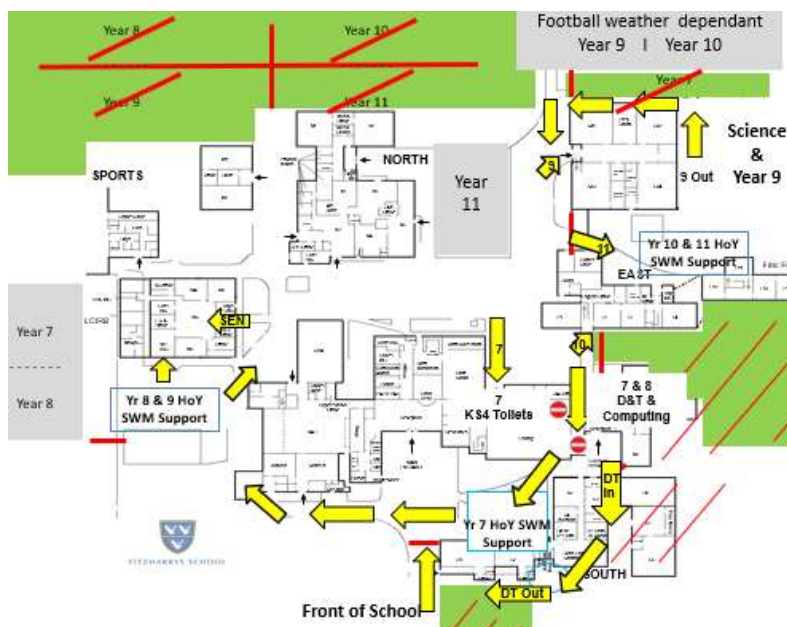


The safety and welfare of all staff and students is our number one priority. This document will support the realisation of this aim as we welcome more students back into the school environment following the 'lockdown' period.

Students must ensure that they observe our 3 R's and are always in the RIGHT Place, at the RIGHT Time and most importantly always doing the RIGHT Thing. These guiding principles haven't changed but are as important as ever in the current circumstances.

Arriving, moving around and departing the school site:

- Students must be on site by 8.37am observing social distancing and other requirements as appropriate to their mode of travel ie: wearing face masks if on a public bus, not cycling in large groups.
- Upon arrival students must go to their year group area or tutor room if available, in their identified year group 'bubble'.
 - Year 7 - Maths
 - Year 8 - Humanities
 - Year 9 - Upstairs Science
 - Year 10 - English
 - Year 11 - MFL
- Upon entry to each bubble area students must sanitize their hands
- When arriving at each lesson students will be asked to wash/sanitise their hands if they haven't done so on entry to the bubble
- All students should minimise contact with others and observe social distancing where possible.
- When moving around the school all students must observe the one-way system; following the identified routes and instructions of staff as they move around the school site.



One-way system around the site

- All students to access school via the rear of the canteen
- No access to main block/rear of school via student reception
- Registration and non-practical lessons completed in year group bubble areas
- One-way route around the front of the school to be followed following Technology and Computing lessons to return to bubble areas

- During break/lunch time students must remain in their allocated student areas and only access their identified toilets (both detailed below). The other student areas are 'out of bounds'.
- At the end of the school day, students must leave the site promptly and avoid students from other year groups where possible.

Student toilet access.

- Students must only use the following toilets based on their year group to minimise additional student contact:
 - Year 7 & 8 - KS3 student reception (boys and girls)
 - Year 9, 10 & 11 - KS4 main corridor (boys) and north block (girls)
 - JMF6 - 6th form block
 - SEN students may access the toilets in West Block

Paper towels should be used to dry hands and the paper must be deposited in the bins provided.

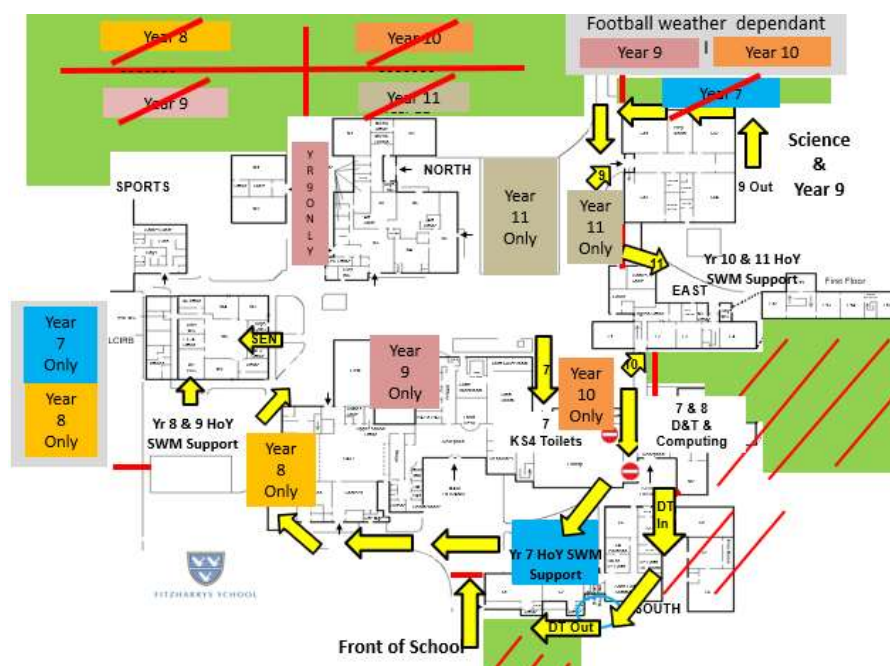
If a student needs the toilet during a lesson, they should be allowed to go but only one at a time as usual. They should return to lesson via the quickest route possible.

Break/lunch time.

- During break/lunch time students must remain in their allocated student areas and only access their identified toilets (detailed above). The other student areas are 'out of bounds'. In the main hall/ canteen students are not to cross key stage areas, duty staff should ensure that students enter and leave via the respective access doors. Different year groups will access the canteen at different times and there will be cleaning support between access times.

	Food Serving	Outdoor Space	WET Indoor Space
○ Year 7	- Student reception	Memorial Garden, Centre Court, Field	Tutor rooms & Library
○ Year 8	- Lower School	Gazebos, Courts, Field	Tutor rooms
○ Year 9	- Lower School	Gym/Hall courtyard, Courts, Field	Canteen
○ Year 10	- Upper School	East courtyard, All Weather Pitch, Field	Tutor Rooms
○ Year 11	- Upper School	Science, All Weather Pitch, Field	Tutor Rooms

Students must only access the social areas identified above to minimise additional student contact



- Students are encouraged to bring in their own drinks for the day in small bottles. Our rules re: energy drinks and large bottles of fizzy drinks remain unchanged and are not allowed.
- The sharing of food and drink is not allowed.

Lesson Expectations

- Students must arrive prepared and ready to learn, bringing their own books and equipment (planner, pencil case including writing pens (black, blue and green), pencil, ruler, rubber, pencil sharpener, coloured pencils, calculator, glue stick, highlighter and whiteboard pen. Students should also have tissues and are encouraged to bring their own hand sanitiser for personal use.
- Students will be allocated a seat in every classroom and must not leave their seat without permission.
- If students have a question, they must put up their hand and wait for the teacher to acknowledge and assist.
- Students must always follow the instructions given by their teacher or supporting adult.
- Students must behave in a way which follows social distancing and good hygiene practices and must ensure that their behaviour doesn't put students' or staff health or wellbeing at risk.
- If students deliberately/persistently refuse to cooperate with social distancing and hygiene expectations, they may be removed from lessons or asked to not come in to protect the welfare of staff and students.
- Students should receive positive praise and rewards in response to continued good work and behaviour.
- No student has the right to disrupt the learning of others and it is essential that all learning and support time in school is maximised. If students fail to engage with the agreed expectations, then our behaviour 'B' warnings will be issued and follow up consequences applied.

Rewards and Consequences

Rewards	Expectations	Consequences
Verbal praise in your lesson	Always be in the... Right Place, at the Right time, doing the Right thing	B1 Warning issued by the teacher
Verbal feedback during lesson		B2 Short ASDT
House points		B3 Long ASDT
Positive call home		Isolation from lessons
Postcard home		Fixed Term Exclusion

Follow up consequences will take place after school in the following locations:

- Year 7 - Maths - M12
- Year 8 - Humanities - M13
- Year 9 - Upstairs Science - Sc5
- Year 10 – English - E13
- Year 11 – MFL - E14

Follow up sanctions will all be applied on the same day (P5 the previous day through to P4) after school with detentions taking place in bubble area; if students are late in the morning, arriving after 8.37 they will need to serve a 10 minute detention; 10 minutes will be completed for each B2 detention accrued with B3 detentions lasting 45 minutes. Detentions will be logged via the detention notification form and on Bromcom so parents can see the behaviour via MCAS. A courtesy message will be sent to parents informing them of the ASDT. Students can only two B2's or complete one B2 and one B3 on the same day; if the sanctions can't be cleared then they will roll over to the next afterschool session or be followed up with isolation or fixed term exclusion depending on the incidents. Isolation will be undertaken for a single bubble only at any one time.

Behaviour logs will continue to be monitored and appropriate follow up instigated with students whose behaviour causes concern, this may include the use of internal report cards, formal behaviour review meetings, individual behaviour plans and pastoral support plans.

Student Support

Students can access their Head of Year or Student Wellbeing Manager in the following locations before school, from 1.25 and after school.

- Year 7 - Mrs Beedles-Clark and Miss Cook - South Block
- Years 8 & 9 - Mrs Beedles-Clark and Miss Allen - West Block (outside access door)
- Years 10 & 11 - Miss Pharoah and Miss David - East Block (languages entrance)

Illness & general hygiene

For any illness which may be COVID-19 related the current Government guidance must be followed. These can be found at: <https://www.gov.uk/coronavirus>

In school we will use the following principles when dealing with illness and general hygiene

- Students will be encouraged to wash/sanitise their hands regularly throughout the day.
- If a student or any member of their household has any of the COVID-19 symptoms they should self-isolate at home with the school notified by calling the absence line. Please refer to the current Government guidance via the link above.
- If a student coughs or sneezes during the school day they MUST use a tissue to CATCH IT, BIN IT, KILL IT.
- Students must try to avoid touching their mouth, nose and eyes to minimise the risk of passing the virus.
- If a student becomes unwell during the day support will be administered via our on-site first aiders. If the student is unwell with coronavirus symptoms they should let the first aiders know so additional precautions can be implemented. If this is the case parents/guardians will be contacted to collect their son/daughter.

School name	: Fitzharrys School
Policy owner	: Mr A Williams (Pastoral Director)
Date	: 10/10/2020
Date shared with Head of School	: 10/10/2020
Date shared with Senior Leadership Team	: 10/10/2020
Date shared with governors and trustees	: 10/10/2020
Date shared with staff	: 12/10/2020

Supporting COVID-19 posters for classroom and site use



