



## Information for Parents, Carers, Governors, Students and Staff for the full re-opening of Lacon Childe School

### September Instalment 3

Good afternoon everyone.

The following information, when taken with the first letter regarding start dates, uniform and access to the school site, and the second related to transport and parking, provides a comprehensive set of guidelines that we are putting in place to ensure a safe and positive start to the new academic year. We should have covered everything and have provided enough clarity for a successful re-opening of our school in September. Please do not hesitate to contact us if you still have a query.

A successful re-opening for **ALL** students, will only happen if **ALL** students follow the guidance. Any student who chooses not to follow the guidance will find themselves removed from our school for the safety, health, and benefit of others. Please reinforce this message to your children.

We aim to maintain 'Year Group Bubbles' in school in accordance with the guidance from the DfE. We already teach most of our KS3 curriculum in 'Form Group Bubbles' and this will continue. The only changes to these groups will be in MFL, DT and PE, and in Year 8 and 9 where we set for certain subjects.

In KS4, it is impossible to maintain 'Form Group Bubbles' and keep students in the same class groups as they each have a different options profile.

Social time will be spent in 'Year Group Bubbles' and also be a time when we keep Year Groups apart.

In this final instalment we will cover:

- **Equipment and bags**
- **Social time, break and lunchtimes**
- **Toilets**
- **Start of school and end of school routines**
- **Movement around school.**

We will go through all this once our students arrive back in school, but it would help enormously if these details could be shared with your children before we return.

#### **Equipment and bags**

There will be no sharing of equipment in school. All students must arrive to school with everything they need in their bags - pens, pencils, ruler, eraser, calculator etc will be needed by everyone. We

will not be providing these essential items so please do not forget them. Equipment used in lessons, PE equipment, ICT resources and any other specialist equipment will be sanitised after each use. The lockers will still be available for student use. If you would like to hire a locker, please see information of how to pre-book one on our website ([www.lacon-childe.org.uk](http://www.lacon-childe.org.uk)) – Parents – Information for Parents tab.

**Bags must always remain with our students.** They must not leave them lying around in the corridors, especially at break and lunch times. The storage blocks for bags will not be available until the guidance changes. Any bag that is left unattended will be removed from where it has been left.

### **Social time, break, and lunchtime**

All Year Groups have been designated an area of school (outside) where they will spend break and lunch times. These are indicated on the attached map of the school and will vary dependant on whether we can access the school fields.

**At the start of break time and lunch time, all children must go to their allocated area and they will then be called in for the canteen facilities. They must not, except for Year 11 at lunch time, go straight to the canteen.**

All children will spend break times and lunch times outside so will need appropriate clothing, *i.e. a coat*

Students will only be indoors if the weather is exceptionally unpleasant (see wet break/wet lunch).

### **The following table indicates where the students should go at break and lunchtime:**

Year Group	Playground/Hard surface area	School Field
7	Area between 8 class block and the science block	Grass area next to the cricket nets
8	Lower playground next to school	Grass area by the left fence accessed by left side gate
9	Upper playground next to the back gates	Central grass area accessed through middle gates on playground
10	Tennis court area	Right side of field by the container accessed by the driveway
11	Rear staff car park and driveway by the Sports Centre	First set of rugby posts accessed by the driveway.

We want to continue to provide food from the canteen at breaktimes. This will be accessed through different points in school:

Year Group	Break time access to canteen provision
7	Canteen via the link corridor (10 minutes before the start of breaktime)
8	Go immediately to your designated social area and wait to be called in.
9	Go immediately to your designated social area and wait to be called in.
10	Left side fire exit to the hall, exit through right side fire door
11	Sports Centre Viewing Gallery. Access through the main Sports Centre entrance

At lunchtime, the following procedures will be in place:

All students in Year 8, 9 and 10 to go to their designated space for social time.

Year Group	Access to the canteen
7	Will be taken into lunch early every day. <b>Eat in main School Hall</b>
8	Go immediately to social area and wait to be called in to lunch. <b>Eat in main School Hall</b>
9	Go immediately to social area and wait to be called for lunch. <b>Eat in Canteen</b>
10	Go immediately to social area and wait to be called for lunch. <b>Eat in main School Hall</b>
11	Go immediately to the canteen via the link corridor (if duties are carried out as expected) <b>Eat in Canteen</b>

Year 7 will be taken into lunch early every day.

Packed lunches can be eaten in the designated social area or students can go into school with their year group and sit in the same space as those who have a school dinner.

If it is very bad weather and we have a wet break/lunch, all classes must remain in the lesson they are in and will be sent for to access the Canteen and toilet facilities.

If the bell sounds for a wet break/lunch DURING the break/lunch, all students must go back to the lesson they were in before break/lunch.

**At the end of break and lunch time, each year group must wait in its designated social area to be collected by their next lesson teacher. They must not go to their lessons without a member of staff escorting them.**

### Toilets

We have very limited toilet facilities at Lacon Childe School. We are expecting our students to maintain good personal hygiene and hand washing routines and, at the same time, minimise contacts outside of year group bubbles. With our facilities this will be impossible, but the plan is for the following:

Year Groups	Toilets available
Year 7 & 8	Use the toilets at the far end of school by room 23, food technology and the back doors
Year 9 & 10	Use the toilets on the link corridor
Year 11	Use the toilets in the Sports Centre/PE

A maximum of 4 students at a time will be allowed in the toilets to maintain social distancing. This will be managed by our senior prefects and staff.

Year 11, due to smaller space, will only be 2 students in the toilets at any one time. You must self-manage this.

Students must get used to using the whole of break and lunch time to use the facilities and not all expect to use them once the end of break/lunch bell sounds.

### **Start of school/end of school routines**

We will have clearly defined protocols for the start and end of school. All students will arrive and enter school through the back car park gates and the rear driveway. They will go to their designated social areas. Form tutors will collect their tutor groups and escort to registration.

If it is raining heavily, students will be asked to go straight to form rooms.

At the end of the day, Period 5 subject teachers will escort their groups out of school, via the back gates (unless they are using our school minibuses). These students will go to our school minibus park via the art/DT side gates.

### **Movement around school**

During the lockdown period, we have been trialling a one-way system of movement around school to minimise contact and maintain social distancing. There are temporary markings on the corridors to assist with maintaining healthy social distancing. We have doors clearly designated as exit and entry points.

It is essential that ALL students follow this plan. It might take a little longer to get where you are going but movement around school should be easier.

The attached plan of the school clearly indicates the direction of travel around school. It is important that all students abide by these guidelines in and around school. Congregating on corridors, closing safe distancing gaps, shouting and raised voices will not be acceptable at any time.

The guidance we have produced has been done to make our return to school in September as safe and manageable as is possible. It is vital that all our students understand that strict adherence to these guidelines is essential. Any student who chooses to ignore any of this guidance will be instantly removed from our school and parents/carers asked to collect immediately. We must be confident that we are doing everything to keep all members of our school community safe and healthy.

The plans, procedures and protocols outlined here and in previous guidance has been prepared with our current knowledge of expectations and regulations from the Department for Education in mind. They could change during the summer holidays. We will inform you immediately of any changes that we are made aware of as soon as we can.

I hope that we can all enjoy a summer break to recharge and refresh for the start of the new year in school. I know that, with your support, we can put the past 16 weeks behind us and move forward in the successful and positive education of your children.

Please, take care, stay healthy and have a wonderful summer. It is well deserved.

**Darren Reynolds : Headteacher**