

**Northallerton School &
Sixth Form College**

Parent/Carer and Student

Back to School Guide



**Northallerton School
& Sixth Form College**

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Message from the Head of School



We are delighted to be welcoming all of our Northallerton School & Sixth Form students back in September. The government has provided detailed guidance on how we can carry this out as safely as possible, which can be read by following this link:

Guidance for full opening: schools - GOV.UK

The guidance sets out the public health protocols the school **must** follow. This includes:

- a requirement that people who are ill (with Covid-19 symptoms) stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together;
- avoiding contact between groups;
- arranging classrooms with forward facing desks;
- staff maintaining distance from students and other staff as much as possible.

We are also required to revisit and update our risk assessment, a copy of which will be available on our website before term starts. The risk assessment will be available on the COVID-19 tab on our website.

As well as this, there are a system of controls or principles we must cover, but the way we implement these is flexible depending upon our unique circumstances. The government states that school leaders are best placed to understand the needs of their schools in order to deliver a broad and balanced curriculum with the measures needed to manage risk.



We have spent considerable time working through the government guidance and North Yorkshire County Council risk assessments to ensure we can operate as safely and effectively as possible, without compromising the quality and diversity of education that we offer. As a secondary school with significant variations of subject combinations and student groupings this has been a challenge, but one that we believe we have resolved in the best interests of our students and staff.

The approach the government recommends is one of 'bubbles' or 'pods'. This is where year groups (or in the case of Sixth Form, Y12 **and** Y13) are grouped together and the contact they have with students in other year groups is minimised. Within the pods, we will implement public health advice and encourage distancing as much as possible (students must be 2m away from adults but can mix more closely - without touching - with their peers within their pod).

This booklet provides you with an insight into how we intend to keep everyone as safe as possible, whilst recognising that no environment can be completely risk-free. Please feel free to contact us should you have any questions.

If your son or daughter is starting year 7 in September, in some ways their transition from primary school will be easier than usual. This is because the students will remain in their pods for most of their lessons. We appreciate that these students did not have the usual induction days in July. Because of this, Monday 7th September will be an induction day just for students in years 7 and 12 and we will have additional staff training before the children arrive to make sure that we are ready to meet their needs.

Please talk through the information in this booklet with your son/daughter so that he/she is as prepared as possible for a long-awaited return.

Thank you for your continued support.

Mrs V. E. Rahn
Head of School

How will students get to school?

The best thing to do is walk or cycle where possible.

At the time of publishing this document, North Yorkshire County Council had just received the promised guidance on passenger transport from the Department for Education. We do know that students will need to wear face coverings on school transport as they are all over the age of 11, and that students will be mixed with other year groups on the buses.

Once we have more information from the bus companies and North Yorkshire County Council about how they intend to implement measures in the guidance, we will be in touch. It goes without saying that we will work with the bus companies and North Yorkshire County Council to enforce a zero tolerance approach to behaviour issues related to Covid safety on the school buses. Students will not be allowed to use school passenger transport if they are unable to follow expectations.

What happens when students arrive at school?

On arrival at school, students will be directed to enter school via the allocated gate or entrance for their year group.

Year 7 - C Block entrance (Gate next to visitor's reception)

Year 8 - Crosby Road entrance (Gate next to Maths)

Year 9 - Colstan Road entrance (Behind the sports hall)

Year 10 - Side entrance on Grammar School Lane (Next to staff car park)

Year 11 - Main student entrance

Sixth Form - Field Gate entrance

Students arriving before 8:40 a.m. will proceed to the allocated outdoor space, as shown below. Sixth Form students have recreational space within the sixth form block and use of the library as their study area.

Year 7 - Grass area surrounding the MFL and Health & Social Care huts

Year 8 - Maths covered area (upstairs and downstairs) and space outside D block labs

Year 9 - Lower quad area

Year 10 - Upper quad area

Year 11 - Front of school outside main student entrance

For break times and lunchtimes the allocated outdoor spaces are as follows:

Year 7 - Grass area surrounding the MFL and Health & Social Care huts

Year 8 - Front of school / Tennis courts*

Year 9 - Lower quad area and school field*

Year 10 - Front of school / Tennis courts*

Year 11 - School field*

*Please note that the times for breaks and lunches are staggered for each year group therefore no two year groups will occupy the same space at the same time.





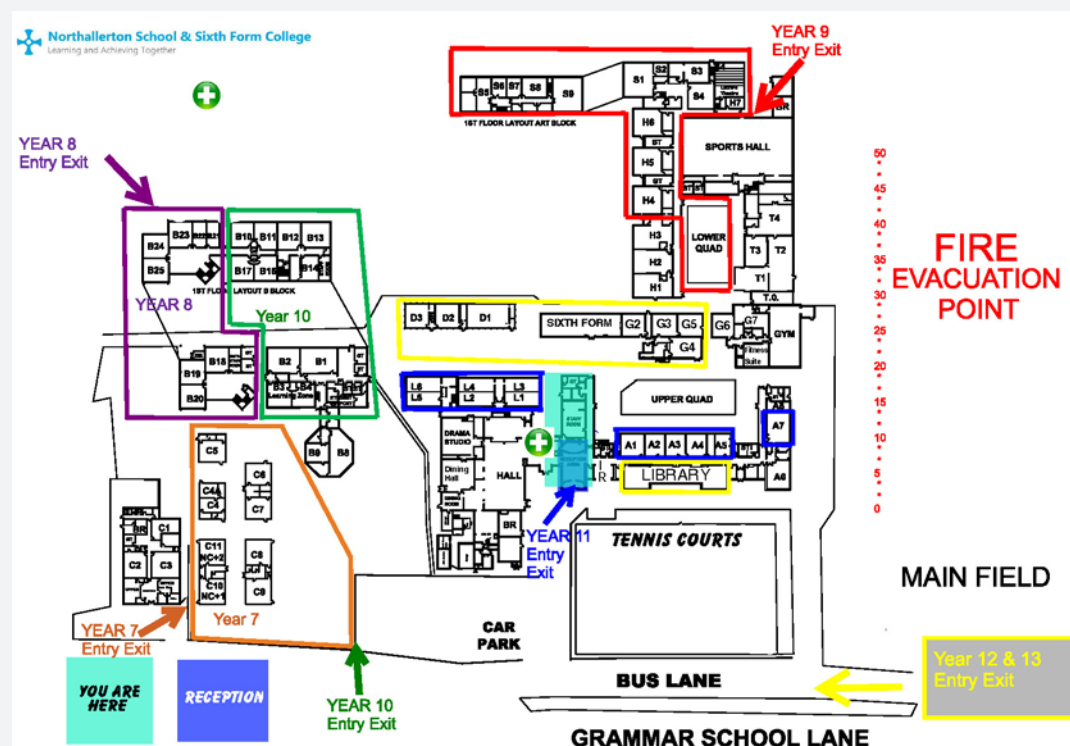
What changes have been made in school to support staff and student safety?

Creating year group 'pods'

We have designed our timetable so that, wherever possible, students can remain in their pod for their lessons. The 'pod' areas for each year group are shown below.

Pod	Classrooms
Year 7	C4, C5, C6, C7, C8, C9, C11
Year 8	B2, B3, B18, B19, B20, B23, B24, B25
Year 9	H4, H5, H6, S1, S3, S4, S8, S9
Year 10	B1, B4, B10, B11, B12, B13, B16, B17
Year 11	L1, L2, L3, L4, L5, L6, A7
Sixth Form	D1, D2, D3, E1, E2, E3, E4, E5, Library/Resource Centre

The following map shows the year group pods visually:



We do not want students to experience a narrowed curriculum due to coronavirus, so lessons that require specialist rooms will still take place. Students will leave their pod to access this teaching. This has been carefully planned using external access to rooms and to avoid clashes between students from different pods.

Altering the timings of the day

School start time remains the same - all students should arrive at school between 8.20 and 8.40. Registration begins at 8.45.

Within the school day, we have rearranged timings slightly to allow for staggered lunches and breaks. The new timings will be given to students on their first day back at school so they can keep them in their planner for reference.



Installing hand sanitiser stations and cleaning schedules

We have installed more hand sanitiser stations in school at key locations. The sanitiser is alcohol-free and, used correctly, provides a barrier for 2 hours. A programme of hand sanitising will be part of our daily routine and has been developed in-line with government guidance; an overview of this can be seen below. We do not have enough sinks to use hand-washing alone, but students will be encouraged to continue to prioritise this traditional and effective method when visiting the toilet. Students can bring their own sanitiser if they wish.

When should I sanitise my hands?

On arrival at school before tutor time

Do this in your year group pod area.

When you return from break

Do this in your year group pod area or specialist teaching room.

Before you eat lunch

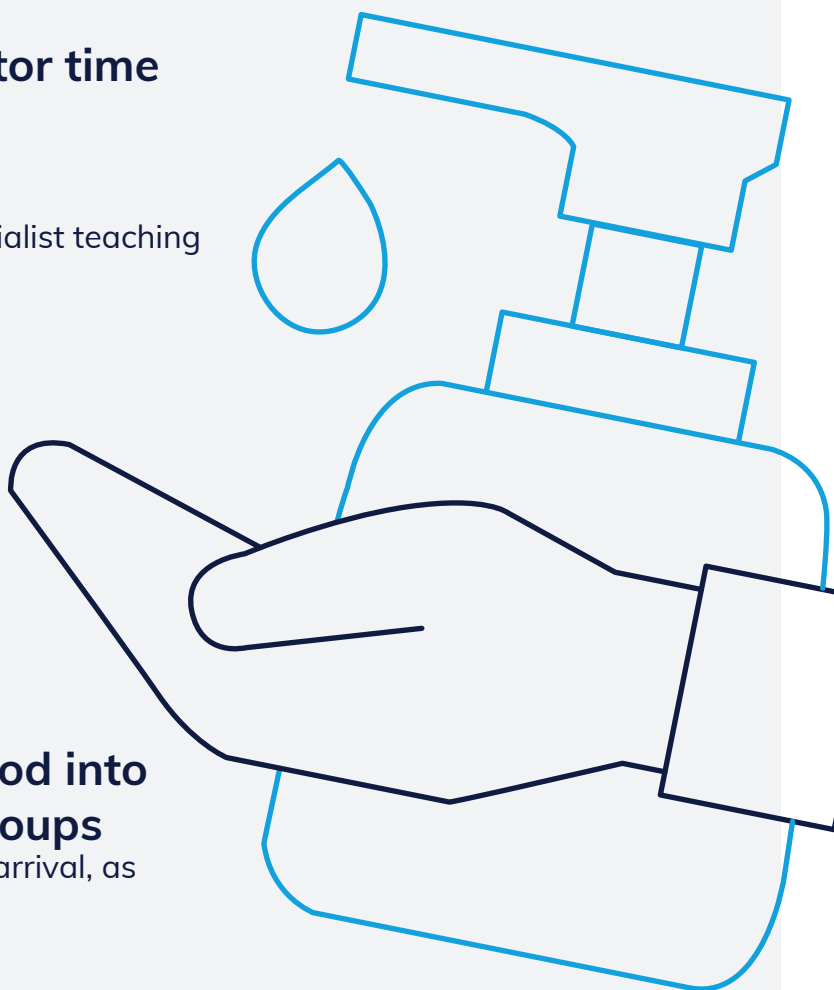
Do this in the queue for lunch. If you have brought a packed lunch, sanitise as you leave your pod/specialist teaching room.

When you return from lunch

Do this in your year group pod area or specialist teaching room.

When you move out of your pod into areas shared by other year groups

Do this in your specialist teaching room on arrival, as directed by staff.





We have increased our cleaning staff hours and set up a detailed cleaning schedule that focuses on areas that are touched frequently throughout the day, and specialist rooms that will be used by more than one year group in a day.

Government guidance states students from different pods can use the same toilet, but we have allocated toilets to each pod as an extra control measure. Again, students will be provided with the details of this on their first day back.

How will students' break and lunch be affected?

There will be no refreshments available at break so if students wish to consume a healthy snack, they will need to bring this from home.

To ensure students do not have to concentrate in lessons for overly long periods due to staggered timings during the day, there will be an additional break in the afternoon for years 7,8 and 9. All year groups will have the same amount of teaching time throughout the day.

All students in Year 7 - Year 11 will eat lunch on site. Please ensure that students have money on their Parent Pay account to cover the cost of food- this is much safer and more convenient than students carrying cash, and allows parents to check on what students are eating each day. If you have any questions about finance for school dinners, please contact finance@northallertonschool.org.uk

Students will dine with their year group on a staggered rota. A sample of food served is shown below:

Lunch Menu Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Main Course	Macaroni cheese	Chicken tikka masala served with rice	Meatballs served with spaghetti	Spicy chicken wraps	Battered cod fillet
Accompaniments	Garlic bread Mixed vegetables	Cauliflower and broccoli	Green beans	Potato wedges Side salad Coleslaw	Chipped potatoes Peas Sweetcorn
Dessert	Fresh fruit pot or Fruit jelly or Yoghurt	Fresh fruit pot or Fruit jelly or Yoghurt	Fresh fruit pot or Fruit jelly or Yoghurt	Fresh fruit pot or Fruit jelly or Yoghurt	Fresh fruit pot or Fruit jelly or Yoghurt

In addition to the above menu choice we will also be offering a choice of cheese, ham or tuna sandwiches, plain water and fruit juice cartons for drinks.

Pupils will be able to pre-order a 'Grab Bag' which will consist of a sandwich, drink and a choice of a fruit pot, jelly or yoghurt. These must be ordered and paid for by 9.00am.

Week commencing : 07/09/2020 : 28 /09/2020 : 19 /10/2020 : 16/11/2020: 01/12/2020
Please look out for the posters for our theme days and special events.



Students may bring a packed lunch if they wish, and will eat this in their designated year group seating in the main hall.

Year 7,8,9

Morning break will be 15 minutes and afternoon break will be 15 minutes. Each lunch sitting in the dining hall will be 20 minutes per year group with a further 20 minutes of free time in the year group designated area.

Year 10,11,12 and 13

Morning break will be 20 minutes. Lunch sittings for Year 10 and Year 11 will be 20 minutes with a further 25 minutes of free time in the year group designated area. There will not be an afternoon break for these year groups since the afternoon session is only 2 hours long.

Students in our Sixth Form will be able to access lunch in the back dining room. Sixth Form students are allowed to leave the site for their lunch, remembering social distancing requirements and that they must represent our school and themselves positively within the community.

Please note, students in Year 7- Year 11 must wear appropriate outdoor clothing over their uniform as they will not be able to stay indoors during break and lunch due to lessons for other year groups still taking place and the school having limited indoor space. A hooded coat is a very good idea, but not a hoodie as these are not permitted in school.





What will happen in lessons?

Classrooms have been set up in-line with guidance so that students are facing forwards and the teacher can maintain a two-metre distance. Each classroom will have a sanitising station and cleaning wipes for students and staff use with bins for safe disposal. Aside from this, lessons will be taught as normal in the standard classroom; in more practical subjects where equipment is required, an appropriate cleaning regime has been put in place. When students have to leave their pod for specialist teaching facilities, there will be hand sanitiser in the specialist teaching rooms and they will have been cleaned between different year groups.

Will the students still have assemblies?

Yes, but to begin with these will be remotely delivered into their tutor rooms via digital technology. The guidance allows us to have year group assemblies, but we will introduce these when we feel it is most appropriate to do so.

Are there any changes to behaviour management policies?

We expect high standards from our students at all times, and in this post-lockdown world this is more important than ever. We will continue to place the greatest emphasis on recognition and positive encouragement, but where behaviour does not meet our standards, we will isolate students within their year group pod or, in extreme circumstances, issue fixed term exclusions and ask parents/carers to take students home immediately. We will not tolerate any behaviour that compromises the health and safety of others; consequences for breaches will be serious. Our behaviour policy is available to read on our website.

northallertonschool.org.uk/wp-content/uploads/2020/04/NSSFC-Behaviour-Policy-and-Procedures-Nov-2019-final.pdf

What about face coverings?

If students travel by bus, they are required to wear face coverings. They should dispose of these on arrival at school or seal them away if they are reusable. The use of face coverings within school is currently not required unless there are local restrictions or the headteacher deems it necessary in communal areas. Inappropriate use of face coverings can risk spreading infection if not used properly. Furthermore, communication is key for effective teaching and learning and face coverings can seriously hamper this so the government continues to not recommend their use in the classroom. As we have carefully set up our school in pods, limited movement indoors and allocated outdoor areas for breaks, face coverings are not required on a compulsory basis. However, students and staff can wear face coverings whilst moving around school should they wish. We will, of course, keep our risk assessment under review and respond to any changes in our local community.

Do students have to wear school uniform?

Yes, students need to wear their full school uniform and there is no requirement to wash this any more often than usual unless you want to. Sixth Formers should wear appropriate smart casual clothing as per our existing expectations.

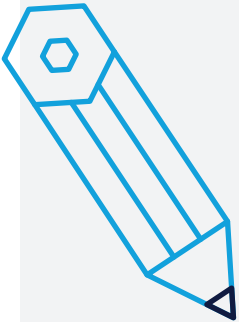
northallertonschool.org.uk/key-information/uniform/

Will students still take part in physical education?

Yes, physical education is vitally important for students' mental health, wellbeing and fitness. The PE department will be focusing on outdoor sports wherever possible. There may be times when bad weather means PE cannot go ahead. If this happens, we have planned important core subject work that will be supervised by PE teachers in the classroom. Please remember we expect every child to participate in PE and appreciate your support on this matter. Changing facilities will be available within school, so students should bring their PE kit in their bag as normal on the days that they have PE.



Can students bring equipment into school?



As is always our expectation, students should bring all of the personal equipment they need to learn every day. A full list of what should be in their pencil case is available on our website northallertonschool.org.uk/key-information/uniform/. Aside from this, students can bring their Chromebook and essentials such as bags, hats, coats, lunch boxes and mobile phones (turned off and in their bag throughout the school day apart from break and lunchtime). Non-essential items should be left at home.

Lockers will not be operating in September due to the need to reduce student movement around the site. Students should use their base rooms for any equipment they do not want to carry with them, unless otherwise advised.

Can parents/carers come into school?

We appreciate you supporting us with our control measures and not coming into school without a pre-arranged appointment. Please contact your son or daughter's Tutor or Head of Year in the first instance if you have anything you'd like to discuss with us.

What about whole school events?

The autumn term is usually a busy one for us, with open evenings for both Year 6 and Sixth Form, our awards evening, concerts and much more. At the moment, these events are on hold or being planned virtually. We will keep you informed via our newsletter about how these events and other important contact points such as parents' evenings will proceed.



What if a student is unwell?

If a student is unwell, you should follow our standard absence procedures which is to email **absences@northallertonschool.org.uk** or ring 01609 773340 (there is an answerphone messaging facility for this purpose), **before 8.30am**. If a student displays symptoms of COVID-19, they should not come to school until a test has been taken and a negative result received. If the test is positive, the student must isolate until symptoms go away, and at least for 10 days. More information about symptoms and what to do can be found here: **[nhs.uk/conditions/coronavirus-covid-19/](https://www.nhs.uk/conditions/coronavirus-covid-19/)**. If COVID-19 is suspected or confirmed, please notify the school as soon as possible so we can implement test and trace procedures. If a student becomes unwell at school, we will contact you to take them home. If there is evidence of COVID-19 symptoms, we will implement our risk assessment measures to keep the student and others safe. Thank you in advance for your cooperation if we need to contact you to support with test and trace, or with self-isolation measures.

What will happen if we are affected by a local lockdown?

If the school is required to close again to all but key worker's children and vulnerable children, we will contact you with more detailed information at the time. We have taken all of our learning and parent/carer feedback from the past 6 months and have planned for the continuation of learning during another lockdown, this would be implemented without delay.

What if a student is worried about returning to school?

This is natural; some of our staff will be feeling the same way too. Be assured that much of the students' first day back in school has been dedicated to settling them back in and helping them to feel confident about everything we have put in place for everyone's benefit. If your child demonstrates severe anxiety regarding the return to face-to-face lessons, then we suggest that you contact your child's form tutor or Head of Year in the first instance. It is often possible to reassure an anxious child through a conversation about what is causing them to worry. Staff in school are best placed to explain any changes within school and to reassure the students about the safety measures that we have put in place. Returning to school will be a return to routine which can be reassuring in itself, but we also have access to a range of resources and strategies which can be used to ease the transition back to school if further intervention is required.

We look forward to seeing you all in September.

Northallerton School & Sixth Form College
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