



Manor High School Year 10 Wider Opening Plan

Rationale

Throughout the period of 'lockdown' schools have remained open to provide for the educational needs of key workers' children, including during the traditional Easter Break and also over Bank Holidays.

There is now a requirement for us to extend this provision to face to face contact for 'exam year groups'. In our case, this is Year 10. Whilst the government does not currently expect Year 10 students to return to school on a full-time basis, there is a requirement for secondary schools to plan some face to face contact with students from June 15th.

As part of a cautious, phased return Year 10 students should not expect business as usual from June 15th. Online work will have to remain the main vehicle for teaching students, certainly for this academic year. The face to face sessions in this wider opening plan will give vital support to help year 10 students complete their online learning.

Our plan is to integrate this gradually with identified students in school for Monday 15th June from 10am-12pm. Those students identified will have had contact made by the relevant House Manager. If parents have had no contact, then the students will not be required in school on Mondays.

Net capacity and organisation of teaching spaces

- In order to limit class sizes to 10-15 Year 10 students will be split into 4 bands: Band W, Band X, Band Y and Band Z. There will be 30 students in each band, the maximum number of students in school at any time will be in line with government guidelines and will not exceed a quarter of the cohort at one time.
- Students will remain taught in the same groups of approximately 10 students for English Maths and Science, and within their band for their optional subjects. Groupings will be based upon minimising movement across classes as much as possible, and will be decided by the school.
- Students will be grouped accordingly into the group best matched to be able to provide delivery of the specific subjects they study. This is particularly relevant in the Option Block structure. It will also ensure that each student has face to face contact with a subject specialist for each subject that they study.
- In addition, the Study Centre and Rooms 3 and 3A will be used by the vulnerable/keyworker students, the 'Key Stage 3 Hub' from Years 7-9. Social distancing will be maintained, and these students will break and lunch at different times to Year 10. These students can access toilets in the Humanities base. The KS3 hub will be managed by the Pastoral Team.
- No other students will be allowed access to the Study Centre other than the vulnerable/keyworkers students from Years 7-9.



Timings of the school day

- On **Monday 15th June** selected identified students are expected in school from **10am-12pm** for an induction. This induction will be structured as follows:
 - 10am-11am will be with a House Manager and will be a pastorally based induction
 - 11am-12pm will be with spent with curriculum leaders from core areas (English, Maths, Science, Languages and Humanities) discussing progress with home learning.
- These students will attend school every Monday for a one-hour session with pastoral staff. The relevant House Manager will be contacting students expected in school on Monday in advance.
- Students/families will be called by a House Manager and will be directed to come in to school at 10am to arrive at either Lab 5, DTA 5, Room 11 or Room 14.
- This will be for targeted students only. If no contact has been made, then it should be assumed that attendance is not required on Mondays.**
- From **Tuesday 16th June** Year 10 students will follow the following pattern of the school day:

	Start time	End time
	Arrival at school by 'top' gate only and go directly to their classroom adhering to the one-way system	
Lesson 1	8.45am	9.45am
Lesson 2	9.45am	10.45am
Break	10.45am	11.00am
Lesson 3	11.00am	12.00pm
Lesson 4	12.00pm	1.00pm
	Leave school, adhering to the one-way system	

- In the first instance, some days, as per the timetable in the 'Learning Plan' section, school will finish earlier.
- Students should enter (and later exit) via the 'top' gate, not the gate by Brookside Primary School, and they should make their way directly to the classroom indicated on their timetables. 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.
- The Key Stage 3 Hub will operate from 8.30am- 3.05pm.
- The school will not be able to provide extended wrap around care.

Movement around the school

- All but essential movement around the school should be avoided.
- Some areas of the school will become one way, and clear signposting will indicate the pattern of route (please see map on page 9). 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.

- All available staff will supervise essential movement around the school (e.g. when students are studying their optional subjects).
- 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.

Year 10 Learning Plan

	Band W (30 students)	Band X (30 students)	Band Y (30 students)	Band Z (30 students)
English	4 classes	4 classes	4 classes	4 classes
Maths	4 classes	4 classes	4 classes	4 classes
Science	4 classes	4 classes	4 classes	4 classes
Hums: Geography	2 classes	2 classes	2 classes	2 classes
Hums: History	3 classes	3 classes	3 classes	3 classes
Languages	4 classes	4 classes	4 classes	4 classes
Other subjects	Vary	Vary	Vary	Vary

- Optional subjects will have differing numbers of classes depending on numbers of students studying the subjects.
- The students will follow the timetable as below:

Week A	Band	P1	P2	P3	P4
Monday		Targeted students only (as advised individually in advance)			
Tuesday	W	English	Option A	Option B	
	X				
	Y				
	Z				
Wednesday	W				
	X	Science	Maths	Hums	Langs
	Y				
	Z				
Thursday	W				
	X				
	Y	Science	Maths	Hums	
	Z				
Friday	W				
	X				
	Y				
	Z	English	Langs	Option A	Option B

Week B	Band	P1	P2	P3	P4
Monday		Targeted students only (as advised individually in advance)			
Tuesday	W				
	X	English	Option A	Option B	
	Y				
	Z				
Wednesday	W	Science	Maths	Hums	Langs
	X				
	Y				
	Z				
Thursday	W				
	X				
	Y				
	Z	Science	Maths	Hums	
Friday	W				
	X				
	Y	English	Langs	Option A	Option B
	Z				

- In order to provide some staggering of timings, on days with optional subjects, students will either arrive, or depart school at different times. For example, on Tuesdays and Thursdays the day will end at 12pm.
- The timetable will ensure class size should not exceed 15, and should enable social distancing to be maintained.
- At this stage there will be no PE, Citizenship or Tutor Session, although the part time timetable does allow for further expansion of some days following regular review and evaluation.

Uniform

- Students will be in school for one day per week, they are expected to wear their full school uniform, and to be able to wash this in between sessions. The only exception is that students will NOT be required to wear their ties, due to the difficulties in washing these.

Teaching Assistant Support

- We will endeavour to meet the provision needs as indicated in the students' EHCP, whilst adhering to social distancing.
- Should meeting provision within the classroom contravene social distancing, the SENDCo will advise and recommend alternative provision.
- 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.

Safeguarding

- The Pastoral team will continue to support the needs of all students in all year groups.
- DSLs will continue to be on site every day.
- This will include adherence to the KCSIE guidance with regard to safeguarding all students.
- Disclosure will be logged using CPOMS, alerting DSLs who will action any support.

Breaktime plan

- In order to ensure student wellbeing is maintained and weather dependent, students will go outside for breaktimes from 10.45am- 11.00am. Bands will have allocated breaktime areas (zones 1-4) as below (please see map on page 10). A maximum of 10 students will occupy each zone to allow for social distancing. This will be supervised and managed by staff.

	Week	Group 1	Group 2	Group 3	Group 4
Monday	n/a				
Tuesday	A & B	Zone 1	Zone 2	Zone 3	Zone 4
Wednesday	A & B				
Thursday	A & B				
Friday	A & B				

- Breaktimes will be 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.
- Students will be required to bring any food they require to minimise risk. No food is available from school, i.e. vending machines will be turned off.
- In order to comply with social distancing, no ball games will be permitted and the outdoor gymnasium will not be available for use.
- No water fountains will be available for students or staff. Please ensure they bring sufficient refreshment to last them for the time they are in school with them to school.
- Outside benches will be wiped down by cleaning staff following the conclusion of breaktime.
- In the event of a wet break, students will remain in their P2 classroom for break.
- Staff refreshment at breaktimes will be provided in the school hall, and staff should bring their own receptacles for use.

Lunchtime Plan

- School will end before lunch; therefore, no food will be available from school, i.e. vending machines will be turned off to minimise risk.
- Any students in receipt of free school meals will continue to receive vouchers.

Cleaning

- Members of the premises team will be available on site at all times to clean areas of use throughout the day, this will include cleaning of toilets, stair railings, entrances and door handles.
- Members of the premises team will ensure classroom desks are cleaned in between sessions.
- Cleaning equipment will be left on every teachers' desk to ensure keyboards and mice used by teachers can be cleaned.
- Computer room keyboards will be cleaned in between sessions.
- On a daily basis both before school, during, and after the departure of students at 1pm all spaces and surfaces will be deep cleaned, with each cleaner allocated areas to clean, overseen by the Site Manager and Premises Officers.

Toilets

- During lesson times, students should be directed to use the nearest toilet by the teacher if permission is granted.
- Only one student at a time should use each toilet facility.
- Over break time, students in each band will be expected to use allocation facilities, and a member of staff will be allocated supervisory duties to ensure social distancing is maintained, if needed.

Staff rooms and offices

- Staff should only use offices if they are able to socially distance themselves from each other.
- Where this is not the case 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.
- The staff room will not be available for use. 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 will be 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 Office will be open for the duration that students are in school (including for those students in the Key Stage 3 hub).
- First Aid provision will be in place, following a rota, as per normal. It is expected that students will only visit first aid for essential treatment. PPE will be provided to First Aid staff in line with government guidance. For any student exhibiting symptoms of COVID-19, government guidelines will be strictly followed.

School Bells

- There will be no school bells whatsoever throughout the school day, this is to discourage mass movement of groups all at the same time.

School Buses and Transport

- It is proposed, that due to a small number of Year 10 users of the school bus company that there will be no school buses running. Along with all other elements of the plan, we will review and refine over time.
- The bike sheds will be open at arrival and departure times. Entry will be supervised. Students will enter and egress through separate doors, one at a time. They will be locked at all other times.

Classroom expectations

- 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.
- Teachers should wipe down their keyboard and mouse at the start, and end of each lesson.
- In ICT rooms, students should wipe down their keyboard and mouse at the start and end of each session, this is in addition to the premises cleaning schedule.
- Classrooms will be reconfigured by the site team to ensure social distancing can be maximised. Students and/or staff should not move seating. If remaining in the same classroom students should occupy the same seat, and not move seats.
- Doors and windows should be open at all times in order to maximise ventilation in rooms.
- 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.
- No practical or group activities should take place without discussions with a member of the senior team and the site manager and CLEAPPs experts. It is not anticipated these will be necessary.
- Stationery should not be shared. Students are expected to bring equipment with them. Should any simple stationery equipment be required then the teacher will provide it (e.g. pen/pencil) from new stock, and this equipment must be retained by the student over time and not returned.
- 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.

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 Manor High uniform.
- Students must arrive punctually for school and not congregate in school.

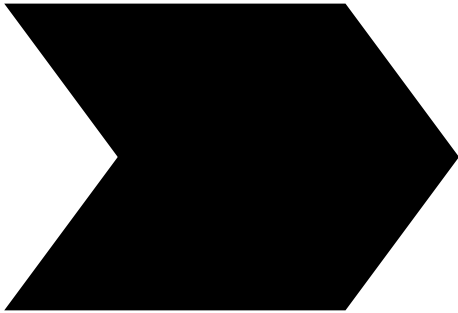
- Students must follow the one-way systems in place at all times, and not stop to congregate en route to classrooms and must maintain social distancing whilst travelling around the site.
- If required, students must line up 2m apart before entering the classroom if they cannot enter immediately.
- Students 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.
- Students must maintain social distancing at all times, whilst it will be a significant length of time since some saw each other, there must be no physical contact, 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.
- If studying Computer Science should wipe the keyboard and mouse at the start of each lesson.
- Students are not permitted to use the vending machines, water dispensers or photocopiers.
- Students should ensure they bring sufficient food and water to last for the duration of their day.
- These are all in addition to the expectations of conduct, uniform and classrooms that always apply at Manor High School.



Manor High School

Excellence - Inspiration - Resilience - Respect

Actions if a pupil or staff member shows COVID-19 symptoms



Pupil or staff member displays COVID-19 symptoms.



Send home and advise to self-isolate for 7 days.
Household members should self-isolate for 14 days.
Encouraged to get tested as soon as possible.



Remain at home until test results received or isolation period ends.
If test is negative, return to school and household ends self-isolation.
If test is positive, move to 'confirmed case' scenario.

Actions if there is a confirmed case of COVID-19 in a school



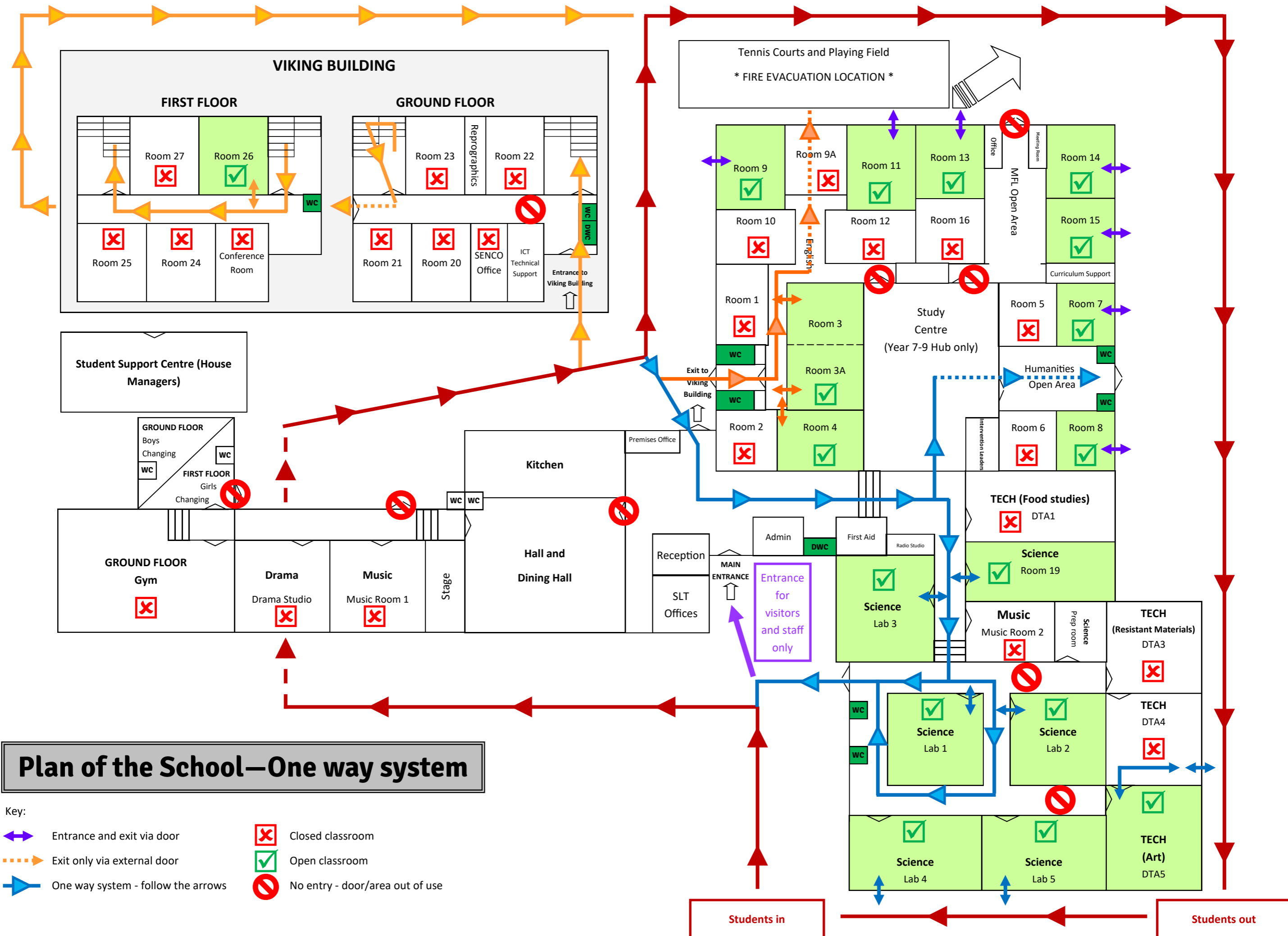
Pupil or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.
Class or group sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.



Breaktime Zones



Please remember to adhere to the one way system when going to and returning from outdoor zones.

- Zone 1
- Zone 2
- Zone 3
- Zone 4

1

2

3

4

