

# Oakgrove School Reopening



**September 2020**

## **INTRODUCTION**

I am delighted to say that Oakgrove School will fully reopen to all students, in all year groups from the start of September, and I would like to thank parents/carers and students for their patience, their understanding and their hard work during the initial lockdown period and the phased reopening of the school over the summer term. **We are now in a position where we can reopen Oakgrove** and return (as much as possible) to a normal school experience. Full details of the government guidance set out for schools to reopen can be found at the link below.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-further-opening-schools>

This is still an understandably worrying time for parents/carers and students alike and the extensive measures set out in this guide may seem overwhelming. **Please take time to read this guide carefully and talk through the key points with your child/ren.** We can assure parents/carers and students that the environment students will be coming into in September will be as welcoming and relaxed as it is possible for us to make it in these circumstances and that individuals will receive the highest level of care and personal support. **There are clearly going to be some changes that we are required to make following the government guidance and we also need to be prepared to react to any sudden changes at national and local level.** Please note the government is still set to sign off its wider reopening plans in mid August once they have had time to further assess the national and local picture regarding COVID 19.

Since the government announcement for schools to reopen Oakgrove has sought to put into place a series of controls which will help to minimise the spread of COVID 19 through both direct transmission (instances when in contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). Through the implementation of these controls, the risk of transmission of the virus at the school will be substantially reduced. **The guide is necessarily lengthy as it sets out both the organisational and health and safety plans for bringing our students back to the school site. It has been split into relevant headed sections for ease of future reference.**

We are acutely aware many of our school community will have been affected over the past few months. As a school we want to be able to support our students and try to avoid further upset or heartache or anguish. **If you have been severely affected and feel this will impact on your son/daughter upon returning to school could you please email oakgrove@oakgrove.school with an overview, including the full name and year group.** If things change over the course of the summer break please continue to update us.

We are looking forward to having all of our students back in school and thank you for your ongoing support.

Yours faithfully,



Mr I Tett (Headteacher) and the Senior Leadership Team

## **PRINCIPLES TO OUR APPROACH**

The principle of our approach to reopening in September is based on **ensuring students receive the highest quality of teaching and learning possible, a full curriculum/qualification offer and that the school environment is adapted wherever possible to reduce the risk of COVID 19**, as much as possible. We have had to make some operational changes to the school day, however, **we are very keen to offer students as much normality as possible and to find pragmatic solutions to how we reopen**. We have taken the decision to maximise the amount of time students are in school and in lessons, including removing our Targets for Learning Day, most after school clubs, most school trips, the school production and any other activities that may reduce time in lessons.

## **BEFORE SCHOOL**

**Please make sure students do not leave for school if they are displaying any COVID 19 symptoms.** Students should wash their hands before leaving home and must only **bring to the school the equipment and resources needed**. We **encourage students to bring their own hand sanitiser into school each day**.

Parents/Carers must ensure that students who live in a household with COVID 19 symptoms do not attend school until appropriate periods of self-isolation have taken place. **COVID 19 symptoms currently include:**

- **A new continuous cough**
- **A high temperature**
- **A loss of, or change in, their normal sense of taste or smell (anosmia)**

## **TRAVELLING TO AND FROM SCHOOL**

**Research suggests that the transmission of COVID 19 is much lower outside.** Milton Keynes has an excellent network of Redways and we really want to encourage students to walk and cycle to school. The use of the school car park should only be used if you have no other method of getting your child to and from school. **If you do use the car park (and this has been re-marked), you MUST use the one-way system, park in the marked bays and DO NOT park on the double yellow lines.** This is particularly important as we will be using both gates at the start and end of the day to reduce the flow of students in any particular area. **Student safety is paramount, so please be very cautious and conscientious when using the car park.** If students are using public transport, please follow the guidance of the individual travel companies.

## **ENTRY TO THE SCHOOL SITE & START OF THE SCHOOL DAY**

**Students should follow current social distancing guidance on their way into school and not congregate outside the school entrance.** Students should try to maintain current social distancing guidelines; however, the school and the government guidance recognises that this may always not be possible.

**We have adapted the start of the school day and will be opening the school site from 8am for certain years to stagger the entry of students. Year groups will also be allocated a specific area of the school to congregate in and in some cases will register with their tutors in that location.** The following times and entry points must be adhered to at all times:

Year 7 will enter through the main gate between 8.00 and 8.15 and must remain on the MUGAs (G block canteen if very wet) and register there at 8.25.

Year 8 will enter through the rear gate between 8.00 and 8.15 and must remain outside PE (sports hall if very wet) and register there at 8.25.

Year 9 will enter through the rear gate between 8.15 and 8.30 and head straight to registration, register as normal.

Year 10 will enter through the main gate between 8.15 and 8.30 and head straight to registration, register as normal.

Year 11 will enter through the main gate between 8.30 and 8.40 and head straight to lesson 1.

Year 12 and 13 will enter through either gate once they are open and head straight to their first lesson. Sixth Form students who arrive or depart in the course of the day may use the main school reception, but must wash hands and use hand sanitizer. Any messages for sixth form students will be communicated using the display board in the common room and through emails. Students should check their emails daily

Those students who wear face coverings on the way to school will need to remove these safely before entering the school site. These should either be disposed of in the bins provided or stored away in their bags until they have left the school site; only at this point can face coverings be used once more.

## **STUDENT EQUIPMENT**

**Students must bring their own equipment** and exercise books for their subject if the books are not currently in school. It is essential that students come to school with all the equipment ready to learn so that all lesson time is fully utilised, this includes subject specific items such as calculators, but also generic equipment that cannot be shared, such as glue sticks and colouring pencils. **Students will not be allowed to share personal equipment with other students.**

The government guidance clearly states that students should be able to have access to a full and varied curriculum, including those subjects that use practical equipment such as PE, Art, Science, Design Technology and Photography. **The school will implement clear cleaning systems during lessons and after lessons to ensure that any shared equipment/resources are safe to use.**

## **STUDENT UNIFORM**

**The normal school uniform rules apply and a copy of our Uniform Policy can be found on the school website.** A particular reference needs to be made to jewellery and make up and it is essential that students follow the school rules relating to this. It is unfair to put staff in a position whereby they have to ask students to remove jewellery and make up and therefore, potentially spread the COVID 19 virus.

It is important that school uniforms are cleaned regularly and that any PE kit guidance is followed. **In order to reduce risk and maintain a full curriculum we will be asking students to come to school in their PE kit on the days when they have this on their timetable.** If a student forgets their kit they will be able to borrow a spare from the school which will not have been worn by anyone else and this will be washed afterwards.

## **MOVEMENT AROUND THE SCHOOL SITE**

**Oakgrove School is a large site, with multiple entrances/exits.** It is therefore essential that **students think carefully about their route to and from lessons, using outside space as much as possible** to move across the school site and try to avoid areas that could become congested.

**Staircases will be designated as 'up' or 'down' to prevent students having to move past each other. Corridor traffic will be kept to an absolute minimum and have a one-way flow with signage at appropriate pinch points.** Upon leaving a classroom staff will direct students to where they should exit the building at the closest point. Whilst moving around the school site we want **students to walk sensibly, trying to adhere to social distancing guidance.** We understand this may not be possible at all times. Students should try and avoid touching handrails and windowsills. Each tutor and Head of Year will communicate this very clearly when students return in September.

## **STUDENT BEHAVIOUR & KEY POLICIES**

**Oakgrove has always had the highest expectations for student behaviour and this is even more so now.** The Behaviour Policy has been updated to state that students can be sanctioned, up to and including exclusion, if they wilfully refuse to adhere to arrangements of social distancing and/or deliberately cough or spit at students or staff thereby putting them at risk.

Any such breaches will be promptly brought to the attention of the Senior Leadership Team. Other Policies reviewed and updated include Fire Safety/Emergency Evacuation, Child Protection and Safeguarding and Exclusions to reflect changed practice due to COVID 19.

The stamp and coding system will run as normal throughout the school day and the detention system is being revised to minimise contact between year groups.

## **CLASSROOM AND LEARNING ENVIRONMENTS**

**Where possible, classrooms seating plans are being redesigned to ensure that students are facing forwards** and not in groups. We are happy to state that students will still have access to a full range of classroom environment/resources to support their learning and the curriculum. **Any unnecessary items in classrooms will be removed and stored elsewhere to reduce the number of touchable surfaces.**

**Classroom doors will be propped open to reduce use of door handles and to aid ventilation, but must be closed when the room is not occupied.** Windows will be kept open in classrooms unless the weather poses a health and safety risk to do so. **Teachers will have a Perspex screen at the front of each teacher desk.**

Any shared materials and surfaces will be cleaned and disinfected more frequently. Any equipment needed for practical lessons will be minimised. **Practical equipment will be cleaned thoroughly before the start of the school day and between different classes as appropriate.**

**Hand sanitiser and tissues will be provided outside / in classrooms and we will ensure that all students are briefed on the 'catch it, bin it, kill it' advice.** There will also be a packet of cleaning wipes in each classroom for the teacher to use as they deem necessary.

**We will ensure that frequently touched surfaces are cleaned in accordance with government guidance,** with standard disinfecting products before the start of the school day and at the end of the school day. Bins with tissues will be double bagged and emptied regularly during the school day.

## **EMERGENCY EVACUATION**

Emergency evacuations are regularly practiced throughout the year, but to reduce the number of contacts this will be adapted. Rather than a full practice evacuation, individual year groups will be evacuated and the procedure will be completed in this manner. If a real evacuation occurred normal procedures would be followed as year groups are registered and stood separately.

## **CATERING SYSTEMS**

**Oakgrove will have a new catering company in September - Innovate. A new tab on the school website has been set up detailing how Innovate plans to provide break and lunchtime services whilst ensuring a COVID 19 guidance is implemented.** Innovate has extensive experience of working with other schools throughout the COVID 19 outbreak and have practical solutions used in other secondary school environments. We intend to offer a full catering service and we are confident that students and staff will be pleased with our food/drink offer. We will continue to operate the cashless catering system and the finger pads will be sanitizer after each use.

## **CLEANING SYSTEMS**

The school has already allocated a COVID 19 fund to help pay for additional cleaning and resources. We already employ an 'in-house' cleaning team in addition to the cleaning contract we have with CleanTEC. **We will be employing at least two additional full time 'in-house' cleaning staff to help with canteen cleaning, toilets and communal spaces.** Students can really help by ensuring all rubbish is placed in the multiple bins across the school site.

## **TOILETS**

Toilets will be cleaned and disinfected throughout the day - only two people will be allowed in the toilets at a time during break and lunch time, this will be an additional duty point for a member of staff. **Students must wash their hands with soap and hot water for twenty seconds after using the toilet.** The school cleaners will ensure that soap is regularly replenished.

## **FIRST AID**

The First Aid Room will only be used for students who are not exhibiting COVID 19 related symptoms. We have allocated a new room (BOA1) for any students who show COVID 19 symptoms.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**Personal Protective Equipment (PPE), including face coverings and masks in schools is not recommended by the Department for Education apart from a very small number of specific staff dealing with students** and is therefore not supported by the school. We have considered this approach very carefully and feel that face coverings will impede teaching and learning, become very uncomfortable to wear throughout the school day, will still need to be removed at break/lunch and, if disposed around the school site, potentially become a wider health hazard. We will continue to monitor the government advice on face coverings and will keep you updated if our position changes.

However, students who travel on public transport must, in line with government policy, wear a mask whilst on the public transport system.

## **BREAK TIME**

**Adaptations have also been made at break time** and we strongly recommend, where possible, students bring with them their own snacks and drinks for this time. The plan for each year group is outlined below:

**Year 7** will be escorted by subject teachers to break at 10.30 (10 minutes earlier than normal) and will be able to use the main canteen if they require food or drink. Students who do not require the canteen must make their way to the year 7 designated area which is the MUGAs (there will be no option to play games during this time). Those purchasing items from the canteen must leave this area once they have done so and head to the year 7 designated area.

**Year 8** will be escorted by subject teachers to break at 10.30 (10 minutes earlier than normal) and will be able to use the main canteen if they require food or drink. Students who do not require the canteen must make their way to the year 8 designated area which is the concourse between PE and the main school gate . Those purchasing items from the canteen must leave this area once they have done so and head to the year 8 designated area.

**Year 9** will be released by subject teachers to break at 10.40 as normal and will be able to use the G block canteen if they require food or drink. Students who do not require the canteen must make their way to the year 9 designated

area which is the concourse from C block to F block. Those purchasing items from the canteen must leave this area once they have done so and head to the year 9 designated area.

**Year 10** will be released by subject teachers to break at 10.40 as normal and must make their way to the year 10 designated area which is the main canteen and the concourse directly outside this. They must then stay within the year 10 designated area, but will be able to purchase food or drink from the main canteen if required.

**Year 11** will be released by subject teachers to break at 10.40 as normal and must make their way to the year 11 designated area which is the G block canteen and the concourse directly outside this. They must then stay within the year 11 designated area, but will be able to purchase food or drink from the G block canteen if required.

**Year 12 and 13** will be released by subject teachers to break at 10.40 as normal and must use the Sixth Form Cafe if they require food or drink. During this period, students are not permitted to leave the site at breaktime unless they are going home. All students must locate themselves in Sixth Form specific facilities such as the Common Room or dedicated outside seating area unless leaving site.

**Queuing systems will be set up in the canteens to limit close contact as much as possible and students will be required to follow these.** If these instructions are wilfully ignored then the behaviour policy will be applied and sanctions put in place.

Lessons will start as normal at 11.00 with students able to make their way to lessons from 10.50. They should plan their routes around the designated up and down staircases, to avoid busy areas, ensuring that they arrive on time.

## **LUNCH TIME**

**Lunch time is split and therefore there are fewer students around site and using the facilities at this time.** Students will be able to use either the main canteen or G block canteen at lunch, as the catering offer is different in each. If purchasing the main meal they must sit down, eat this, tidy their plate away and then move to the same designated area as break. If they purchase anything else it should be taken to their designated area and consumed there. We do however recommend, where possible, students bring their own food and drink for this time.

Sixth Form students will still be able to access the Cafe for food and drink during lunch, but must remain in the Sixth Form area if remaining on site during this time.

**Lessons will start as normal after lunch with students able to make their way to lessons 10 minutes before they start.** They should plan their routes, to avoid busy areas, ensuring that they arrive on time.

## **END OF THE SCHOOL DAY AND EXIT FROM SCHOOL**

**The end of the school day has also been adapted to stagger the movement throughout the school site and through the school gates.** The main and rear gate will be opened to spread the volume of students moving through one gate and students will also be released at slightly different times. This is outlined below:

Year 7 will be released from their classrooms no earlier than 3.00.

Year 8 will be released from their classrooms no earlier than 3.00.

Year 9 will be released from their classrooms no earlier than 2.55 to ensure they are leaving the site at 3.00.

Year 10 will be released from their classrooms no earlier than 2.55 to ensure they are leaving the site at 3.00.

**Year 11 will be kept on site until 3.10** to account for the 10 minute registration slot which was removed at the start of the day. They will remain with their last class teacher until this point who will provide any central notices they would have received in registration.

Year 12 and 13 will be released from their classrooms as normal at 3.00. When students have study sessions at the end of the day, we would ask that, where possible they study at home.

As mentioned in the earlier section on travelling into school, we encourage students to either walk or cycle to school and follow the latest guidance on social distancing. Students will not be able to wait in corridors or on the school site for their siblings and must make arrangements for this to take place outside the front of school. Students should not congregate in large groups outside the front of the school and should make their way home following social distancing guidelines.

### **RETURN HOME FROM SCHOOL**

We would encourage students to wash their hands immediately after returning from school and to have their uniform washed regularly. **If your child/ren presents with any COVID 19 symptoms they should immediately tell an adult within the household and get tested.**

### **TIMETABLES AND THE CURRICULUM**

Students will continue to follow the same range of subjects in school which make up the broad and balanced curriculum Oakgrove offers. **We will be teaching the full set of option subjects at Key Stage 4 and 5 that students have selected and expect students to achieve a full set of qualifications;** this puts them in the best possible position for moving on to employment, higher education and/or training.

OFQUAL (the exams regulator) is currently consulting on a range of options for the Summer Exams 2021. Once the outcomes of these are finalised we will work with students to ensure they are able to perform as well as possible across all of their courses.

**A focus on literacy and numeracy has always taken place across all subjects at Oakgrove and this will continue.**

Subject teachers will work with students to identify and fill in any gaps in knowledge in each subject. The vast majority of our students have completed all remote work that was set and we believe students will be in a strong position to resume their studies in school. Departments are continuing to work on plans for high quality remote education should it be necessary to return to this.

There will be a focus in the tutorial/mentoring and life skills program on supporting students' well-being as we recognise that students will have additional needs around returning to school after such a disruption to their schooling.

Once we have further details from the government regarding the catch up tuition programme we will implement additional support for students in need of this, this could be one to one tuition or small group tuition.

### **MENTAL HEALTH AND WELLBEING**

The school recognises that students will have been affected by the extended period of lockdown in many ways and some students will have been facing up to very challenging circumstances at home. **All school staff are trained to look out for any signs which may indicate that a student needs support for their mental health and the school will look to support these students both in school and through signposting appropriate expert help from relevant external agencies.** It would be very helpful if parents/carers could let the school know if their child has been or is going through a difficult time at home.

### **ATTENDANCE AND REPORTING ABSENCE**

**Oakgrove will be fully open in September and full attendance is expected.** If your child is unable to attend school, it is extremely important that you inform the school of the reason for their absence by using our text service on 07860 097184 (text absences only), emailing [twilliams@oakgrove.school](mailto:twilliams@oakgrove.school) or [secondaryabsences@oakgrove.school](mailto:secondaryabsences@oakgrove.school) or leaving a message stating the reason why your child is not in school on our absence line message service (01908

545300, Option 1) from the secondary school menu. Parents of Sixth Form students should email sixthformabsences@oakgrove.school or call 01908 545300 and follow the prompts.

- Illness which is not related to COVID – 19
- Illness because the student has a suspected or confirmed case of COVID - 19
- Shielding because the student or another member of the household is classed as Clinically Extremely Vulnerable
- Self-isolating as a member of the household has a suspected or confirmed case of COVID - 19
- Medical Appointment - Please state the type of medical appointment (doctor, dentist, hospital etc.) and if your child will be returning to school afterwards
- Holiday - This should be requested in advance by using our 'Leave of Absence' form. However, should you need to take emergency time please state the reasons why.

### **IF A STUDENT/STAFF BECOMES UNWELL?**

**If a student becomes unwell with COVID 19 symptoms, then, in line with government and Public Health England direction, they will be sent home and advised to follow the COVID 19 government guidance for households with possible COVID 19 infection.** This will include advising the student to self-isolate for seven days. If a child is awaiting collection they will be kept in a ventilated room (BOA1) where they can be isolated behind a closed door with adult supervision if required. If the child awaiting collection needs to use a bathroom, they will use a separate bathroom which will be cleaned and disinfected using standard cleaning products before being used by anyone else.

**Students/staff who have developed any symptoms must book a COVID 19 test and await the results before returning to school. Upon their return we will require a copy of the test result. If the return test is positive the student or member of staff must inform the school so we can contact the relevant authorities.**

All areas and surfaces that the child has been in will be cleaned and disinfected using standard cleaning products. **Staff and students who have been in proximity to a student / member of staff who has been sent home with COVID 19 symptoms will not be required to go home unless they develop symptoms themselves.** All staff and students who have been in proximity to the child / member of staff who has been sent home must wash their hands thoroughly for twenty seconds immediately after COVID-19 symptoms have been suspected in an individual.

**The school will actively engage with the NHS Test and Trace programme** to ensure that appropriate actions to follow up suspected cases of COVID-19 are taken as quickly as possible. **If there is a confirmed case of COVID-19 at the school we will be advised / directed by Public Health England.**

### **RISK ASSESSMENTS, THE LOCAL GOVERNING BODY AND THE TRUST BOARD OF DIRECTORS**

**The school has drawn up detailed risk assessment for all areas of school life.** The risk assessment template has been created by our Multi Academy Trust (MAT) - Kingsbridge Educational Trust. All risk assessments, policy addendums and plans for reopening have been shared and agreed by the Local Governing Body at Oakgrove and the Board of Directors at Kingsbridge Educational Trust. All risk assessments are regularly reviewed in light of updated government guidance and feedback on the ground in school.

All Milton Keynes schools also have to follow the guidance and plans set out by the Local Authority in their **MK Outbreak Control Plan**, this includes reporting to the Local Authority any confirmed cases of COVID 19 with students and staff.

### **CHANGES AND ADAPTATIONS**

**The school will continue to follow the latest government guidance.** This is a very fluid situation and the school reserves the right to make changes to any of the plans outlined above. With any changes we make we will try to communicate these with you as quickly as possible and please ensure you have provided the school with the most

up-to-date contact details through the Parent App. If you need support with accessing this there is help on the school website and if the problem still persists then please email [parentapp@oakgrove.school](mailto:parentapp@oakgrove.school).

### **STAFFING AND CAPACITY**

**We will constantly be reviewing the numbers of staff and students on site, should the numbers of staff fall below a minimum level we will look to restrict the numbers of students on site.** This may involve year groups or part year groups being required to attend on a part time basis. These students will then move into remote learning whilst they are not at school.

Remote learning will consist of the following:

KS4 and 5 students will have a mixture of tasks set to complete at home in conjunction with online lessons. All work will be accessed via the Google Classroom and subject teachers will monitor and provide feedback on these. Online lessons will be conducted via Google Meet and students will receive invitations to these from their subject teachers via their school email. Each subject will offer a minimum of one lesson a week via Google Meet, this could be to the whole group or smaller groups to enable effective teaching to take place.

KS3 students will be set work via the Google Classroom. This will include written tasks and/or video input from teachers, staff may ask students to complete work or watch online lessons available on educational websites. Subject teachers will monitor and provide feedback on the tasks completed.

### **AND FINALLY (FOR NOW)...**

Thank you for taking the time to read our reopening plans. The most important aspect of our plans is that students and staff feel welcome and safe at Oakgrove. As mentioned at the beginning we are really looking forward to the students returning and to the new academic year. Have a wonderful summer and we look forward to reopening to new Year 7 and 12 students on Thursday 3rd September and to all students on Friday 4th September as previously published.