



Partial Re-opening Handbook

**Important Information for
Students and Parents**

Week Commencing 15 June 2020

Partial Re-Opening Handbook

Thank you for your ongoing support and understanding throughout this unique and uncertain time. We continue to be proud of the stoicism displayed by our students. The Holt School is excited to welcome Year 10 and Year 12 students back into school. The safety of our students and staff is at the forefront of our minds.

This handbook has details of the timetable and information about how we will maintain social distancing and other protective measures in school.

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Timetables

Following government guidelines, The Holt School will be reopening on 15 June 2020 for Year 10 and Year 12 students.

Timetable Year 10

In Appendix 1 of this document, you will find the timetable for Year 10. The structure of the day is as follows:

Lesson 1	09.00 – 09.55
Lesson 2	10.00 – 11.00
Break	11.00 – 11.20
Lesson 3	11.20 – 12.20
Lesson 4	12.25 – 13.25

The majority of students will attend school for one day per week. In addition to the 'face-to-face'¹ lessons, option subjects will set three remote lessons² per fortnight. Core subjects will be delivering live lessons³ via Teams for one hour between 14.00 and 15.30 as per the timetable in Appendix 1 and will set further remote lessons to meet their fortnightly quota of lessons.

Timetable Year 12

In Appendix 2 of this document, you will find the timetable for Year 12. The structure of the day is as follows:

Lesson 1	09.00 – 11.00
Break	11.00 – 11.20
Lesson 2	11.20 – 13.20

Students will attend school for three lessons over three days as per the timetable. In addition to the face-to-face lessons, subjects will set one live video lesson a week. Subjects will be delivering these live lessons via Teams for 1 hour between 14.00 and 15.30 as per the timetable in Appendix 2 and to supplement these lessons, subjects will set one remote lesson a week.

Please note that Year 12 PPEs will take place from 15 - 19 June. The timetable above will therefore commence on 22 June. Students have received information about the PPE arrangements separately.

Attendance

No student will be allowed to attend school **on the incorrect day** due to the strict government guidelines around numbers and community transmission.

The expectation is that students will attend all their lessons unless they are clinically or extremely clinically vulnerable, or are living in a household where someone is being shielded. If a student is unwell or showing coronavirus symptoms, they should stay at home. Similarly, if anyone in their household is showing coronavirus symptoms the student must not come to school.

In the event of any absence, please email absence@holt.wokingham.sch.uk or leave an answerphone message on 01189780165 under the 'report an absence' option.

¹ Timetabled classroom lesson with students and teacher present

² Lessons set for students to complete independently (can include pre-recorded lessons)

³ Video lessons delivered in real time via Microsoft Teams

School Uniform

In the light of government guidance recommending the daily washing of clothes following attendance at school, students will not be required to wear school uniform, they must however come in appropriate, comfortable clothing.

Arrival and Departure Arrangements

Transport

We would encourage students to walk or cycle to school if possible. If they need to be driven to school, then we would request that they are dropped off on Jubilee Avenue. Parking / drop off is not permitted on the school site.

Arriving

On the students' timetables, they have been allocated a gate that they should use for their arrival. This is to support social distancing measures coming into school. However, students need to take responsibility for social distancing on their journey to and from school. Students need to take responsibility for social distancing on their journey to and from school.

If students arrive earlier than the time their lesson is due to start, they must not loiter at the entrance or in the car parks, but must proceed directly towards their allocated classroom. They must wait in the nearest outside space to that classroom to be called in by their teacher. Waiting areas are clearly marked on the ground. Please note that the sixth form common room will be out of action. There will be no access to tea and coffee facilities.

Every classroom will have hand sanitiser and appropriate disinfectant products which all students and teachers are required to use on entry and exit. Students may bring their own bottle of hand sanitiser with them if they so wish. If students would like to wear any form of personal protective equipment e.g. face masks, then they will be required to provide their own.

Departing

All students will leave school via their allocated gate. There will be no facility for students to remain on the school site. Students need to leave school immediately after their lessons and may not wait for friends.

Lesson protocols

Students will be reminded at the beginning of every lesson of the protective measures that they must observe to keep safe (please see Appendix 3). Other points to note:

- Students must wait outside the building until invited in by the teacher
- Students enter the classroom one by one and must sit where directed by the teacher
- Desks will be laid out in rows with one student per table and no more than 15 students in a class as per guidance
- There will be specialist cleaning products in every classroom. Students must clean their desk before and after every lesson
- Hand sanitiser will be available in every classroom
- Students must bring their own stationery and course textbooks if required. This should not be shared
- The teacher will display the student safety guidance (Appendix 3), to remind students about the protocols they must follow while on the school site
- Posters are on doors and in corridors to remind students at all times of hygiene measures, they must take
- The teachers will remind students to wash their hands after the lesson
- If a student is unwell, the teacher will send them to student support

- The teacher will ensure good ventilation by leaving windows and doors open where practicable and safe
- Every teacher's desk will have a perspex screen
- Face masks and gloves are optional, but if students choose to wear them, they need to provide their own

Pastoral care

Form Tutors and Heads of Year will continue to maintain regular contact through phone calls, video messages and letters.

The Head of Year 10 and 12 will be on site during the school day. They will be located in an accessible area and available to students.

If students feel they need additional support, they should contact their year team on:

Year10team@holt.wokingham.sch.uk

KS5team@holt.wokingham.sch.uk

Cleaning

Since school closure on Friday 20th March, the school has benefitted from a deep clean in all areas, whilst providing daily cleaning of those areas which have been utilised for our keyworker provision. We have worked with our cleaning contractors to increase our cleaning protocols, including the recruitment of additional staff to provide a continual cleaning service throughout the day. This will focus on high-volume areas and contact points, such as door handles and toilet areas.

The classrooms students will be using will continue to be cleaned at the end of each school day, using both normal detergents and with the addition of bleach-based products in accordance with government advice. Toilets will also benefit from another daily deep clean.

Additionally, appropriate products will be available in every classroom for students to wipe down their work areas before and after use.

Only teachers will be permitted to use interactive whiteboards in the classroom.

If computers are required as part of the lesson, students will be assigned a personal workspace and specialist wipes will be provided to clean the equipment.

Hygiene and social distancing

Students must remember to wash their hands more often than usual when in school, including when they arrive. They should follow government advice when doing this and wash for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

Students are also asked to ensure good respiratory hygiene and follow government and Public Health England advice when using tissues i.e. '**catch it, bin it, kill it**' approach. We have posters in key areas to remind students of the importance of these measures.

Good hygiene and social distancing are a matter of personal responsibility, and everyone must understand this and adhere to it. We are in this together and we must all adhere to the rules. There can be no exceptions, further information re. non-compliance of protective measures can be found in Appendix 4.

Corridor movement

Government guidance indicates that brief transitory movement carries low risk. This is particularly the case given the small numbers of students we will have in school on any given day. Students will be expected to follow the one-way system in corridors and remain 2 metres apart from one another.

SLT and Heads of Year will be on duty during any movement times to remind students of their social distancing responsibilities.

Doors

Classroom and corridor doors will, where it is safe to do so, be kept open, to avoid students and staff having to touch these.

Fire alarm systems have been appropriately tested and maintained throughout the closure in line with statutory requirements. In the event of an emergency evacuation, procedures are in place to ensure all doors are closed appropriately. Normal evacuation protocols will apply.

Toilets

There will be a '*one in one out*' system for toilets. Students are expected to take personal responsibility to uphold this safety measure.

Toilets will be cleaned regularly throughout the day.

There are multiple signs and reminders up around the school and in the toilet areas in relation to this.

Break arrangements

Students who have a break between lessons will need to use the outside space allocated to them (unless it is raining, when they will stay in their classroom). Social distancing measures must be observed at all times.

There will be no provision for students to purchase food or drink. We recommend students bring snacks and sufficient water for the time that they are in school. It is not recommended that the internal water filling stations are used at this time, not because they are not safe but to avoid unnecessary queueing or risk of unnecessary contact. They will be available if necessary.

Rucksacks, bags and equipment

Access to lockers will not be possible, this means students will carry their bags with them at all times.

Students must bring equipment e.g. exercise books, folders, pencils, pens, rulers, calculators. Sharing of equipment cannot be permitted at this time.

Students should not bring valuables into school in line with normal working practices. Students may have their mobile phones in their bags.

Student Support and First Aid

Our student support team will be in school all day. Due to the nature of their role in dealing with students who are injured or unwell, they will need to follow additional protective measures. These include wearing gloves, face masks, visors and aprons. Only one student will be allowed in student support at a time. The student support team will also be monitoring and following up daily attendance.

If a student or anyone in the student's household has symptoms of coronavirus they **must not**, in line with UK Government guidance, come into school. Anyone that the school considers to be unwell on arrival, will be asked to go home immediately. Please do not be offended by this, or put us in the position of having to take this step. It is everyone's personal responsibility to follow the UK Government guidance around isolation to prevent the risk of transmission.

If any student develops symptoms of coronavirus during the school day they will be asked to wait in a quarantine area, we have set up near Student Support. The student will be seen by Student Support (who will be wearing appropriate PPE) and parents will be contacted to collect their daughter/son immediately, to take them home. It is therefore important that parents are easily contactable during the day their daughter/son is in school and that all students have the relevant emergency contact details.

In accordance with government [guidance](#) the student should then self-isolate for 7 days. Fellow household members should self-isolate for 14 days.

If the student is subsequently tested and tests positive, the rest of their class/group will be advised to self-isolate for 14 days.

Visitors

Visitors/parents are not permitted on the school site unless invited by the Co-Head teachers.

School Policies

All school policies apply during these days of re-opening including the school's Behaviour Management Policy. This is available on the school website; an addendum to this policy can be found in Appendix 4.

Students not in Year 10 and Year 12

The only other students on the school site will be the vulnerable, or children of critical care workers. Separate procedures are in place for these students.

Appendix 1

Year 10 Timetable

	9.00 – 9.55	10.00-11.00	Break	11.20 -12.20	12.25 – 13.25 PE – Full theory and Dance theory	1 hour between 14:00- 15.30 Live video lesson on Teams	
Mon	Subject	Group	Room	Subject	Group	Room	Science See Individual timetable
	Art	10Ar/A1	A1/2/4	Art	10Ar/B1	A1/2/4	
	Geography	10G/A1	G2	Computing	10Co/B1	T4/T10/T7	
	History	10H/A1	H2	Business	10B/B1	M1	
Tue	Subject	Group	Room	Subject	Group	Room	English XL1 - Md Y1.1 - Rk XL2 - Rr Y1.2 - Mt Y2.1 - Pd Y2.1 - Hl X2.2 - Hu Y2.2 - Bk/Ak X3 - Ww
	Business	10B/A2	M1	Art	10Ar/C2	A1/2/4	
	HSC	10H/A2	H1/POR1	Child Dev	10Cd/C2	L7	
	Drama	10Dr/A2	DH	Drama	10Dr/C2	DH	
Wed	Subject	Group	Room	Subject	Group	Room	Maths X1 - Py Y1 - Lm X2 - Wv Y2 - Bc X3 - Rn Y3 - Cn X4 - Tl Y4 - Gn X5 - Fe
	Business	10B/A3	M1	History	10H/B3	H3	
	Geography	10G/A3	G2	Art	10Ar/B3	A1/2/3	
	History	10H/A3	H3	Business	10B/B3	M1	
Thu	Subject	Group	Room	Subject	Group	Room	Science See Individual timetable
	Business	10B/C4	M1	Business	10B/B4	B1	
	Geography	10G/C4	G3	Geography	10G/B4	G3	
	History	10H/C4	H2	Art	10Ar/B4	A1/2/3	
Fri	Subject	Room	Room	Subject	Group	Room	MFL X/Fr1 - Db X/Sp1 - Ch Y/Fr1 - Hl X/Sp2 - Bk X/Dk1 & Y1 - Dv Y/Sp1 - Sr X/Dk2 - Hd Y/Sp2 - Wo
	Business	10B/C4	M1	Business	10B/B4	B1	
	Geography	10G/C4	G3	Geography	10G/B4	G3	
	History	10H/C4	H2	Art	10Ar/B4	A1/2/3	

Appendix 2

Year 12 Timetable

	9.00 – 11.00			11.20 – 13.20		1 hour Live Video Lessons 14:00-15.30
Monday	BLOCK D	Room	Gate	BLOCK D	Room	Block A Biology, Politics, Psychology, H&SC, English, Maths, PE
	Further Maths	M6		History	H3	
	Geography	G4/POR		Maths	M7	
	French	L1				
Tuesday	BLOCK E	Room		BLOCK E	Room	Block B Biology, Chemistry, Economics, H&SC, Psychology, Art
	Physics	S2		Business	H1/POR1	
	Psychology	G4/POR		Biology	S3	
	H&SC	P1				
Wednesday	BLOCK A	Room		BLOCK A	Room	Block E Physics, Psychology, Biology, H&SC, Business
	Biology	S3		English	E5	
	Psychology	SS1		Maths	M7	
	HSC	P1		PE	E2	
				Politics	H3	
Thursday	BLOCK C	Room		BLOCK C	Room	Block D Further Maths, Geography, History, Maths, French
	Sociology	H1/POR1		Music	Mu1	
	English	E5		Maths	M4	
				Chemistry	S7	
				Spanish	L2	
Friday	BLOCK B	Room		BLOCK B	Room	Block C Music, Chemistry, Maths, Spanish, Sociology, English
	Art	A1/2/4		Economics	M1	
	Psychology	H1		Chemistry	S7	
	H&SC	P1		Biology	S3	

Appendix 3

Lesson safety Protocols

INSPIRE CHALLENGE ACHIEVE

Covid – 19 Student Safety Guidance

Entering the school premises and attending your lesson	Hygiene	School Uniform and equipment	Break time and use of school facilities	If you feel unwell...
<p>Please only enter and exit using your allocated gate.</p> <p>Wait outside the building until invited in by your class teacher.</p> <p>As you enter the classroom you will be asked to use hand sanitiser and wipe down your workspace using a disinfectant wipe. This will have also been done prior to you entering the classroom.</p> <p>Sit in the seating plan provided by the teacher.</p> <p>Please remain in your seats unless invited to the front of the room by your teacher.</p> <p>Disinfect your work space when you leave.</p>	<p>Wash your hands frequently, always with soap and water for at least 20 seconds.</p> <p>Use the hand sanitiser provided when entering and exiting classrooms.</p> <p>Try not to touch your face.</p> <p>Do not share water bottles, cups, eating utensils, food or drinks with others.</p> <p>Cover coughs and sneezes with your elbow.</p> <p>Model healthy behaviours inside and outside school.</p> <p>You can do a lot to keep yourself and others safe.</p>	<p>You are not required to wear school uniform.</p> <p>Wear appropriate clothing for a school environment.</p> <p>It is advised that you change out of the clothes that you wore to school as soon as you get home and place them in the laundry.</p> <p>Please do not share equipment e.g. pens, pencils etc.</p>	<p>After period 2 you may have a short break. You must remain in the space allocated to your group.</p> <p>Ensure that you social distance from your peers at all times.</p> <p>Only 1 student at any one time should be in the toilets. Please queue outside maintaining social distancing.</p> <p>You will need to bring your own snack and drink. There are no catering facilities on the school site.</p>	<p>If you feel unwell before school then please remain at home. If you are showing symptoms of Covid 19 then please seek medical advice and testing before returning.</p> <p>If you become unwell during your time at school then please go to student support.</p> <p>Student support is a small office so there is a strict 1 student policy. There will be a 1 way system in place. Students may enter through the external door in the car park and exit via the door near the senior library. Please knock and wait to be invited in by a member of the team.</p>

Appendix 4

THE HOLT SCHOOL — LEVELS OF BEHAVIOUR Covid-19 Addendum			
This chart relates to behaviours that may occur during the Covid crisis that otherwise are tolerable under some circumstances but cannot be permitted due the protective measures that need to be put in place to ensure the health and safety of The Holt Community			
Examples of Yellow Inappropriate Behaviour	Examples of Orange Inappropriate Behaviour	Examples of Red Inappropriate Behaviour	Examples of Purple Inappropriate Behaviour that may lead to Permanent Exclusion
<ul style="list-style-type: none"> Coughing without covering mouth Un-wittingly not socially distancing Handling other people's equipment Forgetting to follow protective measures for Covid-19 eg hand sanitisation 	<ul style="list-style-type: none"> Persistent yellow inappropriate behaviour . Deliberately not maintaining social distance Coming on to school site when not 'bubble' day. Failing to follow protective measures for Covid-19 eg hand sanitisation 	<ul style="list-style-type: none"> Refusal to maintain social distancing. Deliberately coughing over another person. Refusal to follow protective measures for Covid-19 eg hand sanitization Spitting 	<ul style="list-style-type: none"> Deliberately coming onto school site having tested positive for Covid-19 and still in quarantine.
Appropriate Consequences	Appropriate Consequences	Appropriate Consequences	Appropriate Consequences
<ul style="list-style-type: none"> Verbal warnings and reminder of H&S procedures 	As yellow behaviour and in addition <ul style="list-style-type: none"> Phone call home Escorted off site 	<ul style="list-style-type: none"> Phone call home Sent home Fixed term exclusion Guidelines 	<ul style="list-style-type: none"> Fixed term exclusion Permanent exclusion