



# **Hardenhuish School**

## **Pupil and Student**

### **Re-opening Information for**

### **September 2020-21**

This plan has been developed in response to the  
Department for Education Guidance for full opening – schools  
published 2 July 2020 **and all subsequent updates and further guidance but  
will still remain subject to change as the situation evolves.**

#### **[Risk Assessment](#)**

Please note the document linked here remains current and will be updated as  
required.

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## Rationale

The closure of schools over recent months has presented significant challenges to all members of our community. Whilst we hope that our return to school in September will bring about a greater sense of 'normality', there are a number of logistical and year group specific changes that all students, staff and parents will need to be aware of. By outlining this information in this document, it is hoped that all members of our community will be re-assured and that we can continue to support each other to deliver excellent outcomes for our young people.

## Guiding Principles

1. All pupils and students to return to school full-time
2. All pupils and students to continue accessing our existing broad and balanced curriculum
3. Wellbeing of all members of the community remains a priority
4. To minimise contacts and maximise distance wherever possible
5. Any member of the community who is unwell remains at home
6. Robust hygiene and cleaning arrangements in place

## Staggered start to Term 1

To ensure that staff are trained and prepared, an additional TD day has been added to the beginning of Term 1. As Induction did not take place on site during Term 6 for the new Years 7 and 12, there will be two induction days for Year 7 ( 3 and 4 September)and one for Year 12 ( 4 September) on with Years 8, 9, 10, 11 and 13 returning to school on Monday 7<sup>th</sup> September.

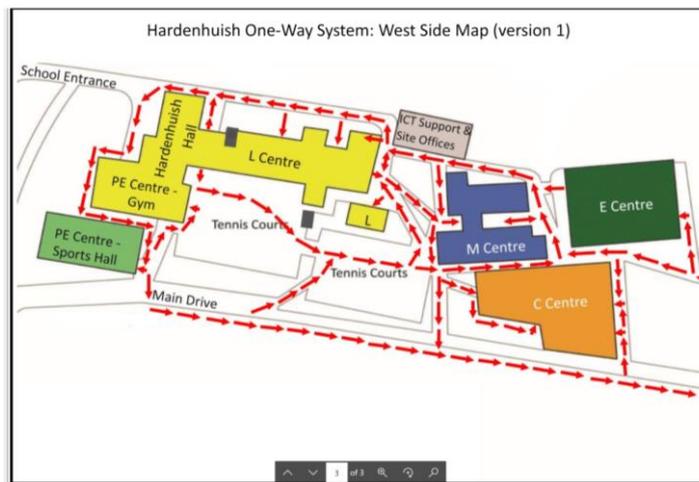
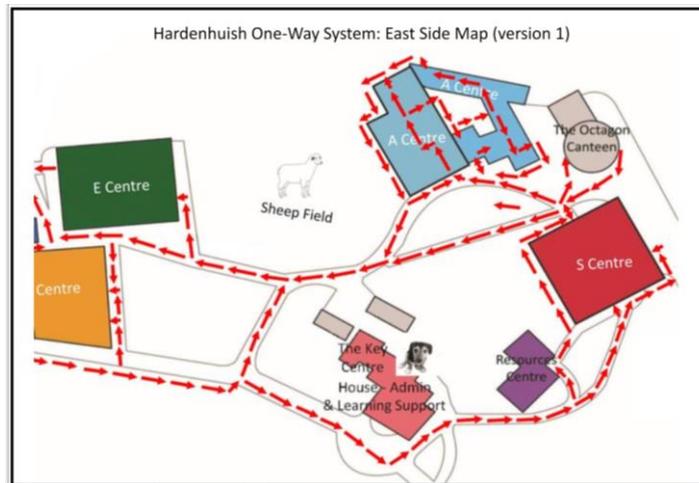
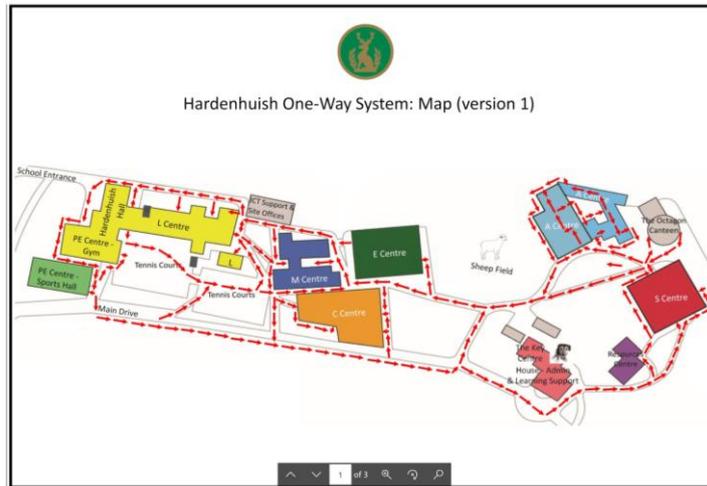
### What does this mean if I am a young person?

- If you are in Year 7 you will begin school on 3.9.20. Please come to the courts on the left as you go up the drive where you will be welcomed by your Tutor.
- If you are in Year 12, you will return to school on 4.9.20. Please meet on the grass to the right of the house as you look at it.
- If you are in Years 8,9,10,11 or 13 you will return to school on 7.9.20. Please go straight to your Tutor base as identified on page 3 in the Year Group Zoning section.
- After their first day, pupils and students should go directly to their Tutor bases as soon as they arrive in school in the morning.

## One-way System

We will be operating a one-way system around the school site to minimise contacts and mixing. This will be in place for the beginning of Term 1 and this will be adhered to by all members of the community.

Please see maps below.



### What does this mean if I am a young person?

- The one-way system will be followed by all members of the community including all pupils and students to minimise contact and reduce mixing.
- If you are not following the one-way system you can expect to receive a consequence.

### Wellbeing

For many pupils, students and staff, returning to school may cause anxiety and concerns related to reintegration as well as health. Looking after all members of the community is our main priority and we continue to make decisions with wellbeing in mind.

### What does this mean if I am a young person?

- The Successful Lives programme and a double tutor time on 7 September will help to build confidence about returning to school, as well as include opportunities to discuss concerns and wellbeing strategies and remaining positive.
- Pastoral managers will be available during tutor time, break and lunchtime in your year group zones for support or signposting to external services on offer.

### Year Group Zoning

Pupils will remain with their Year Group as much as possible during the school day. This will mean that Tutor Rooms for each Year Group will be zoned and whole or half year groups will be zoned in teaching rooms as far as is practically possible. This will require pupils to have all the equipment they need for each lesson (including calculators) as teachers who are more mobile will not have access to resources that can be loaned/shared. Assemblies will continue to take place weekly and be delivered via Teams. There will also be Year Group zoning at break and lunchtime, please see section below.

### Tutor group rooms and year group zones during tutor time:

7 E Centre and C centre	8 1 <sup>st</sup> floor of L centre only	9 S Centre	10 Lower L centre	11 M Centre	12 A centre first floor (and S)	13 A centre ground floor
7EGB E1	8OAG L16	9DQC S12	10JJH L3	11HJP M8	12COB A16	13KSS A5
7AJB E6	8LEB L13	9MMW (S)N S3	10PRF L20	11DWH M5	12WCR A18	13PDA A4
7SEF C6	8JRC L15	9MFH S8	10FXC L4	11MJC M7	12CMM S5	13DJS A9
7EXH E7	8AJH L18	9ACC S6	10CZS L8	11KLW M3	12CMW S1	13SXC A7
7KAO E3		9TMP S9		11NML M1	12VXS A15	13SML A8

7TJB C5	8AJC L12	9TJG S10	10JXK L1	11HLS M2	12HAW A14	13PEG A3
7FAL E4	8RMH L11	9RWK S2	10LKB L21	11CDD M4	12JLA A17	13WSE A6
7MAP E5	8IXT L17	9ACO S13	10DJW L2	11SZL M9	12MJF S4	13PJW A2
7HVR E2	8SRT L19	9EJC S7	10WXN L9	11EJB M6	12JMB A10	
7DRW C7	8ERS L14		10AAB L7			

### What does this mean if I am a young person?

- Your Tutor Room will be with other groups in your Year Group in a specific part of the school.
- Teaching will also be in Year Group zones.
- If you are in Year 7, you will be taught in your Tutor Group for most of your lessons in Term 1 and will move from classroom to classroom together.
- If you need to speak to your Pastoral or Learning Manager, they will be in your zone during Tutor Time.
- You will need to make sure that you have the equipment you need for each lesson including pens, pencils, ruler, rubber, pencil sharpener, coloured pencils, glue stick and calculator.

### **Hygiene**

All members of the community will be expected to clean their hands more thoroughly and more often than usual making use of the hand sanitiser units located around the school site. All members of the community will also be provided with their own hand sanitiser. As a minimum, this should happen when arriving at school, when changing rooms, when returning from breaks and before and after eating. Equally the 'catch it, bin it, kill it' approach will be adopted with tissues and lidded bins available in each classroom.

Teachers and Support Staff, in classrooms, will remain at the outer edges of the classroom as much as possible to maintain distance (2m as per the guidance referenced) from each other and young people wherever possible. Individual support will continue to be provided but this may be from a greater distance than usual.

Pupils and students will be encouraged not to touch staff or peers.

Pupils, students and staff can wear a face covering and bring **hand sanitiser** to school with them if they choose.

### What does this mean if I am a young person?

- You will be provided with hand sanitiser and be expected to use this regularly and responsibly as well as washing your hands when possible.
- Tissues will be disposed of in lidded bins.
- TAs and Teachers will support you as best they can but to stay safe may be further away from you than usual.
- You can wear a face covering if you choose.

- You will be expected to wipe down the table that you have been working at before leaving the lesson. You will also be expected to wipe off any PE equipment you have been using.

### Uniform

Pupils will be in full school uniform in line with government guidance. **We are aware of the issues with the supply of some of the PE Kit and will allow pupils to wear plain/dark alternatives until this becomes available.**

**Please note ties (both normal and prefect ties) should be purchased from the school via Wisepay.**

### Attendance

Pupils will be expected to attend school unless they are unwell or isolating on the advice of Public Health England. It is vital that we are made aware of any absence and the reason for this via the absence line on the main school number 01249 650693.

No member of our community should come to school if they have Covid-19 symptoms. They should arrange to have a test and self-isolate for 10 days. The school should be informed immediately of any test results. Please phone 01249 650693 and ask for our Business Manager, Mrs Gould. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. If a young person becomes unwell with symptoms whilst in school a procedure will be implemented to isolate them from other members of the community until they can be collected.

### What does this mean if I am a young person?

- We will expect you to be in school unless you are ill, when you should not come to school.
- Your parents should report any absence on 01249 650693 and select the “report an absence” option.
- If you become unwell during the school day, we will look after you and arrange for you to go home as soon as possible.
- If you are self-isolating because you or a member of your family has Covid-19 symptoms and you have been instructed to do so by track and trace, but you remain well, work will be provided for you to complete at home.

### Behaviour

As always, the highest standards of behaviour will be expected from our pupils and students to help us to manage these new ways of working. To maintain distance between pupils and staff as much as possible, ACEs will be awarded electronically to Year 7 (in place of merits) as well as Years 8-11. Conduct cards will be used to make a record when these expectations are not met.

### Curriculum

To enable us to continue with our broad and balanced curriculum, but work within the guidance, pupils and students will go to specialist classrooms for practical subjects where possible. For Term 1, ICT rooms will only be used when they already appear on a class’ timetable. There may be reduced practical and increased demonstration in Science, DT and Art to minimise the sharing of resources. Feedback will be given as regularly as practical. To reduce use of the PE changing rooms, those with PE lessons period 1 and 2 can arrive for school in PE kit and those with PE period 5 and 6 can go home in PE kit.

Music, Dance and Drama lessons will be delivered in line with Government Guidance and any specific details for these subjects will be communicated separately.

#### What does this mean if I am a young person?

- You may not be doing as much practical work to begin with in Term 1 but may be watching your teacher demonstrate instead.
- You should ensure that you have all of the equipment you need for each lesson eg pen, pencil, ruler, rubber, pencil sharpener, glue stick, coloured pencils and calculator.
- Your curriculum may change slightly due to the current guidance but this will not disadvantage you.

#### **Classroom Layout**

To comply with guidance that classrooms should have side by side, front facing desks, all classrooms **have been** reorganised to be front facing, excess furniture removed, **areas identified at the front of the room to enable staff and pupil social distancing** and seating plans implemented in each room to reduce mixing. Pupils will be asked to wipe down the table at which they have been working with anti-bacterial wipes before leaving each classroom.

#### What does this mean if I am a young person?

- You will have to sit in a seating plan in each classroom and will be in the same seat for that lesson.
- You will be expected to wipe down the table that you have been working at before leaving the lesson.
- There may be screens in some classrooms to support the safety of our community. These must not be touched.
- **There may be areas taped at the front of classrooms to enable social distancing between staff and pupils and students**

#### **Blended Learning Contingency/Local Lockdown**

Activities will take place during Term 1 to prepare for the eventuality of us being required to return to a situation of Home Learning. We await further guidance regarding how this will work and are working with the Local Authority to develop the Local Outbreak Management Plan (LOMP) in relation to COVID-19 which we would be expected to follow.

Successful Lives will include lessons to support our young people reintegrate back into school and best practice for effective home learning to prepare for this should it be required again.

#### **Resources Centre**

The Resources Centre will be open at break and lunchtime for one Year Group each day:

Monday	Year 7
Tuesday	Year 8
Wednesday	Year 9
Thursday	Year 10
Friday	Year 11

**The Resources Centre remains open from 8am-4pm Monday to Thursday and 8am-3pm on Friday. The 6<sup>th</sup> Form can access the Resource Centre during their study periods although numbers will be limited.**

### What does this mean if I am a young person?

- Young people I can only use the Resource Centre on my allocated day
- Year 7 will visit the Resource Centre as part of their English lessons to learn what resources are available and how they can be used to support their learning
- Sixth Formers can make use of the extensive study areas in A Centre during their study periods

### **Medical Room**

If pupils need to visit the Medical Room for routine, non-Covid related issues they will need to receive approval to do so from a member of staff. They should make their way directly to the medical room without taking other young people with them and wait patiently to be seen. If a pupil or student discloses, they are feeling unwell with potential Covid-19 symptoms, a member of staff will supervise them in isolation and within a well-ventilated area. The parent will be contacted and asked to collect the pupil or student from school. If appropriate parents will be asked to request a Covid-19 test. The supervising adult will be wearing full PPE, as per government guidelines. It is imperative that pupils and students disclose genuine symptoms, as the government directed process will be followed in the case of potential Covid-19 symptoms.

### What does this mean if I am a young person?

- Young people should visit the medical room on their own and only when they have permission from a member of staff
- At break and lunchtime Mrs Sampson our Medical Officer will be available to support young people from the Pupil Support Cabin (formerly the school uniform shop) behind the House.

### **Lunchtimes and Breaktimes**

Pupils will be allocated Year Group specific areas that they must use during lunch and break times (see maps below). There is one indoor and one outdoor space per year group. We will **not** be in a position to offer food at break time during the first two weeks of Term 1 in the first instance and pupils and students will be encouraged to bring a snack and drink from home to consume at break time (please remember no canned drinks and to bring re-fillable bottles). Whilst these arrangements are in place, pupils will be able to eat food brought from home in their designated areas where bins will be provided.

To enable us to offer every member of our community a hot meal as often as possible, we will operate a split lunchtime with pupils, students and staff either having lunch and then Period 4 or Period 4 and then lunch. When pupils and students are not eating their lunch they will be expected to go to their Year Group specific area.

Y7,9 and 13 now have lunch after P3 and have their P4b lesson at 12:20

Single Periods								
8.30-8.45	8.45-9.35	9.40-10.30		10.50-11.40	11.40-12.20	12.20-1.10	1.15-2.05	2.10-3
<b>Tutor Time</b>	1	2	<b>BREAK</b>	3	Early Lunch	4b	5	6
	8:45-10:25 for double lesson						1:15-2:55 for double lesson	

Y7, 9 and 13 must go to their allocated lunch space only

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Octagon	Hardenhuish Hall	Octagon	Octagon	Hardenhuish Hall
Year 9	Hardenhuish Hall	Octagon	Hardenhuish Hall	Hardenhuish Hall	Octagon
Year 13	Hungry stag				

Year 8, 10, 11 and 12

There is no change on the time for lunch but...

Single Periods								
8.30-8.45	8.45-9.35	9.40-10.30		10.50-11.40	11.45-12.35	12.35-1.15	1.15-2.05	2.10-3
<b>Tutor Time</b>	1	2	<b>BREAK</b>	3	4a	Late Lunch	5	6
	8:45-10:25 for double lessons			10:50-12:30 for double lessons			1:15-2:55 for double lessons	

Year 8, 10, 11 and 12 must also go to their allocated lunch spaces only. The PTH will not yet be able to serve hot food.

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 8	Octagon	Hardenhuish Hall	Hardenhuish Hall	Hardenhuish Hall	PTH
Year 10	PTH	Octagon	PTH	Octagon	Octagon
Year 11	Hardenhuish Hall	PTH	Octagon	PTH	Hardenhuish Hall
Year 12	Hungry Stag				

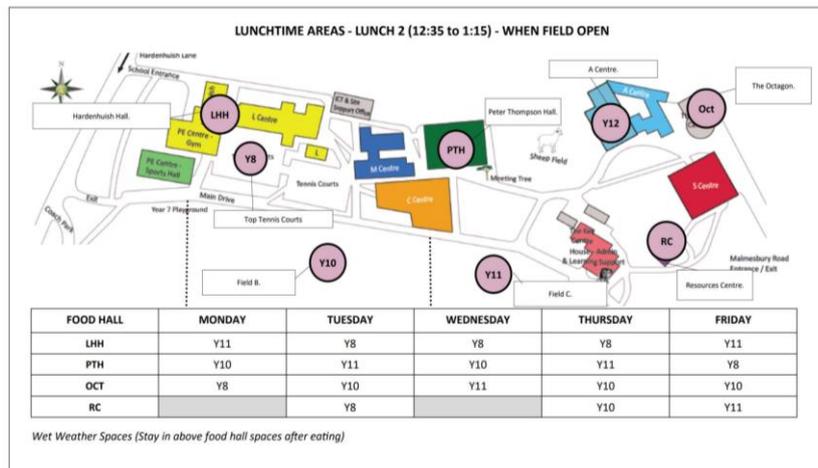
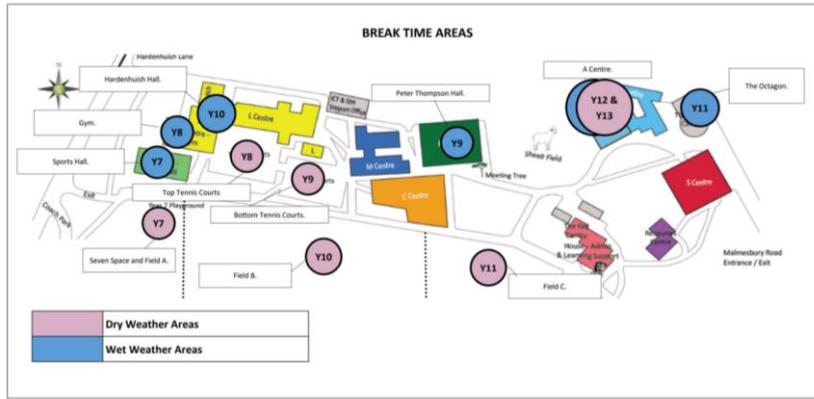
Any ball games will be played within Year Group areas.

Water fountains will be available for re-useable bottles to be filled during break and lunchtimes **but not to be drunk from directly.**

BREAK spaces (same each day):

Year Group	Designated space	In door space (only open if wet/cold)
Year 7	7Space/Field by 7Space	Sports Hall
Year 8	Top Court	Gym
Year 9	Bottom Court	Peter Thompson Hall
Year 10	Field	Hardenhuish Hall
Year 11	House side of the Field	Octagon

LUNCH spaces will vary according to the day of the week and where each Year group are before and after lunch.



What does this mean if I am a young person?

- You will have an area specific to your Year Group that you will have to go to at break and lunch.
- You will have to bring your own snack and drink for break.
- You will have either an early or late lunch.
- When you are not eating your lunch, you will be expected to go to your year group area.

## Lockers

To give us the opportunity to clear and clean lockers, they will not be available for at least the first two weeks of Term1. We will be in touch once these have been cleared and cleaned.

### What does this mean if I am a young person?

- You will need to bring to school and carry with you everything that you will need for each day.
- If you already have a locker, you will be asked to clear this at some point before the lockers are cleaned and re-allocated.

## Fire Bells

To comply with guidance and avoid mixing, the muster areas for year groups to go to in the event of the fire bells ringing, will be spread out along the field next to the drive, with appropriate spacing in between year groups. The one-way system will not be in operation during evacuation. Staff members who usually muster outside the Manor House will need to stand 2 metres apart.

### What does this mean if I am a young person?

- You will have to quietly and calmly walk with your class, until you reach your area of the field. Take care not to walk ahead or fall behind your class.
- You will be expected to stand in tutor group lines and wait to be dismissed. Each year group will be dismissed one at a time and you must follow the one-way system back to your teaching base.

## Calendar

The school calendar has been written with “normal” in mind and the current situation is far from normal. The calendar will be subject to change possibly at short-notice but we will do our best to keep you informed of any changes. We are looking for opportunities to hold events remotely and adapt our ways of working. Please check the website and Weekly Headlines for information regarding upcoming events.

### What does this mean if I am a young person?

- Calendar events may be changed at short notice, we will keep you as informed as possible.

## Extra-curricular activities and opportunities

Our extra-curricular offer may not be as extensive as it usually is during Term 1 to minimise mixing. No activities will be possible during lunchtime due to it being split. We will publish our programme of extra-curricular activities and opportunities as soon as we are able.

### What does this mean if I am a young person?

- There may not be as many clubs and activities as usual during Term 1. Clubs and activities may be different to normal due to the need to minimise mixing and not share equipment.
- There will be no lunch time clubs.

### After-school care club

After school care club will resume from 7 September. This can be booked via WisePAY at a cost of £3 per session and runs from 4-5.30pm Monday to Thursday and 3-5.30pm on a Friday. A letter with further details will be sent out via SchoolComms next week.

### Breakfast club

Breakfast club will resume from 7 September and runs by invitation only. Please contact your Pastoral Manager for further information.

### Parental Meetings

Meetings with Hardenhuish staff will take place by telephone and Teams where possible to reduce the number of visitors to the school site.

### Transport to and from school

All members of the community should walk or cycle to school if at all possible. If pupils and students are coming by car, please consider where they are being dropped off/picked up to reduce congestion and maintain distancing, making use of all entrances to the site. Please consider parking locally to reduce pressure on the school site. If pupils and students are being dropped off /picked up from the site, this should be via the drop-off zone only.

### What does this mean if I am a young person?

- Walk or cycle to school if possible.
- Ask your parents to drop you off/pick you up somewhere away from the school site if possible.
- If you are travelling by public or dedicated school transport you have to wear a face covering. This will need to be taken off before you reach your tutor room and put in a sealed plastic bag and kept in your school bag during the day. If you choose to wear a face covering during the school day, this will need to be different to the one worn on public transport.