

Manor High School- Planning for a Safe Return

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1. Rationale

No compromise on safety and learning.

Our priority is to ensure students and staff remain safe whilst still delivering a broad and balanced curriculum. To support this, there will be changes to the operation of the school from the start of the new term. We have focused on reducing movement and minimising contact between different groups of students as we know this is one of the most effective ways of reducing the transmission of coronavirus. Throughout this period, we have followed the Department for Education and Public Health England guidance and will continue to do so. We are also mindful of the speed at which things change and would ask for your continued support as we respond to any new requirements that will be placed upon us at short notice. We know the last few months have been difficult and challenging for everyone but anticipate a move towards slightly more normal times. We are looking forward to being able to have all our students back and have put in place robust plans to support this.

The plan is under continuous review in order to modify and improve the safety and quality of learning during the pandemic.

2. Organisation of Curriculum Time

- All students were issued with their timetables prior to the start of the school year
- A 50 Day Plan of whole-day subject-based lessons is in place.
- For example, Monday Period 1, becomes day 1 with a lesson of up to five hours Monday Period 2 will be the lesson for the Monday of the second week, Period 3 on Monday of week 3, etc.
- The 20 min morning tutorial time is temporarily suspended in order to support extended breaks and individual year groups being able to access food outlets at staggered times. Tutors will continue to support tutees and remain the first point of contact for any queries or concerns.
- The table on Appendix 1 provides clarity in terms of how to interpret the student timetable

The programme of 50 lessons will take place across the first 10 weeks and may be extended if the pandemic necessitates it.

This programme will ensure that in depth work and identified catch up can take place in large chunks over whole days for individual lessons

3. Timings of the school day

Start	End	Total time	
08:40	10:40	2 hours	Learning Session 1
10:40	11:10	30 mins	Break (allowing 5 mins at the end for staggered departure to class)
11:10	13.00	1 hour 30 mins	Learning Session 2
13.00	13.50	50 mins	Lunch (allowing 5 mins at the end for staggered departure to class)
13:50	14:55	(Y7) 1h 05 min	Learning Session 3
	15:00	(Y8 & Y9) 1h 10 min	
	15:05	(Y10 & Y11) 1h 15 min	

- Students arrive on site and go directly to the classrooms indicated on their timetables from 8.30am, ready for a prompt start to learning at 8.40am.
- Students should enter via the 'top' gate, not the gate by Brookside Primary School, and they should make their way directly to the classroom. Members of the Pastoral and Senior Leadership team will be on hand to direct, as well as any other surplus staffing.
- Unless a student has a serious medical need or vulnerability, parents should avoid coming in to the school reception, and should call Reception in the first instance to establish whether or not there is a need to come onto the school site. Should this be unavoidable, parents will be asked to drop their child on the school site by 8.30am
- Upon entering the school, and any classroom, students will be asked to use a hand sanitiser.
- Unfortunately, the Study Centre will not be available for students after school as we would be unable to control mixing of different groups. Therefore, unless a booking has been made for after-school care all students should leave the site promptly at the end of the school day 3:05pm.

4. Before and After School Clubs and Care

- There will be no after school extra-curricular clubs for the time being. This will be reviewed later in the term.
- The school will continue to provide limited wraparound care for students in the Study Centre from 7.30am and after school until 5.30pm.
- Places will be limited and must be booked in advance. Details regarding the booking system have been emailed separately, please contact care@manorhigh.leics.sch.uk for further details.
- After-school provision will be available to all year groups but priority will be given to Year 7 students in the first instance.
- Before and After School Care will continue to run with safety precautions in place.
- The School Care will take place in the Study Centre and Humanities Open Area.
- A 'safe capacity' of School Care Places has been identified.
- The safe capacity enables students to be maintain their year 'bubble', be able to socially distance and use the facilities without crossing 'bubbles'.
- Allocated school care places are being monitored and reviewed so that they do not go above the safe capacity level.

5. Movement around the school

- All but essential movement around the school is eliminated. Students having a single five-hour lesson a day supports this.
- Some areas of the school will become one way, and clear signposting on the ground indicates the pattern of route (please see map on Appendix 2). All students **must** adhere to this and staff will ensure students leaving their classrooms follow this system. There will be floor graphics and wall signage to reinforce expectations of movement around the school.
- Where possible, classrooms with outside doors will be used, to both exit and ingress.
- Hand sanitiser will be requested to be used upon entry or re-entry to every classroom.

6. Uniform

- In line with all other schools locally, students are expected to wear their **full** school uniform (including ties). This will be reviewed regularly.
- Student uniform should be washed frequently and, if possible, daily. It would be helpful for students to have spare items of uniform in order to support this.

- Pupils will come to school in their school PE kit on days when the subject lesson is PE. This eliminates the need to use the school changing rooms. Extra layers/spare kit can be brought depending upon the weather if required.

7. Face Coverings

- We expect and require all pupils to carry a mask and wear it on arrival and departure from school.
- Masks are to be worn around the school in communal areas, corridors and during movement.
- They are mandatory on school buses and public transport.
- The WHO recommend, *“children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a one metre distance from others, and there is widespread transmission in the area.”*
- We recommend the wearing of masks during lessons but they remain optional.
- The facemask worn in school can be plain or patterned, with no inappropriate images.
- The school will not provide facemasks to students – they must bring their own.
- The mask must be worn at all times directed by the school.
- Masks will be worn in the correct manner – fully covering the nose and mouth.
- When the mask is removed, it must be placed in a plastic bag and put into your child’s school bag. At no point should the mask be placed on a desk or area that another student or member of staff might touch.
- There may be consequences with regard to any violations of the above.

8. Teaching Assistant Support

- We will endeavour to meet the provision needs as indicated in the students’ EHCPs, whilst adhering to social distancing. Support will be provided. However, the interventions may need to be adjusted to adhere to social distancing.
- It is likely that in order to be able to provide the best possible support, that there may be occasions where small groups of students are withdrawn from the main classroom to provide the highest standard of support, the SENDCo will advise and recommend alternative provision.
- Sensory breaks will be given as and when the need arises, in particular for those students with EHCPs.
- Should a designated student require close medical attention as a result of their need, the appropriate PPE will be worn in line with the needs of both the individual SEN risk assessment and the school risk assessments.

9. Safeguarding

- The Pastoral team and DSLs continue to support the needs of all students in all year groups.
- This includes adherence to the KCSIE guidance with regards to safeguarding all students. All staff will be given the necessary updates, as the new KCSIE comes into effect as of September 1st 2020.
- Disclosure will be logged using CPOMS, alerting DSLs who will action any support.
- Everyone will wear masks at departure time

10. Social Distancing

- Social distancing in classrooms is not advised, recommended or required by the government.
- There is no obligation for social distancing in lessons. The school is compliant with government requirements.

- It is not possible within classrooms as it is incompatible with the government’s instruction for a full return by all pupils to in-school education. We are implementing government policy.
- Departure from school is staggered with Year 7 leaving at 2.55pm, Years 8 and 9 at 3pm and Years 10 and 11 at 3.05pm. All will be escorted by staff.
- We are aware that some students will want to wait for siblings from either our school or from Brookside Primary. It is possible, through prior arrangement, to wait in a holding bay in school, if this is necessary. Please email care@manorhigh.leics.sch.uk to arrange.
- Pupils taking the school buses will use the lower main gates. Everyone else will use the top pedestrian one.

11. Breaktime and Lunchtime plans

- There will be a limited range of food available for students. It is highly recommended that students bring a packed lunch to school to minimise queueing.
- Teachers will escort students to the correct zone at break and lunch times. Zones can be seen on Appendix 3.
- Break time will be 10:40-11:10 for all year groups, with a staggered return to lessons to allow for social distancing of year group bubbles.
- Lunch time will be 13:00-13:50 for all year groups, with a staggered return to lessons to allow for social distancing of year group bubbles.
- Timings for the break and lunch food serving times are below:

	Break times	Food serving areas open (break)	Food serving area	Lunch times	Food serving areas open (lunch)	Food serving area
Year 7	10:40-11:10	10:40-10:50	Hatches	13:00-13:50	13:00-13:20	Hatches
Year 8		10:40-10:50	Food Court		13:00-13:20	Food Court
Year 9		10:40-11:00	Snack Shack		13:00-13:20	Snack Shack
Year 10		10:50-11:00	Food Court		13:20-13:40	Food Court
Year 11		10:50-11:00	Hatches		13:20-13:40	Hatches

- Breaktimes are overseen by all members of teaching staff, designated members of senior staff, pastoral and available support staff. Designated areas for specific groups of students will be identified, and supervisory duties will be allocated to staff.
- In order to comply with social distancing, no ball games are permitted.
- The outdoor gymnasium is available for use for the year group allocated this space. It is wiped down and cleaned daily.
- Weather permitting, the school field will be available for use for a single year group per day, as per the timetable below:

Monday	Tuesday	Wednesday	Thursday	Friday
Year 11	Year 8	Year 9	Year 10	Year 7

- Outside benches are wiped down by cleaning staff following the conclusion of breaktime.
- Staff refreshment at breaktimes are provided in the school hall, and staff should bring their own receptacles for use.
- Breaktime FINE detentions and lunchtime detentions will be run by year group rather than by House in order to maintain year group bubbles.

- During a ‘wet’ break or lunchtime, students will stay within their classroom and will be escorted to food services by a member of staff.

12. First Aid and health

- **Your child should not come to school if they are showing symptoms of Coronavirus (COVID-19), if they are not experiencing symptoms but have tested positive for Coronavirus or if somebody in their household has symptoms or has tested positive for Coronavirus.**
- If your child develops symptoms of COVID-19: a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started and be tested as soon as possible. If the test is negative they can then return to school.
- If they are not experiencing symptoms but have tested positive for coronavirus they should self-isolate for at least 10 days starting from the day the test was taken.
- In the event off students being symptomatic but having a negative COVID test result they should return to school once free of fever for 48hrs – this is the latest advice from Test and Trace.
- If students are self-isolating, teachers will ensure that all lesson content for that day is made available to students via Show My Homework so that they can complete work from home.
- First Aid provision will be in place as usual however we ask that students only visit first aid for essential treatment.
- First Aid will be provided in line with guidance for First Aiders in school, which recommends a 2-metre distance is maintain where possible.
- Where it is not possible to maintain a 2-metre distance and/or the student is displaying signs of COVID-19 the recommend PPE will be worn.
- Any student exhibiting symptoms of COVID-19 will be moved to a separate room in the pastoral building so they can be isolated until collected by a parent.
- We will not be monitoring the temperatures of students on arrival at school as Government guidance for schools’ states: *“Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).”*

13. Cleaning

- Members of the premises team are available on site at all times to clean areas of use throughout the day in line with recommend cleaning routines for schools, this will include cleaning of toilets, stair railings, entrances, door handles and of course classrooms.

14. Toilets

- During lesson times, students should be directed to use the nearest toilet by the teacher (if permission is granted in an emergency).
- Only one student at a time should use each toilet facility.
- Over break and lunch times, students in each year will be expected to use allocated facilities, and social distancing must be maintained. Allocation of facilities are as below:

Year group	Zone	Toilets
Year 7	Near outdoor gym area	Viking Building
Year 8	Upper tennis courts	Hall
Year 9	Lower tennis courts	English base
Year 10	Canopy area near Humanities base	Humanities base
Year 11	Canopy area to rear of Viking Building	Science base

15. Staff rooms and offices

- Staff should only use offices if they are able to socially distance themselves from each other. The pastoral support office will not be used by students, and only two-House Managers will access this space at time.
- The Site Manager should be consulted regarding the use of alternative spaces.
- Hot-desking should be avoided where possible. Where this is not possible anti-bacterial spray will be provided to enable staff to wipe down surfaces, keyboards and mice.
- Staff should use hand sanitiser when entering and leaving offices.
- Refreshments will be provided in the School Hall for staff. Social distancing and good hygiene guidelines must be observed. Disposable cups will be provided.
- Staff toilets are available as usual, but again social distancing and hygiene must be observed. Only one member of staff should use the toilets at a time.
- Reception is open as normal, and social distancing must be maintained by visitors. It is possible that at times visitors may have to wait outside of the school building.

16. School Bells

- There will be no school bells throughout the school day. This is to avoid mass movement of groups.
- School bells will be used to indicate when an emergency evacuation of the building is required. The emergency evacuation procedure will remain the same as previously. Students' safety in an emergency will override any other consideration.
- Routine emergency drills will not take place, with the exception of Year 7 and Year 11 during transition days.

17. School Buses and Transport

- The school buses will run as normal. Strict guidelines have been issued to all families who use the school bus. These include wearing a face mask, cleaning hands before and after the journey, sitting with the same constant group of children each day.
- Students should distance socially when waiting to board the bus and staff will supervise students when disembarking and boarding the bus at school to ensure students follow the guidelines including: correct removal of face masks (retaining reusable face coverings in a plastic bag and disposing of disposable face coverings in the covered bins provided) and cleaning of hands.
- The bike sheds will be open at arrival and departure times. Entry must be one in one out. Students will enter and egress through separate doors, one at a time. They will be locked at all other times. Where possible and safe to do so we would encourage students to travel by bike rather than public transport.

18. Teaching and Learning

18.1. Classroom expectations

- All learning time will be structured to support student progression, with each episode of learning scaffolded to support the next. Outcomes and learning tasks will be suitably challenging and well-paced.
- All students and teachers will communicate with respect and responsibility, using the Manor High School classroom expectations to support focus, engagement and success: 5in5, SLANT, SHAPE and STEPS.
- Other whole school techniques, such as the use of knowledge organisers, targeted questioning and academic vocabulary, will be modelled by teachers and used by students across the curriculum.

- Students and staff will use hand sanitiser on entering the building, and entering each room, throughout the day. Teachers will remind students and make sanitiser available.
- Classrooms will be reconfigured by the site team to maximise social distancing. Students and/or staff should not move seating and students should occupy the same seat in their classroom all day long, and not move seats.
- Doors and windows will be open at all times in order to maximise ventilation in rooms. Where internal rooms have to be used, in addition to doors being open, the nearest outside door will also be left open to encourage ventilation. This will be the case at all times, regardless of weather conditions (unless extreme and a greater risk to health and safety).
- Air conditioning should not be used. Where there are concerns regarding temperature (e.g. ICT suites) the Site Manager should be alerted and any review of health and safety will take place as soon as is possible.
- Practical activities in subjects such as Science, DT, etc. can take place following subject specific guidelines. PE lessons will take place; the PE department will be amending activities to ensure they are safe and follow guidelines.
- Students MUST bring all of their own equipment with them. NO equipment can be lent and returned to staff. Should this be a concern, parents should contact the relevant House Manager
- Students should be fully supervised by the teacher for the entire duration of the lesson, the teacher should not leave the classroom. Students should not leave the classroom for any reason other than essential use of the facilities. No students will be asked to complete errands, such as using photocopiers, passing information etc.
- The use of textbooks will be limited to only when essential, and any worksheets used will be single use worksheets that will remain with the student. Exercise books will be used, but kept only at school, they should not be taken home. Any homework will be set electronically using Show My Homework as normal.

18.2. PE lessons

- We will be doing practical activity outdoors and some activities in classrooms too.
- Students should arrive at school in their PE kit (as we won't be using the changing rooms) and go straight to the classroom that is on their timetable
- They will need their pencil case
- Students should wear trainers that they don't mind getting dirty and a plastic bag to put them in when they are taken off
- They will need to bring:
 - Lots of layers/waterproofs etc. in case of bad weather
 - A spare pair of clean trainers or school shoes
 - Spare kit/uniform to wear if we get wet
 - A bottle for water for the day as we will be doing more PE than usual

19. Student expectations

- **When attending school, it is imperative that students follow the rules and expectations outlined below, and throughout this plan. This will help to maintain the whole school community's health, safety and wellbeing, as well as the wider local community.**
- Students must only attend school if they, or a member of their household do not have related symptoms of COVID-19.
- Students must act with responsibility and with the best interests of all members of the school community at all times.

- Students should attend school in full Manor High uniform, unless they have a timetabled day of PE where they should arrive in their PE uniform.
- Students must arrive punctually for school and not congregate in school.
- Students must follow the one-way systems in place at all times, and not stop to congregate en route to classrooms and must maintain social distancing whilst travelling around the site.
- Students must leave the school site at the designated time and not congregate.
- Students must use sanitiser to disinfect hands on entering and leaving the school building, and at the start and end of lessons. Students are welcome to bring their own sanitiser with them if required.
- Face masks should be worn as specified in the Face Coverings section above.
- There must be no physical contact between students; no hugging and no handshaking.
- Students must sit in the seat directed to by their teacher, there must be no moving of places, or furniture. They must sit in the same seat in the classroom allocated at all times.
- Students must not share possessions with others, i.e. stationery, food, clothing are some examples.
- Students must observe the social distancing rules outlined regarding toilets, i.e. using only the toilets directed, and only one person in a cubicle at all times.
- Vending machines have sanitisers fixed to them
- Students are not permitted to use water dispensers or photocopiers in the first few weeks. This will be regularly reviewed.
- The ban on chewing gum is of particular importance during the pandemic
- These are all in addition to the expectations of conduct, uniform and classrooms that always apply at Manor High School.

20. Expectations of parents

- Please ensure your child has a face mask when attending school.
- Notify the school immediately if your child or any member of your household develops symptoms of COVID-19: a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild.
- If dropping off or picking up children by car, please park a safe distance from the school.
- Do not wait at or near the school gates for your children to allow for social distancing.
- Please be considerate towards other road users, cyclists, pedestrians and our local community when parking and driving in the area.

Appendix 1: Whole School Timetable - Safe Return in Autumn

	Mon	Tue	Wed	Thu	Fri
w/c	Mon 24-Aug	Tue 25-Aug	Wed 26-Aug	Thu 27-Aug	Fri 28-Aug
Week 1 - Week A (Transition and settling)	Staff inset day (school closed)	Y7 transition & Y11 catch up only	Y7 transition & Y11 catch up only	Week B Mon P1	Week B Fri P4
w/c	Mon 31-Aug	Tue 01-Sep	Wed 02-Sep	Thu 03-Sep	Fri 04-Sep
Week 2 - Week B	Bank holiday (school closed)	Week B Tue P1	Week B Wed P1	Week B Thu P1	Week B Fri P1
w/c	Mon 07-Sep	Tue 08-Sep	Wed 09-Sep	Thu 10-Sep	Fri 11-Sep
Week 3 - Week A	Week A Mon P2	Week A Tue P2	Week A Wed P2	Week A Thu P2	Week A Fri P2
w/c	Mon 14-Sep	Tue 15-Sep	Wed 16-Sep	Thu 17-Sep	Fri 18-Sep
Week 4 - Week B	Week B Mon P2	Week B Tue P2	Week B Wed P2	Week B Thu P2	Week B Fri P2
w/c	Mon 21-Sep	Tue 22-Sep	Wed 23-Sep	Thu 24-Sep	Fri 25-Sep
Week 5 - Week A	Week A Mon P3	Week A Tue P3	Week A Wed P3	Week A Thu P3	Week A Fri P3
w/c	Mon 28-Sep	Tue 29-Sep	Wed 30-Sep	Thu 01-Oct	Fri 02-Oct
Week 6 - Week B	Week B Mon P3	Week B Tue P3	Week B Wed P3	Week B Thu P3	Week B Fri P3
w/c	Mon 05-Oct	Tue 06-Oct	Wed 07-Oct	Thu 08-Oct	Fri 09-Oct
Week 7 - Week A	Week A Mon P4	Week A Tue P4	Week A Wed P4	Week A Thu P4	Week A Fri P4
w/c	Mon 12-Oct	Tue 13-Oct	Wed 14-Oct	Thu 15-Oct	Fri 16-Oct
Week 8 - Week B	Week B Mon P4	Week B Tue P4	Week B Wed P4	Week B Thu P4	Staff inset day (school closed)
HALF TERM HOLIDAY - Mon 19 to Fri 23 October					
w/c	Mon 26-Oct	Tue 27-Oct	Wed 28-Oct	Thu 29-Oct	Fri 30-Oct
Week 9 - Week A	Week A Mon P5	Week A Tue P5	Week A Wed P5	Week A Thu P5	Week A Fri P5
w/c	Mon 02-Nov	Tue 03-Nov	Wed 04-Nov	Thu 05-Nov	Fri 06-Nov
Week 10 - Week B	Week B Mon P5	Week B Tue P5	Week B Wed P5	Week B Thu P5	Week B Fri P5
w/c	Mon 09-Nov	Tue 10-Nov	Wed 11-Nov	Thu 12-Nov	Fri 13-Nov
Week 11 - Week A	Week A Mon P1	Week A Tue P1	Week A Wed P1	Week A Thu P1	Week A Fri P1
w/c	Mon 16-Nov	Tue 17-Nov	Wed 18-Nov	Thu 19-Nov	Fri 20-Nov
Week 12 - Week B (repeat from Week 2)	Week B Mon P1	Week B Tue P1	Week B Wed P1	Week B Thu P1	Week B Fri P1
w/c	Mon 23-Nov	Tue 24-Nov	Wed 25-Nov	Thu 26-Nov	Fri 27-Nov
Week 13 - Week A (repeat from Week 3)	Week A Mon P2	Week A Tue P2	Week A Wed P2	Week A Thu P2	Week A Fri P2

Appendix 3: Break and lunch zones

