



Student information and 'staying safe' protocols

Induction information:

Thursday 3rd September

Induction day for Year 7 and Year 12s new to the school.

Students should enter via your allocated entrance where you will then be guided towards your venues (see additional maps)

- o Year 7 (8.45am-3.30pm) - enter via Main School Reception
- o Year 12 New to the school (8.45am - 1.00pm) - enter via Main Entrance 3 (sports hall)

Friday 4th September

Years 7, 12 and 13 (all of the sixth form) will be in school.

- Years 7 & 12 will enter via allocated entrances and onto their tutor rooms
- Year 13 will be in alternative venues for their tutor time on Friday only. These will be emailed directly to Y13 students.

Students will be with their form tutors for periods 1 and 2. You will go to lessons from period 3 onwards. Year 7s will leave lessons at 3.15pm every day until further notice in order to allow time to catch buses.

Monday 7th September

Year 7-12 in school all day and will be in their tutor rooms during Periods 1 & 2. Tutor groups and venues will be confirmed via email the week before school starts.

Year 13 are required to be on site from period 3. All students should enter via their allocated entrance and proceed to their tutor rooms.

- Year 13 should be at home, dressed and logged into their tutor group GoogleMeet at 8.45am. This can be accessed via your new tutor group google classroom. Year 13s who do not have flexibility with travel and will be in school from registration should go to L2 to join their tutor group GoogleMeet.

Arrival at school

See 'Map 1 - allocated entrances' as to which entrance you need to use.

Timetable

To limit the mixing of students at break and lunch, a staggered start and end to Lesson 2 / Break and Lesson 4 / Lunch is being introduced. In light of this, students will need to be aware of their own timetable for break / lunch times. The graphic attached shows the revised timetable. When Year 12 has a Lawrence lesson period 2 or 4 they should follow the Year 13 timetable for these lessons. When Year 12 and 13 have shared lessons they should follow the Year 13 timetable, this is relevant for Music, Graphics and Dance.

Staying safe protocols:

The following rules are in place to ensure we are as Covid-secure as possible. It is essential that our students and staff feel safe at school, so the following rules are non-negotiable and must be followed at all times. Failure to do so will result in a sanction.

Break, lunchtime and movement around the school site

- Where possible students should adhere to social distancing of 2 / 1+ metres apart around the school site and should not congregate in large groups
- No physical contact with others at any stage
- Follow the school one-way system at all times
- All groups must be in year group bubbles (or in the case of Yrs 12 / 13 the sixth form bubble)
- No sharing of any equipment or food
- No running (apart from during guided sport sessions)
- Outdoor areas open, allocated to specific year groups: field, courtyards, astro turf and basketball courts. Students must remain in their allocated areas which will be signposted.
- Toilets: You must use the facilities sensibly, sticking to the room capacities, wash hands for at least 20 seconds, and leave promptly. If the Toilet is at capacity, please queue

outside with a 2m gap between you and the next student. There will be increased frequency of cleaning.

- No ball games or any contact sports. Activities such as football, rugby, basketball are forbidden except during PE department lead activities.

Wet break: Each year group will have a designated area in which they must remain.

The Box Café – School Catering will reopen for all

Catering at SHFGS will continue to be provided by Aspens, our external catering company from September. In light of COVID we have made some adjustments to how this is delivered to ensure that we can make use of the Aspens service and feel COVID safe in doing so.

1. We will be introducing a pre-ordering system. Students will access the pre-order menus on their devices for later that day and will be directed where to collect them. Food will need to be paid for at the point of order.
2. We will not be using fingerprint readers. Instead all students will be issued with a card that works contactlessly if they need to pay for food or provide identification for pre-ordered food.
3. We will be modifying the menu to support more food choices that can be taken away. This will follow the healthy food standards as always. This will also support any special dietary requirements.
4. We will be providing additional areas for consuming food and drink to maintain necessary social distancing.
5. We will be having breaks at different times for different years to support social distancing required (see timetable)
6. We will continue to allow the use of card and phone payment (contactless system) for 6th form students.
7. For new Year 7 students, the cashless system cannot be set up and activated until the students start school. So in the first week (Thursday 3rd and Friday 4th) we advise all new year 7 students to bring a packed lunch until the cashless accounts have been set up and funds added to the accounts.
8. We will not be allowing “lends”, students must have a balance to pay for items.
9. For students eligible for Free School Meals we will automatically top up accounts each day.

For anyone with allergies, intolerances or special dietary requirements the catering team will be able to support your needs. If the pre-ordering menus do not cover your needs you can speak to the team to see what we can provide.

Additional Rules/Guidance

- If you have a PE lesson you will be able to access changing rooms as normal and staff will stagger entry to these if necessary.
- For a games afternoon you must come into school in your PE kit. You can remain in your PE kit after the lesson to go home. Please bring your uniform into school, in the event of poor weather changing facilities will be available.

- For PA lessons years 7-9 will not require kit - you will take part in your uniform. If you are a Year 10-13 dancer you will need to bring in your kit and change as normal for practical lessons.
- Students are not allowed to use their lockers at any time. For at least the first half term, students will be allowed to carry a bag to their lessons & at break / lunch.
- Students are reminded that they are not permitted to sell items whilst in school, this includes anti-bac, masks etc.
- 6th form students will only have to be on site for the duration of their lesson day and so only need to attend their timetabled study periods if they are between lessons. However, 6th form students will have to attend registration at the normal time – remotely or in school depending on their timetable. Sixth form students whose lessons finish before period 5 and who are able to go home safely are allowed to do so. Similarly, they are able to come into school late, however still in time for their first lesson of the day. Any enrichment lessons running are to be treated as per A level subjects and must be attended.
- No students are permitted to leave the site and return on the same day. This includes Sixth form and Year 11 students at lunch time, this will apply for at least the first half term.
- There will be no co-curricular activities in September whilst we adjust to these new ways of working

Protocols for socially distanced learning within school

To create a **safe** environment for you, there are guidelines you must follow during your lessons.

- Be aware of what exit you should use in the event of a fire.
- You will not line-up in corridors; designated outdoor waiting areas for each building will be in operation (allocated entrance doors). A member of staff will collect you to give you permission to come into the building
- On your way to the room make sure you adhere to the school's one-way system.
- Doors will be kept open at all points so there is no need for any individual to touch one.
- If you feel ill please let your teacher know, you will be allowed to excuse yourself from the lesson and head to reception to see the matron.
- Make sure you sit in the seat according to the seating plan every lesson.
- Your teacher will teach from the front of the classroom in a marked teacher zone and will not circulate the room as you are used to. You must ensure you do not go into the teacher zone and stay 2m from your teachers where possible.

Entering the lesson:

- Once a member of staff has let you into the building, please remember to do your best to socially distance on the way to and as you enter the classroom.
- Make sure you go straight to your designated seat according to the seating plan and

do not touch other tables on your way.

- Use antibacterial gel on your hands at the start of every lesson as you sit down.
- Ensure you put your equipment for the lesson on your desk and store your bags safely under the desk.
- Your chair cannot be moved from the planned set-up. There must be no wandering around. Movement should be restricted to finding your place to sit or to leave the room.

N.b. for your first lesson of the year in any given room, you will not know your seating plan before you arrive. In these cases, you are to directly enter your new classroom and stand behind a seat; as you file in, you should fill up the spaces from the farthest from the door, so that the last student to arrive will stand behind the seat closest to the door. Your teacher will then share the seating plan and facilitate an orderly movement of students to your designated seat, employing as much social distancing as possible.

Essential Rules

- You should remain seated at all times
- You should not share equipment within a lesson or equipment with previous classes. You must use your own Chromebook or exercise book for the lesson. Your chromebook must be fully charged each night for the following day. There will be no way of charging your chromebook in school.
- In some practical subjects, you may be given a new unopened piece of equipment from a member of staff who is wearing gloves. If this is the case, you will be required to keep that piece of equipment for your sole use.

Exiting the classroom:

- At the end of the lesson, when dismissed, you should leave the room one at a time through the correct door adhering to social distancing. You will be dismissed row by row.
- Remember that there is a one-way system that you should follow and that you should go straight to your next lesson. No lockers will be in use.
- If a break follows a lesson remember that you should still socially distance where possible during break and lunchtimes.

If a student fails to follow any of the rules above it will be viewed as a serious matter.

Sanctions

The staged response & behaviour for learning policy applies at all times. However, given the need for social distancing in order to have students in school safely, those found breaking the safe boundaries guidance outlined above (whether intentionally or not) will go straight to stage 3 on the staged response (student concern and detention).

The teacher has the right to interpret the intention and will either decide to issue a concern & a detention (stage 3) as a minimum or a timeout (Stage 4) for deliberate breaches.

Failure to respond to Stage 3 (students who continue to break the rules) = Stage 4 Time out which includes break and lunch. HOY or SLT to review whether to allow the student to return to lessons/social time.

Two separate occurrences (within three school days) will result in students being asked not to attend the next day in school.

More serious breaches of the guidance, such as deliberately coughing near others, or spitting, will be treated as a serious incident and students will be given an internal/external exclusion.

Covid Serious incidents include:

- Touching somebody intentionally
- Deliberately breaking the 2m social distancing rule with staff
- Coughing
- Spitting
- Profiteering from coronavirus (selling masks/anti-bac etc.)
- Sharing items (including food/drink and lesson materials)
- Students being in undesignated areas
- Setting off a fire alarm
- Taking photos on the school site and posting on social media