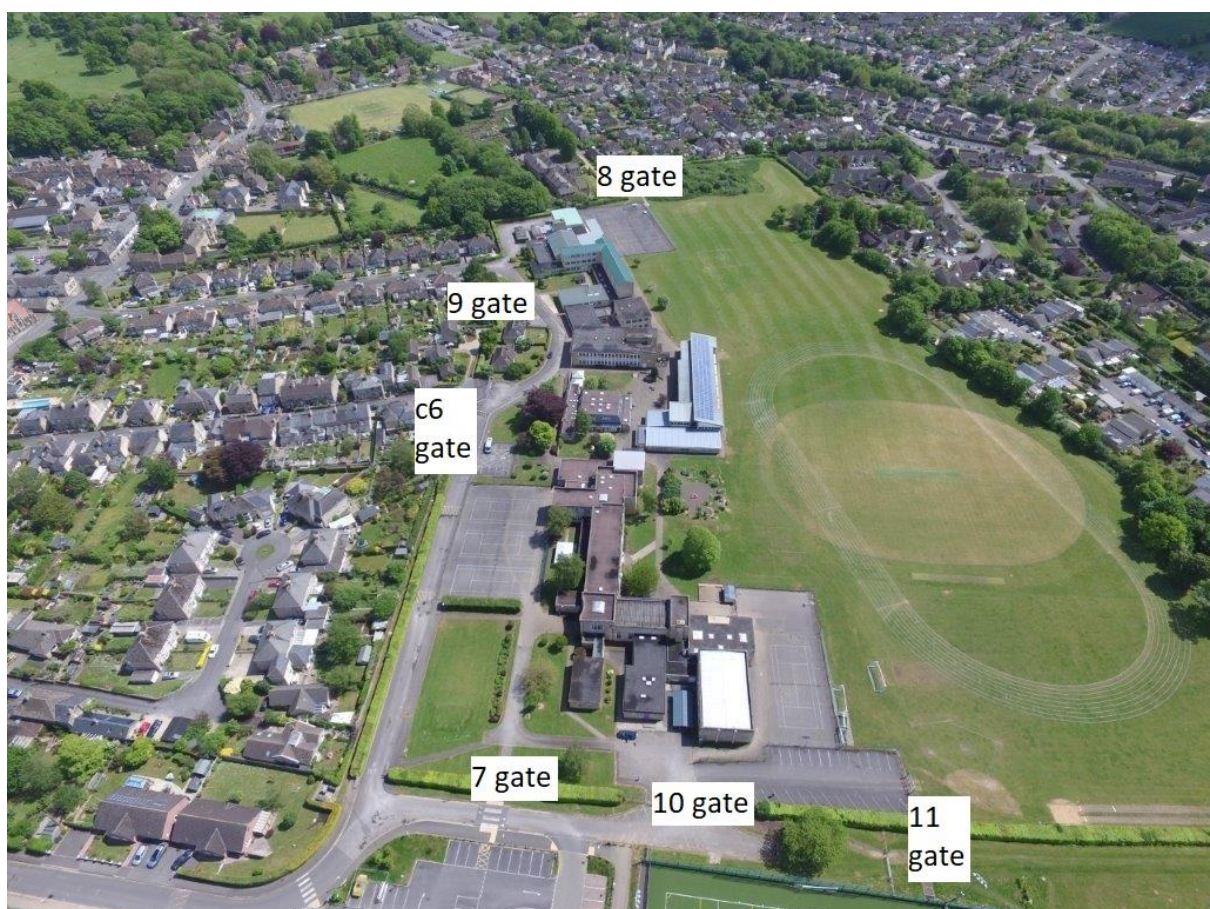


You enter the buildings through the R block door nearest to L block, then H block, again by the door nearest L block.

In corridors and on stairs, it is very important that you move in a single file, respecting the floor markers as to directions. This is because adults too will use these stairs and corridors and you must remain in single file to allow people to pass in the other direction safely.

Your designated Y7 toilets are those in the H block ground floor. These are the only ones you can use and please remember to wash your hands with each visit.

At break and lunch times you can get food from the S block canteen. Your outside play area for lunch and break time is the H block Spring field next to the All-Weather Pitch which is included in your zone. You may not stroll into other year groups' areas. When you hear the warning bell for the end of break or lunch, just make your way to the tarmac area by the Send/6th form block and line up by your room markers.



One of the most important safety guidelines concerning classrooms is ventilation. Windows and doors must be kept open to keep fresh air coming in. For this reason, after each lesson, you have to leave the building and go the Send garden by C block where you will line up and wait for your next lesson until your teacher tells you to go. On the tarmac, there will be room markers that show you where to line up according to which room you are in next.

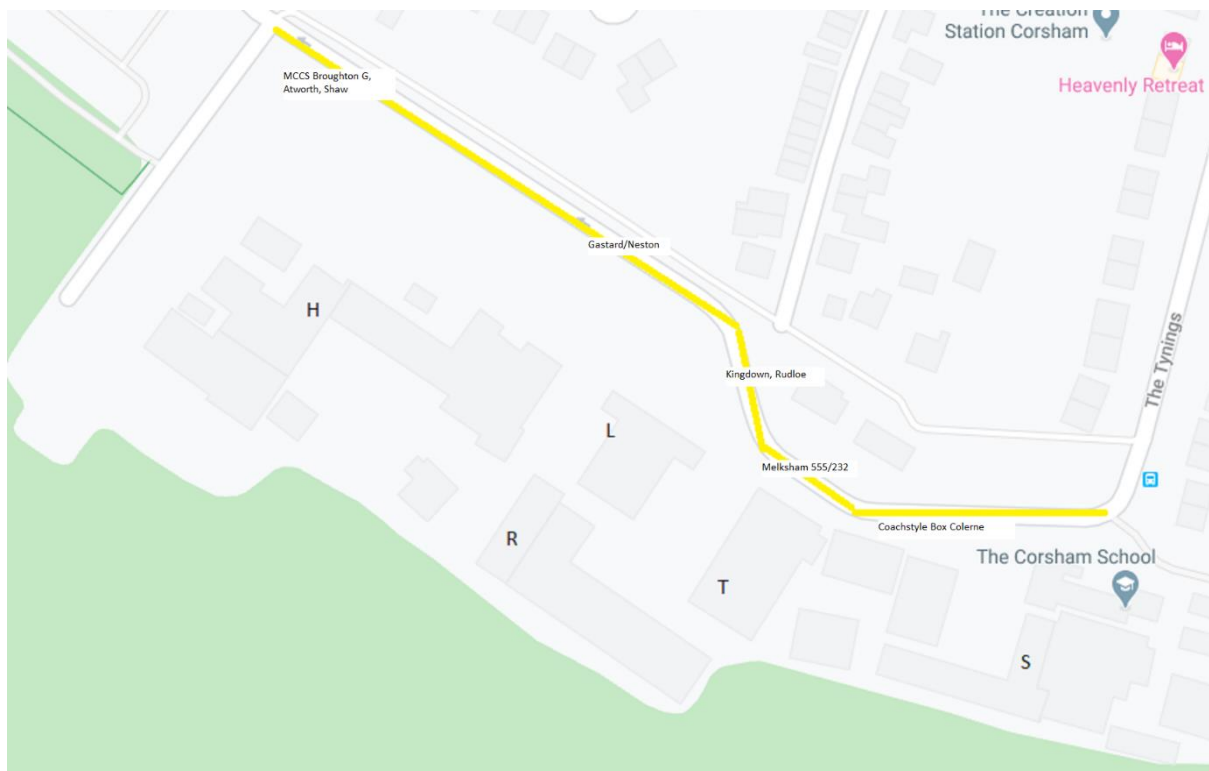
It is really important that everybody sticks to these new ways of working and thereby ensures that everyone is as safe as they can be in school.

If you catch a bus at the end of school. Simply make your way to the appropriate queue, leaving via the space between L and H blocks and simply wait in year group order as per the markers on the path, otherwise leave school by your year group gate.

New Bus Positions at 3 o'clock

As mentioned earlier, there will be markers on the path on the school road to help you maintain your year group bubbles even on the school buses.

The buses will be waiting for you in the following places.



New Fire Arrangements

In order to keep zones and bubbles going in even in the event of a fire evacuation, we have changed slightly the lining up places on the field should the fire bell sound.

