



STOPSLEY
HIGH SCHOOL

Ambition Endeavour Success

Student and Parent Guide
September 2020

Please be aware that this document is subject to change in line with Government Guidance

Introduction

Over the past few months we have been working hard at Stopsley High School to meet all of the expectations of the extensive Government guidance during the school closure. We remained open for vulnerable and key worker children providing a safe and supportive environment for them to attend throughout the Spring and Summer terms, including Easter and half term breaks. We also welcomed our Year 10s for some face to face time with their tutors and subject teachers, as well as meeting our new Year 7 students through a series of Zoom/Google Hangout meetings.

Teachers have set up Google classrooms, recorded lessons using visualisers and have held some live lessons, as well as providing home learning packs for those students who have been unable to access online learning.

We have issued regular update letters and weekly newsletters, and our pastoral teams have also been in touch.

In September, Stopsley High School will open for all year groups, but on a phased return as detailed below:

- Monday 7th September **Year 7 only**
- Tuesday 8th September **Year 7 only**
- Wednesday 9th September **Year 7 and 11 only**
- Thursday 10th September **Year 7 and 11 only**
- Friday 11th September **Year 7, 10 and 11 only**
- Monday 14th September **Year 7, 10 and 11 only**
- Tuesday 15th September **Year 7, 8, 10 and 11 only**
- Wednesday 16th September **Year 7, 8, 10 and 11 only**
- Thursday 17th September **Year 7, 8, 9, 10, and 11**
- Friday 18th September **Year 7, 8, 9, 10 and 11**

For students not in the school building on the 7th September they should be following the work set by teachers through Show My Homework and Google Classroom.

The school will run very differently to pre-lockdown and this guide will outline those changes. **Please complete the attached [questionnaire](#) when you have read this guide.** We will collate all generic questions into a frequently asked questions fact sheet and publish the answers on our website.

As always, we are responding to the most up to date Government and Public Health guidance and if we need to adapt and change our plans we will communicate this via Teachers2Parents and our website.

We are very much looking forward to seeing all of our students back at Stopsley High School in September, as well as welcoming our new students.

Mrs K Johns, Headteacher

Mr Williets and Mrs Whiting, Deputy Headteachers

Preparing for school and any changes

Returning to school after several months away may be daunting for your child and you may be feeling concerned about their return to school, especially if they find change difficult. If your child has been disengaged with their studies you may be anxious about their attitude to learning and worried about their education. To support their return, please aim to complete the following before the start of the new term in September to help prepare your child and gain a sense of control over the uncertainties.

- Think about your child's individual needs. Take some time to talk through their return with them and read this guide together.
- Pre-empt any worries your child may have by emailing their House/Pastoral Leader/Head of Year 7 or tutor prior to the start of term to submit any questions. If you feel the school needs to know any details about your lockdown experience that will support your child's return, or changes to your personal circumstances please email their House/Pastoral Leader/Head of Year 7. Our Pastoral teams will be focussing on your child's social, emotional and mental well-being reintegrating into the school environment.
- Talk regularly about returning and go through some of the school preparation together; gather their equipment, try on their uniform, purchase a new school bag for example.

2020-2021 Pastoral Teams

Head of Year 7

Mrs Stewart - lstewart@stopsleyhighschool.co.uk

House Leader responsible for Year 8

Mr Rowles - rowles@stopsleyhighschool.co.uk

House Leader responsible for Year 9

Miss Daubeney - edaubeney@stopsleyhighschool.co.uk

House Leader responsible for Year 10

Mr Scarisbrick - mscarisbrick@stopsleyhighschool.co.uk

House Leader responsible for Year 11

Mrs Gatenby - mgatenby@stopsleyhighschool.co.uk

Pastoral Leaders

Miss McIntosh - jmcintosh@stopsleyhighschool.co.uk

Miss Bull - tbull@stopsleyhighschool.co.uk

Mrs Allen - pallen@stopsleyhighschool.co.uk

Miss Kidney - bkidney@stopsleyhighschool.co.uk

School Uniform and Personal Hygiene

Students will return to Stopsley in **full school uniform**.

A thorough personal hygiene routine must also be followed by students in the morning before they come to school and when they return home in the afternoon. Students will be asked to sanitise/wash their hands regularly at school throughout the day.

School Equipment

The school will be distributing limited resources throughout the day. Therefore, all students must bring their own equipment, consisting of:

Pencil case, Black Pen, Purple Pen, Pencil, Ruler, Eraser, Sharpener, Scientific calculator, Colouring pencils, Hand sanitiser and Water bottle. Where possible, we ask that students bring in larger size water bottles to reduce the number of times they need refilling.

Lockers

Students can access their lockers to empty them on their return to school. Thereafter lockers will not be used for at least the first half term. This will then be reviewed.

The School Day

As per Government guidance, each year group will form a 'bubble' and they will remain in this bubble until further notice.

Each year group will have a separate entrance into the school site and building. Each year group will have a dedicated corridor and classrooms, and students will remain in their classroom for most of the day. They will have dedicated areas and times for break and lunch, as well as a specific set of toilets to use.

All dedicated year group areas will be clearly marked. Students will be issued with wristbands in a colour specific to their year group. This will enable staff to identify to which year group a child belongs.

To minimise movement around the school, all students will remain in their allocated classroom for most lessons, with staff moving around the building. However, Year 10 and 11 students will use specialist facilities for some practical subjects and will move around the school using the designated system.

Every child will be following a full timetable and learning a full curriculum. Your child will receive specialist teaching in every subject. The main change is simply the limited movement around the building and regular hand cleaning.

Please find below details of your child's start and end time, entry gate, designated year group meeting zone and tutor base:

Designated Year Group Zones:

<u>Year Group:</u>	<u>Designated Area:</u>	<u>Entrance To Designated Area:</u>	<u>Entrance To School Building:</u>	<u>Protocol For Entrance To Building:</u>
7	Hard area directly opposite Student Support (Field end of playground)	Main student side gate	PE entrance	Once cohort ready, tutors to lead entry.
8	Outside Archimedes Centre	Back gate	Fire exit beside ICT/maths. Up Maths Stairs.	Once cohort ready, tutors to lead entry.
9	MUGA	Side entrance to Muga	Maths Foyer	Once the Year 7 and Year 10 have moved into the building. Then tutors to lead entry.
10	Hard area directly opposite Maths (Bike rack end of playground)	Main student side gate	Side door (fire exit) directly beside middle and up stairs up middle stairs	Once cohort ready, tutors to lead entry.
11		Front gate	Straight in construction door up end stairs	Independant entry.

Staggered start and finish arrangements:

	<u>Year 7:</u>	<u>Year 8:</u>	<u>Year 9:</u>	<u>Year 10:</u>	<u>Year 11:</u>
<u>Entrance:</u>	8.20am - 8.30am (front gate)	8.20am - 8.30 am (back gate)	8.30am - 8.40am (front gate)	8.30am - 8.40am) front gate)	8.35am - (front gate construction entrance)
<u>Exit:</u>	3.00pm - 3.05pm (front gate)	3.00pm - 3.05pm (back gate)	3.05pm - 3.10pm (front gate)	3.00pm - 3.05pm (front gate)	3.10pm (front gate construction entrance)

Students should not arrive before their designated time. Students should not leave school through Reception, or remain on site for social reasons.

Teachers will continue to comply with the 2m social distancing rule and will therefore remain as much as possible at the front of the classroom. Furniture may have been removed from or moved around rooms to support teachers. Classrooms have been rearranged in accordance with Government guidance and desks, where possible, will be in rows and facing forwards.

Lunch and Cashless Catering

The lunch break will have staggered times/designated areas for each year group. We will be using the cashless catering system and students will be asked to sanitise their hands after they have made payment and before eating to ensure healthy and safe hand hygiene. All payment for food should be completed via topping up their online sQuid account. Please do not give your child cash. Year 7s will be signed up to the cashless catering system during their first 2 days of term. If you need support contact: sward@stopsleyhighschool.co.uk

Students will remain in their year group bubble for break and lunch. Lunch and break times will be supervised and staff will be requesting that large groups do not gather. This is intended to keep students safe. They may find it frustrating at first but please help them to realise we have their health and safety at heart.

Toilet Breaks and refilling water bottles

Each year group will, where possible, have their own dedicated toilet facilities which will be cleaned regularly throughout the day. Toilet breaks will be limited to break and lunch times unless for medical reasons. Movement of students around the school during lesson time and changeover will be monitored and we ask that toilet breaks are not taken then so we can maximise time in the classroom. We also ask that students bring large water bottles to reduce the number of times they need refilling.

Extra curricular clubs and activities

The school will not be offering extra curricular clubs and activities at this time. The library will be closed for the exchange of books for the foreseeable future.

Breakfast Club

Unfortunately, due to the current circumstances we will not be offering our normal Breakfast Club provision.

If you have registered your interest and receive confirmation via text that your child has qualified for provision, then a take away breakfast will be delivered to your child in their holding area at the start of their school day as specified on page 5 of this guide.

Students should consume the breakfast provided in their holding area prior to entering the building. Prompt arrival at the designated holding area is strongly encouraged to ensure ample time for consumption.

First Aid and Medical

The school has a dedicated medical and first aid team. Miss Wiseman will continue to oversee all medical care and treatment on site. Miss Wiseman and any other staff member supporting our students with their medical needs will be using personal protective equipment, including face mask, apron and gloves.

If your child is a new student, or your child has a new medical condition, please complete the medical form [here](#). If your child's medical details have changed, please contact Miss Wiseman

(nwiseman@stopsleyhighschool.co.uk) so our records can be updated. If you need to drop off medication, please email Miss Wiseman so that a convenient time can be arranged.

Where possible, we ask that students carry some plasters in their bag for minor cuts and avoid the medical room wherever possible.

Symptoms and Self Isolation

The Government's advice regarding symptoms has recently changed. If your child displays any of the following symptoms they should isolate for 10 days and the household should isolate for 14 days:

- A high temperature – this means you feel hot to the touch on your chest or back
- A new and continuous cough – this means coughing a lot for more than hour, or 3 or more coughing episodes in 24 hours
- Loss of smell or taste

Students and their families are eligible for COVID-19 testing. This can be accessed via the 111 website. For family members under the age of 5, please contact the 111 helpline.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Please contact the school immediately if a member of your household tests positive.

To support the Government's track and trace system you should contact the Public Health England Health Protection Team on 0300 303 8537.

In all suspected cases onsite we will follow the guidance set out by Public Health England which includes the isolation of the student or staff member and a thorough cleaning regime. Should your child need to isolate we will contact you directly.

Travel to/from School

We are encouraging all of our students to walk, cycle or get to school by car. There will be limitations on public transport until further notice. Please see the changes below and refer to the safer passenger guidance for more information.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

* Students can no longer stand on buses limiting the capacity. Arriva are planning on putting additional services on routes 100, 101 and 12.

* Students must maintain social distancing on transport at all times.

* Bus fares are only payable by contactless methods.

* Students must wear a face covering. If you drive your child to school, please do not exit your vehicle or enter the school site unless you have an emergency or a pre-arranged appointment.

If you are collecting your child please arrange for a meeting point close to their exit point. Do not enter the school site.

Behaviour and Expectations

We expect all students to abide by our behaviour policy [here](#) and addendum [here](#). We will not accept any behaviour that compromises the safety of our students or staff.

Staying in Contact

We will communicate via text on Teachers2Parents or the school website.

Attendance

The Government has stated that attendance to school is mandatory from September 2020. However, we are aware that there may be some students who:

- Will still be **unable** to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Are no longer required to shield but who generally remain under the care of a specialist health professional and may need to discuss their care with their health professional before returning to school.

If the above applies to your child please email attendance@stopsleyhighschool.co.uk so we can support your child with their education. Once students return in September we will be following our usual attendance process in regards to absence which can be found on our website [here](#).

We work hard to support students and families where attendance is a concern. If we have concerns regarding your child we will contact you to discuss the reason for absence. We can offer support strategies that may help to improve attendance and achieve success at school. If your child has a medical condition which may be affecting their attendance, we may require evidence from a healthcare professional to support their absence.

If absences remain unauthorised a Fixed Penalty Notice may be issued and/or a referral may be made to the Education Welfare Service.

Lockdown

If, as a nation or more locally, we are required to close the school once more, our home learning strategy will come into operation. Our staff will set all work on Show My Homework, along with completion dates and an estimated completion time. All parents/carers have access to Show My Homework to enable you to support your child with managing their time appropriately.

In addition, from September every child will be part of a Google Classroom for each of the timetabled subjects. It is within the Google Classroom that resources are stored, tasks are submitted and conversations with teachers take place.

We will also operate a timetable of live lessons and online tutor support via Google Hangout should the school close. Details will be published in the two platforms named above and advertised widely to students and parents/carers.

We will await government guidance regarding the provision for key worker and vulnerable children should a school closure be enforced.