

Dear Y10 Student

New ways of working: September 2020

We are so pleased to be able to welcome everybody back into school this September. It will be fantastic to see you all again. 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 learning really well and do the best you can.

I know some 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 **Friday September 4th from 8.20 to the end of lesson 2**. This will be your induction to walk you through the information in this document. You will next be in school when lessons start fully on Monday September 7<sup>th</sup>.

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

Year Bubble	Zone	Notes	School Gate
Y10-8 rooms required	R block upstairs	Use back doors exclusively and upstairs toilets only	Only enter/leave school by H block car park gate

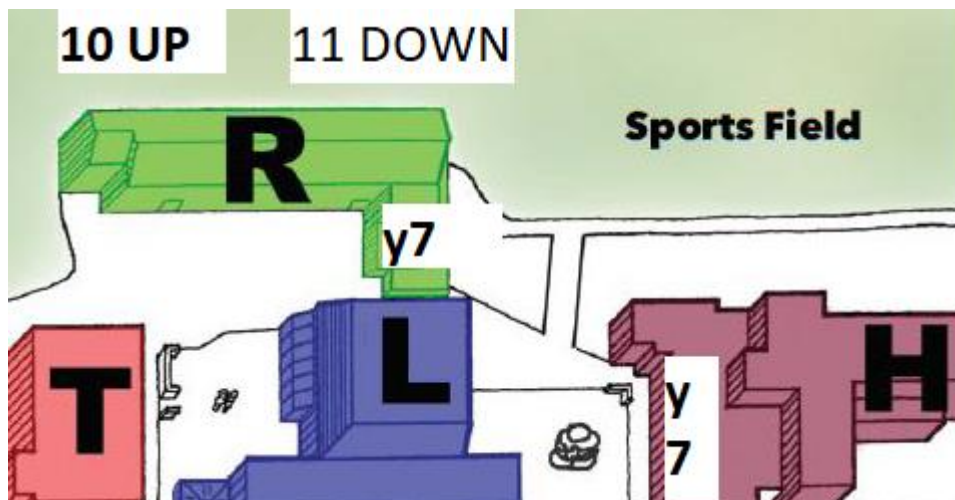
On a typical school day, you will arrive at the y10 blue gate ***at the top of H block by the bike sheds*** no earlier than 8.15 and no later than 8.30. If you come by bus, you will be dropped at the campus and you will walk to your designated gate for Y10 only.



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 Dance Studio, you can also shelter there if it's raining at break time.***



Your zone is the upstairs in R block. Your Tutor bases and all your lessons will be in R block upstairs rooms, this is your zone.



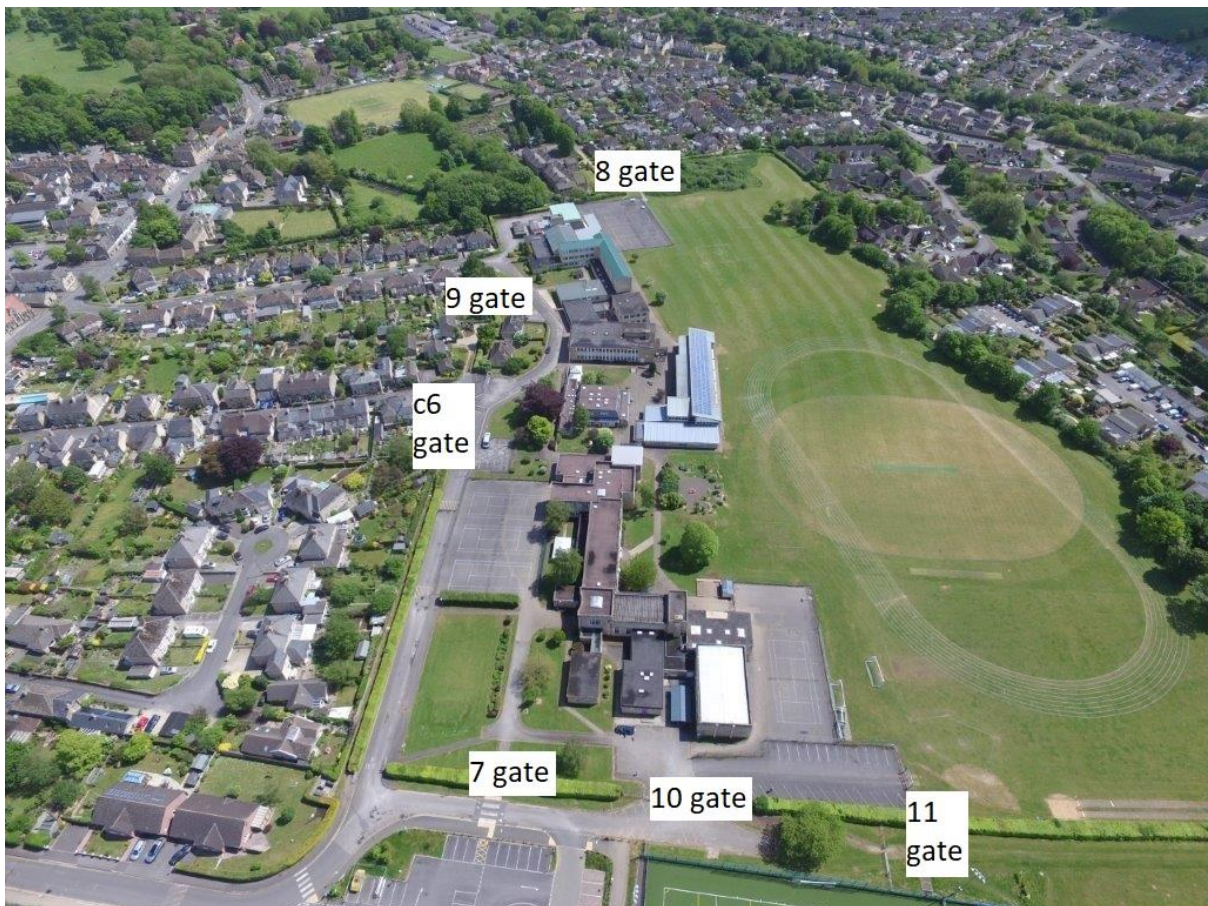
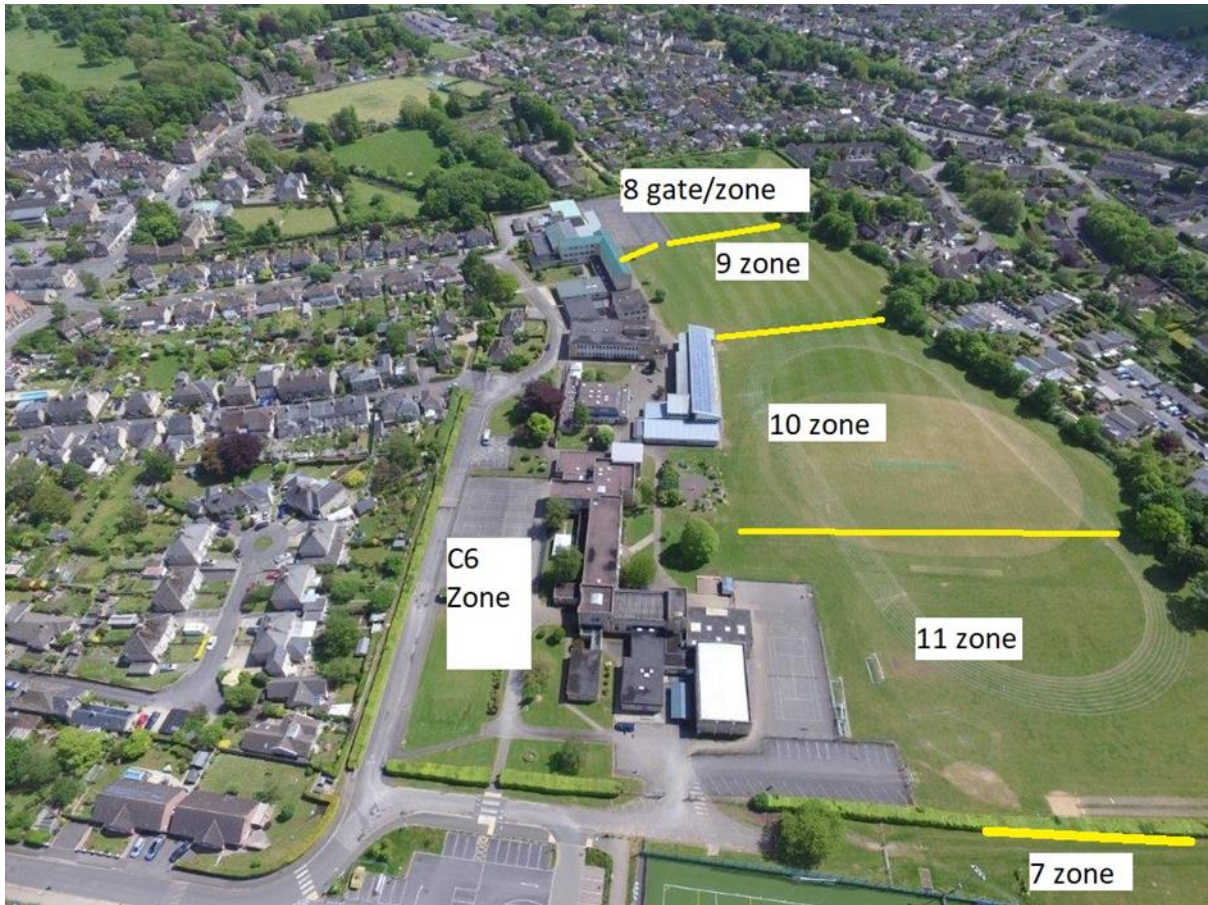
You enter the building through the back door facing the field. There is a one-way system and you must enter by the field side door closest to S block, then use the staircase next to R1 to go up, the corridor is one way so you must leave by the door closest to R17 and use the down staircase before exiting back onto the field.



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 Y10 toilets are those in the R block upstairs corridor. 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 sales point in the snack shack. You can't go to the canteen as that is a different zone. Your outside play area for lunch and break time is the field at the back of R block. 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 path at the back of R 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 down the R17 end stairs, out through the field door where you will line up, following the markers on the path at the back of R block and wait for your next lesson until your teacher tells you to go.

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 gap between T block and the conservatory next to T10 and simply wait in year group order as per the markers on the path, otherwise leave school by your year group gate.

### ***Specialist rooms for Art, Photography, Textiles, Music, Drama, IT, DT. Graphics, Food***

Sometimes it is possible for Y10, 11, 12 and 13 on exam courses to be taught in specialist rooms for certain subjects like Food or DT. This is because you need these specialist spaces to do well in your chosen qualifications and it is desirable to do appropriate practical work.

Where this is the case, your timetable will indicate which classroom you will be taught in. When this happens, you will not go to your usual zone. Instead you will find the floor marker for your room and wait outside the building by the appropriate floor marker until you are told to enter. You may come across classes for another year group close by and where this happens, it is your personal responsibility to keep at least 2 metres apart from students from other bubbles

For 6<sup>th</sup> formers doing Art and Photography, you will be taught upstairs in T block. You may enter the building by the side door closest to the making room, go straight upstairs into your classroom, keeping away from students from other years and staff and remembering to go single file on stairs and corridors.

For Y10/11 doing Art/Photography/Graphics, you will be lining up outside of T7 in the space by the Making Room. T8 is only accessed through T7, and T9 students will line up by the T9 floor marker and enter by the side entrance closest to the Making Room.

T4, T3 and T2 will be accessible from the outside door only and the floor markers will be close to these outside entrances and you will line up there, waiting patiently for your teacher.

T10 and 11 will be accessed through the T11 outside door only and you will be lining up on the grass near the snack shack.

S26/27 will be used by those in y10 through to 13 studying Computer Science. You will need to line up and wait by the floor markers on the path at the back of S block.

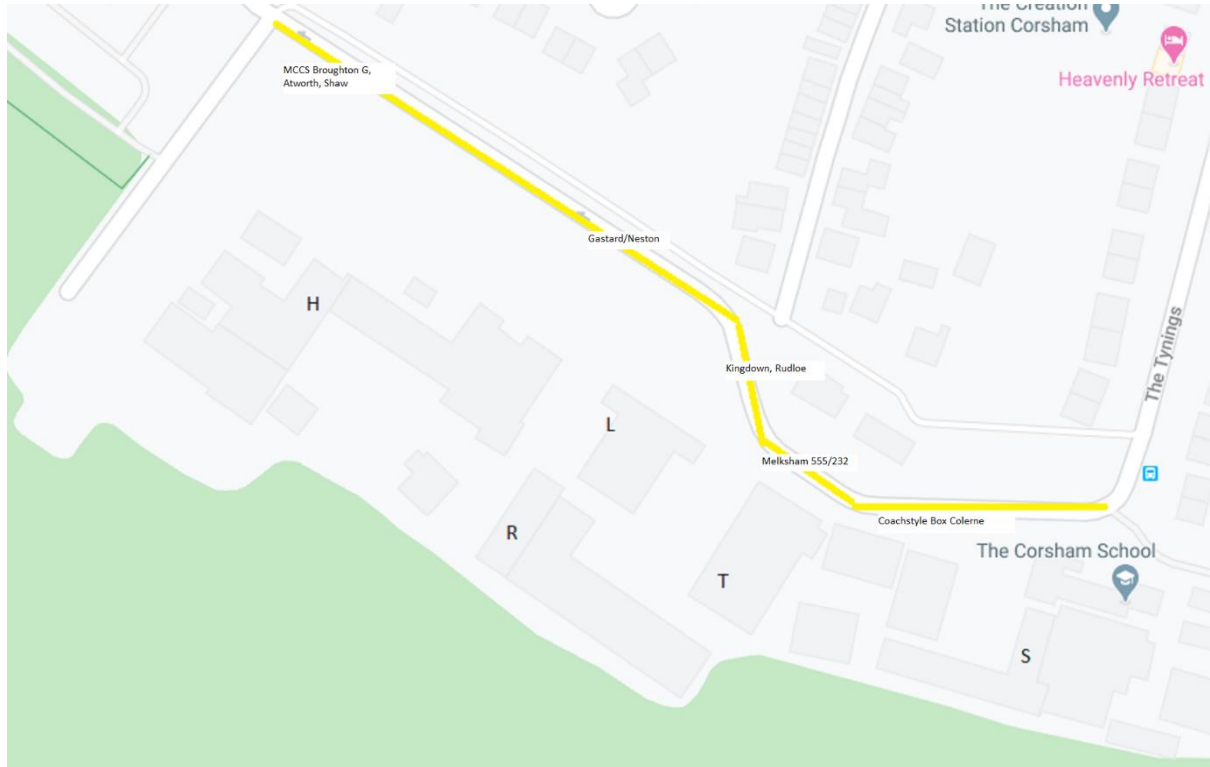
If you do Music in y10/11, you will be taught in H14. The waiting area for this room is the outside door at the back of the building. There will be a floor marker there for this purpose.

If you do Drama in Y10 and 11, you will be using DS1 and you will need to line up by the DS1 marker near the bike sheds at H block.

### ***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.

