



# **Hardenhuish School**

## **Pupil and Student**

### **Information for Term 2**

#### **2020-21**

**This plan has been developed in response to the  
Department for Education Guidance for full opening of schools  
published 2 July 2020 and subsequent updates up to 23.10.20**

[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 between March and July 2020 has presented significant challenges to all members of our community. Whilst our return to school in September has brought about a greater sense of 'normality', there have been a number of logistical and year group specific changes that all students, staff and parents have needed to adapt to. 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 and remain COVID secure as the situation continues.

## Guiding Principles

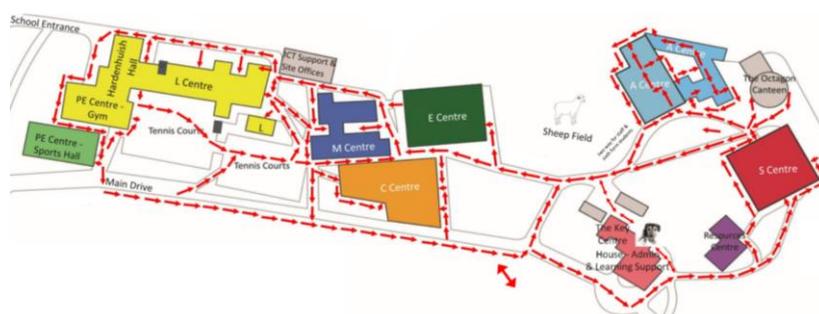
1. All pupils and students to attend school full-time
2. All pupils and students to continue accessing our existing broad and balanced curriculum
3. Wellbeing of all members of the community remains a priority
4. To minimise contacts and maximise distance wherever possible
5. Any member of the community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

## One-way System

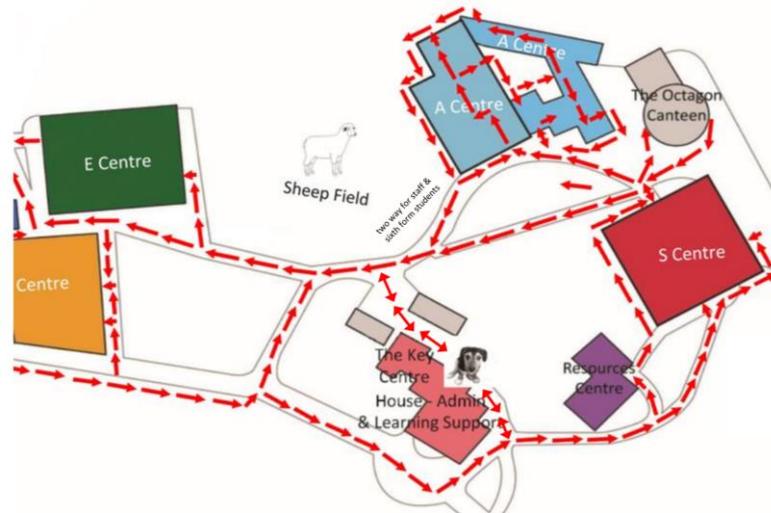
We will continue to operate a one-way system around the school site to minimise contacts and mixing. This will be adhered to by all members of the community.



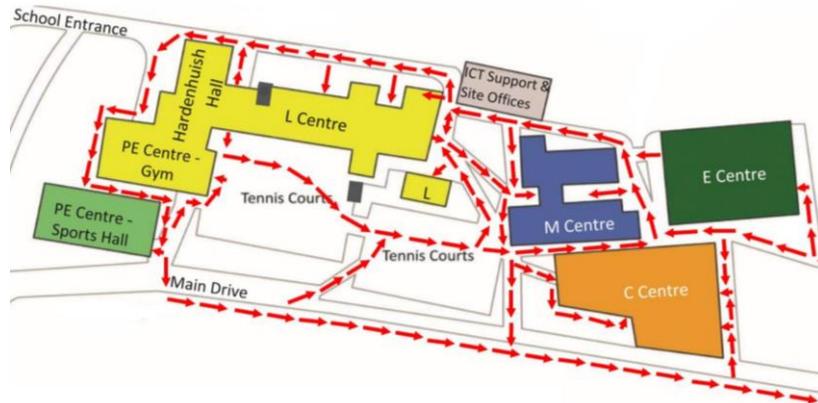
Hardenhuish One-Way System: Map (version 2)



Hardenhuish One-Way System: East Side Map (version 2)



Hardenhuish One-Way System: West Side Map (version 2)



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 has caused 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 has helped to build confidence about returning to school, as well as include opportunities to discuss concerns and wellbeing strategies and remaining positive.

- Pastoral managers continue to be available during tutor time, break and lunchtime in your year group zones for support or signposting to external services on offer.
- Young people have been asked to feedback on issues specifically related to COVID 19 that may be affecting their wellbeing through their tutors

## Year Group Zoning

Pupils remain with their Year Group as much as possible during the school day. This will mean that Tutor Rooms for each Year Group are zoned and whole or half year groups are zoned in teaching rooms as far as is practically possible. This requires 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 continue to take place weekly and are delivered via Teams. There is 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 (SIN) 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 is with other groups in your Year Group in a specific part of the school.
- Teaching is also in Year Group zones.

- If you are in Year 7, you will be taught in your Tutor Group for most of your lessons and will have been told your groups and classrooms for those lessons where you are not with your tutor group
- 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 are 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 have been issued with their own bottle of hand sanitiser to carry with them. 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 are 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 will be provided with a face covering to wear in indoor communal areas and corridors and may bring hand sanitiser/anti-bac wipes to school with them if they choose although these will be readily available. Further face coverings will be available to purchase on WISEPAY. Pupils unable to wear a face covering will have a sticker on their Smartcard to confirm this.

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

- You have been provided with hand sanitiser and are 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 and may wear a visor to protect you and them.
- You will wear a face covering in indoor corridors and communal areas.
- If you do not feel able to wear a face covering please speak to your Pastoral Manager
- 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 equipment you have been using in lessons.

## Attendance

Pupils are 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.



- 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, you can access work via a link that will be sent to you. If you are in Key Stage 4 or 5, further work may be provided for you to complete at home.

## 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.

## Behaviour

As always, the highest standards of behaviour are 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 card points will be added electronically when these expectations are not met. A trial will also be conducted during Term 2 to monitor the behaviour of individual pupils on daily report via SIMS.

## 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. 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. During the period of Y11 mocks (2-10 November), pupils with PE lessons can come in in their kit and remain in their kit for the day. For the rest of the term, 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 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 be subject to ongoing change but this will not disadvantage you.

## Feedback

Pupils will be expected to take responsibility for their exercise books. Feedback will be provided as frequently as practically possible.

## Classroom Layout

To comply with guidance that classrooms have side by side, front facing desks. All classrooms have been reorganised to be front facing with areas identified at the front of the room to enable staff and pupil social distancing, excess furniture removed and seating plans implemented in each room to reduce mixing. Screens may also be in place in some areas for added protection. Pupils are 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 Lock down

Activities have taken place during Term 1 to prepare for the eventuality of us being required to return to a situation of Home Learning in response to a local or national lockdown. We have worked 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 has included lessons to support our young people reintegrate back into school and develop 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 can only use the Resource Centre on their 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, wear a face covering and wait patiently to be seen. At break and lunchtime, pupils requiring medical attention should enter the medical room from the external door behind the house.

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?

- You should only go to the medical room with permission from a member of staff
- You should go to the medical room on your own
- You should wear a face covering if possible and wait patiently to be seen by the Medical Officer
- If you are visiting the medical room during break and lunchtime, you should access the room via the external door behind the house
- If you become unwell with COVID symptoms a process will be followed to keep you safe until you can be collected

### **Lunchtimes and Breaktimes**

Pupils are allocated Year Group specific areas that they must use during lunch and break times. There is one indoor and one outdoor space per year group. Break time snacks will be available on a phased basis during Term 2. Pupils and students will continue to 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). Pupils are able to eat food brought from home in their designated areas where bins have been 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 during Period 4a or Period 4b. 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.

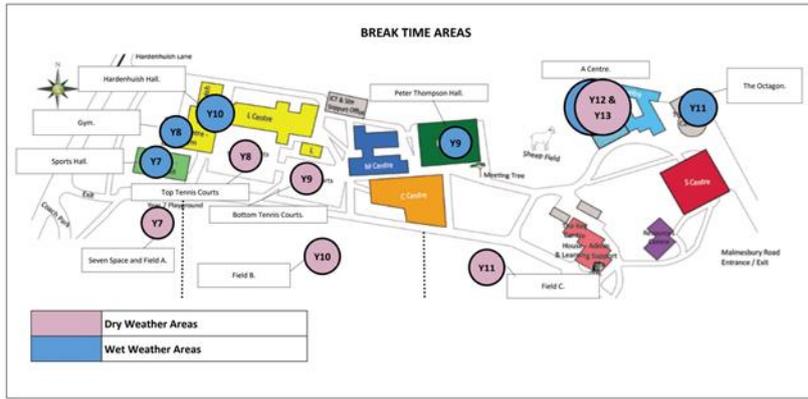
	Monday	Tuesday	Wednesday	Thursday	Friday
Year 8	Octagon	Hardenhuish Hall	Hardenhuish Hall	Hardenhuish Hall	PTH
Year 10	PTH	Octagon	PTH	Octagon	Octagon
Year 11	Hardenhuish Hall	PTH	Octagon	PTH	Hardenhuish Hall
Year 12	Hungry Stag				

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 should not be drunk from directly.

BREAK spaces (same each day):

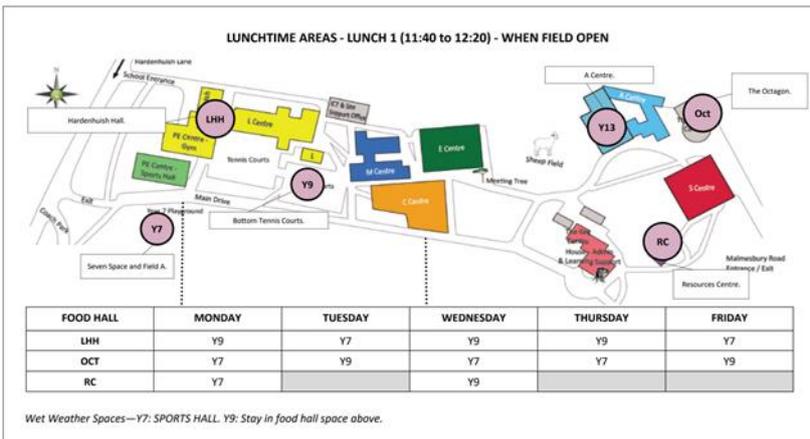
Year Group	Designated space	In door space only open if wet/cold
Year 7 (Lunch 4a - 11.40-12.20pm)	7Space/Field by 7Space	Sports Hall
Year 8 (Lunch 4b – 12.35- 1.15pm)	Top Court	Gym
Year 9 (Lunch 4a 11.40-12.20pm)	Bottom Court	Peter Thompson Hall
Year 10 (Lunch 4b – 12.35- 1.15pm)	Field	Hardenhuish Hall
Year 11 (Lunch 4b – 12.35- 1.15pm)	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.

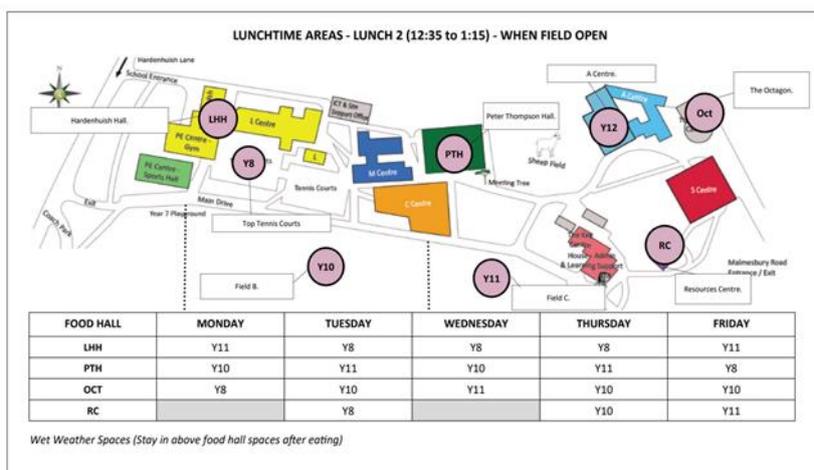
### Lunch 4a

FOOD HALL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LHH	Y9	Y7	Y9	Y9	Y7
OCT	Y7	Y9	Y7	Y7	Y9



### Lunch 4b

FOOD HALL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LHH	Y11	Y8	Y8	Y8	Y11
PTH	Y10	Y11	Y10	Y11	Y8
OCT	Y8	Y10	Y11	Y10	Y10



### 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 although break time snacks will be available on a phased basis during Term 2
- 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**

All lockers have now been emptied and cleaned. These will be reallocated to pupils according to their Year group zones.

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

- If you have opted to keep a locker, this will be reallocated in your Year group zone.
- If you would like a locker to be allocated, please complete the booking form on WISEPAY.

### **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 will remain 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 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.

### **Instrumental Music Lessons**

Where possible, peripatetic music lessons will be provided in line with arrangements during Term 1. Where a lesson is unable to take place, students will be informed and alternative arrangements / refunds will be processed

### **After-school club**

After school care club is running. 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. Please speak to the Pastoral Manager of your year group for further information.

### **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. Bike rack should be used considerately and being mindful of social distancing.

Pupils should wear face coverings if travelling by public transport and dedicated school transport.

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 or dedicated school transport.