**Timings and rules for the School Day from 1 September 2020 until further notice**

|  |  |
| --- | --- |
| 8.30 – 8.35 | Registration Years 7-11 |
| 8.35 – 9.00 | Assembly |
| 8.45 – 9.00 | Registration Sixth Form |
| 9.00 – 9.40 | Lesson 1 |
| 9.40 – 10.20 | Lesson 2 |
| 10.20 – 10.45 | Break |
| 10.45 – 11.25 | Lesson 3 |
| 11.25 – 12.05 | Lesson 4 |
| 12.05 – 12.55 | Lunch  Lunch |
| 13.00 – 13.40 | Lesson 5 |
| 13.40 – 14.20 | Lesson 6 |
| 14.20 | End of School |

We will be running a **shortened day structure** until further notice in order to ease pressure on public transport, to facilitate the full timetable and to allow for planned intervention sessions during lunch/after school. In our recent experience, the usual rush hour times have shifted as employers and schools have adjusted their start/end times. We will therefore keep the above under close review.

**Doors in both buildings will open from** 7.50am and students must enter by the vehicle entrance of St Andrew’s and St Michael’s at the start of the day; they should also leave via that same entrance at the end of the day. Using the wider entrances allows for social distancing on arrival and departure. Any student who arrives late must use the front entrance. Upon entry to the School, students must immediately wash their hands thoroughly for at least 20 seconds with soap and water. Additional mobile hand-washing stations will be available on both sites. Students must then go straight to their tutor base for registration. At the end of the day, students should make their way home promptly and not congregate outside the School.

Transport for London has issued advice and guidance on how to travel safely at this current time. This includes avoiding the busiest times of day where possible, using alternative forms of transport where possible and wearing a face covering when using public transport. Unfortunately, bicycle storage is for **use by sixth form students** only and is extremely limited due to the physical constraints of our site. Younger students are not permitted to cycle to school for health and safety reasons and we will not allow them to store a bicycle at school. Our proposed timings give a wide window for arrival at school in the mornings and facilitate staggered entry/exit. The shortened periods facilitate the full suite of subjects in all year groups. The substantial lunch time and the earlier finish allow for extra-curricular activities and intervention sessions whilst still easing pressure on the evening rush hour traffic.

**Lessons** will be held for all subjects as per the published 2020/21 timetable. Work will be collected and assessed electronically via TEAMs where possible. If handling paper or other resources, which should be reduced to the bare minimum, sanitise hands before/after. Sharing resources should be kept to an absolute minimum and hands/items must be sanitised before/after sharing any materials or equipment, including paper. Staff will “quarantine” marked work for 48 hours before returning it to students. Exercise books will only be used for the purpose of taking notes/drafting work and will not be collected in. Students must have standard equipment, exercise books, textbooks and diaries with them and not share these items. Where possible, we will arrange for students to sit in classrooms facing forward and will reduce group work to a minimum. In practical lessons, additional rules will apply and these will be shared with students in the first lesson back in those subjects. There will be a “clean-down” at the end of each lesson. Each space will have tissue roll, antibacterial spray and antibacterial wipes as well as hand sanitiser. Students must clean their desk with the spray/tissues and wipe down computer keyboards/mice with the antibacterial wipes. Students are also encouraged to carry their personal supply of hand sanitiser and use this at regular intervals.

We will keep students **in bubbles** of **classes, sets and year groups** wherever possible. The structure of the timetable and the fact that we have two separate sites will help to facilitate this. There will only be year assemblies until further notice. This will allow us to support effectively the work of *NHS Test and Trace* if a student or staff member should fall ill with symptoms of Covid-19. At extra-curricular activities and intervention sessions students will be registered for the same purpose and will be organised in year groups unless social distancing is possible. We expect all members of the school community to cooperate fully with the *NHS* *Test and Trace* approach.

**Impeccable hand and respiratory hygiene routines must be followed by all in School.** This includes frequent hand-washing and/or hand sanitising (on first entering the building, after using the toilet, before eating, before/after breaks, on first entering a classroom) and the *Catch It, Bin It, Kill It* approach when coughing and sneezing. We have installed mobile hand-washing stations in both buildings in order to increase capacity. Nappy sacks will be available in each area in order to dispose safely of used tissues and face coverings. We will continue to source environmentally friendly items where possible. There will be signage installed throughout the School in order to remind everyone of these rules. We expect all members of the school community to follow these, for the comfort and safety of others and themselves.

**Visors and/or face coverings may be worn by staff and students at any time and in any location of the School, if desired**. We now know that these items provide increased protection for both the person wearing them and others around them, and **the School recommends their use where social distancing is difficult or impossible**. However, they **must be handled appropriately** in order to avoid accidental transmission/infection. Hands must be washed thoroughly prior to and after handling the face covering/visor. People should not touch the front of their face covering/visor at any time as it may be contaminated. When disposing of a face covering at School, it should be placed into a nappy sack before putting it into the bin. Re-usable face coverings should be stored in a bag when not worn. They must not be left lying around. They should be washed thoroughly with soapy hot water every night.

**Movement around the school** is difficult to avoid if students are to experience a broad and balanced curriculum. Students will continue to move around the buildings in a **signposted one-way system**. Transitory contact is considered very low risk according to the government guidance. At the start of each lesson, in order to avoid overcrowding, students must not line up in corridors but must sanitise their hands, then make their way straight into the room, unpack the items they need for the lesson and stand behind their seats ready to greet their teacher and embark on learning.

Each key stage will have its own designated zone for **break and lunch**. Lunch will be staggered to avoid overcrowding and will be individually wrapped, take-away style only, until further notice. We will ask our Caterer to explore using environmentally friendly wrappings and containers. To begin with, the Caterer will not serve any food or drink at morning break and therefore, students should bring sufficient food and drink to consume at morning break if they wish.

**Extra-curricular activities and interventions** may take place during the lunch hour and until 3pm after school. They will not include children from different year groups unless social distancing and other protective measures be put in place. Records of attendance will be kept to allow tracing of contacts if necessary. No external coaches will be used until further notice. Peripatetic music teachers will continue to deliver lessons online during school hours until further notice.

A separate **protocol for dealing with suspected/actual cases of Covid-19** will continue to be in place and the School expects everyone to comply fully with this.

An **enhanced cleaning schedule** will continue to be in place throughout the School. When necessary, a full deep clean of the School will be carried out.