



**School Re-opening Handbook**  
**Important Information for**  
**Students and Parents**

# Re-opening Handbook

The Holt School is excited to welcome all students back to school.

The safety of our students and staff is at the forefront of our minds and therefore this handbook is designed to inform students and parents what protective measures will be in place from the start of term.

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## Attendance

From the beginning of the Autumn Term, school attendance is mandatory. From the 3<sup>rd</sup> September (Year 7 and 12) and 4<sup>th</sup> September (all other year groups), the usual school rules on school attendance will apply, including:

- All students must attend school as per their timetable
- Attendance monitoring will resume and follow up on absence
- Holidays will not be authorised during term time

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

**Please do not send your daughter to school if she is displaying any symptoms or has been advised to self – isolate by the NHS Test and Trace service.**

If your daughter is displaying any symptoms of Covid 19 then please make sure that you arrange for a test asap. Full details can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

**We will contact you to collect your daughter if she develops symptoms during the school day. A test should always be arranged.**

## Timing of the school day

As our approach is about strict one-way systems, we are able to keep to our timetable and rooming plan, which enables us to teach specialist subjects in specific teaching rooms.

In order to minimise bottlenecks further at change over time we are staggering our break and lunchtimes. We are temporarily moving to two half hour breaks and a shortened day as follows.

### Key Stage 3

Time	Session
8.40am – 9.00am	Registration
9.00am – 10.00am	Period 1
10.00am – 10.30am	Break
10.30am – 11.30am	Period 2
11.30am- 12.30pm	Period 3
12.30pm – 1.00pm	Lunch
1.00pm – 2.00pm	Period 4
2.00pm – 3.00pm	Period 5
After school from 3pm –clubs by year group, catch up sessions or detentions	

## Key Stage 4

Time	Session
8.40am – 9.00am	Registration
9.00am – 10.00am	Period 1
10.00am – 11.00 am	Period 2
11.00am – 11.30am	Break
11.30am- 12.30pm	Period 3
12.30pm – 1.30pm	Period 4
1.30 pm – 2.00pm	Lunch
2.00pm – 3.00pm	Period 5
After school from 3pm –clubs by year group, catch up sessions or detentions	

## Key Stage 5

Time	Session
8.40am – 9.00am	Registration for Year 12 (compulsory for Autumn term) and personal tutor sessions for Year 13
9.00am – 10.00am	Period 1
10.00am – 11.00 am	Period 2
11.00am – 11.30am	Break - students can use the sixth form centre
11.30am- 12.30pm	Period 3
12.30pm – 1.30pm	Period 4
1.30 pm – 2.00pm	Lunch - students can use the sixth form centre
2.00pm – 3.00pm	Period 5
<p>Students can choose to work from home in their study periods or use the sixth form study room.</p> <p>Sixth form kitchen facilities will be closed apart from the hot water urn. Students needs to bring their own utensils, cup etc. and take home each day.</p> <p>The study room in sixth form will be open as usual until 5.50pm.</p>	

## School Uniform

All students in years 7 – 11 are expected to wear full school uniform (See Appendix 1 and 2). Students should change out of their school uniform as soon as they arrive home.

**Students are not permitted to enter school buildings during break and lunch so must come with appropriate wet/ cold weather outer wear and have an umbrella.**

## **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.

Please do not pick up or drop off on Holt Lane. The narrow pavement does not allow students to socially distance and large crowds create road safety concerns.

Parking / drop off is not permitted on the school site.

### **Arriving**

Students should not arrive on the school site until after 8am. Students are not permitted to enter school buildings unless they are invited to do so by a teacher.

On arrival at school, students are to head to the area nearest their form room but remain outside until they are called in by their form tutor for registration at 8.40am.

Students should remove masks/ face coverings that have been worn on public transport. Students should sanitise their hands before removing the mask, dispose of temporary masks in the allocated bins or place reusable masks in a plastic bag they can take home with them.

A sanitising station and bins will be available at every entrance/exit.

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 in school e.g. face masks, then they will be required to provide their own.

### **Departing**

There are no PE fixtures planned for at least the first term and some music clubs will be limited. However, some bubble based extracurricular activities will still run but these will be after school due to the shortened lunchtime. The extra-curricular timetable will be on the website in the Autumn term.

If your daughter is not attending a club, then she must leave school immediately at the end of the school day.

There will be no after school Home Learning Club. This will be reviewed regularly and reinstated as soon as it is safe to do so.

## **Movement around the school site**

Each year group is a bubble in its own right and the aim of our plan is to keep year groups separate. To achieve this, we have established strict one-way systems around the school with very clear signage and queuing markers. See Appendix 3 for further information.

It is vital that everybody follows the strict one-way system – no exceptions!

Students should wear face masks in busy communal areas.

## **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 4). 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 facing the front of the room
- There will be specialist cleaning products in every classroom. Teachers will clean all desks before students enter the room
- Hand sanitiser will be available in every classroom
- Students must bring their own stationery and course textbooks when required.
- 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/ sanitise 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
- Some teaching staff may have a Perspex screen at the front of their rooms
- Face masks and gloves are optional, but if students choose to wear them, they need to provide their own.
- All staff will try to maintain a 2 metre distance from students.

## **Behaviour**

Our Behaviour for Learning chart has been updated to reflect Covid measures – please see Appendix 5.

All detentions will be after school at 3.00 pm due to the reduced length of lunchtime. Parents will receive notification.

The detention tariff is as follows:

A 15 minute detention will be given for forgotten equipment. This increases to 30 minutes if a student has forgotten their PE kit or food technology ingredients.

Students receive a one hour detention for forgotten home learning.

As a consequence, to being sent to the silence room, students will have a one hour detention.

If a student is late to morning registration they will be given a 10 minute detention.

Please note that there will be no equipment or home learning detentions for Year 7 for the first half term. It is important that they have some time to develop good routines and study habits.

## **Cleaning**

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.

## **Toilets**

To ensure students remain in their year group bubbles there are designated toilets for use at break and lunch. At all other times they should use the nearest facilities.

Science	Years 9 & 11
Learning Link	Year 8
Music	Years 7 & 10

## **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 5.

## **Break and Lunch arrangements**

The Holt Café will be open for Years 7, 8 and 10 and the Snack Shack will be open for Years 9 and 11.

### Year 7, 8 and 10

Students must line up on the ramp by LRC and then again in the Café. Students will need to keep their bags and coats with them, they must sanitise their hands before entering the servery and then again after they have paid for their food. Students exit the Holt Café through the Main Hall and then go directly to their “zone” on the field to eat their food.

### Year 9 and 11

Students must line up as directed and sanitise their hands before and after paying for their food. They then go directly to their “zone” on the field to eat their food.

All touch points in the Holt Café and Snack Shack will be cleaned between year group bubbles and at both break and lunch.

All of the food sold will be in take-out boxes with bamboo knives and forks. These will be handed out by cashiers at the till. Clean, dry and empty plastic boxes and bottles can be recycled (along with paper and cardboard) and should be put in the labelled rubbish bins.

No cash top ups will be available in the Holt Café. The revaluation units will only be available to check balances. Students will need to ensure that their catering accounts are topped up by Wisepay.

### Year 12 and 13

An App will be available for the sixth formers to pre order their food and this will be delivered to the Sixth Form Centre by Chartwells. No sixth form students will be allowed in the Café or Snack Shack. An email will be sent out to sixth formers with more details.

The Holt Shop and Breakfast service will not be available until further notice.

## **Lockers**

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

Student support will continue to look after ill and injured students, however they will 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.

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.

## Test and Trace and Managing Confirmed Cases

In the event of a suspected/Covid outbreak, we will follow all directions from Public Health England who will be notified immediately as per government guidance.

Should any of members of your household need to have a test, then please inform the school immediately of the result, either negative or positive.

Please refer to the guidance for parents and carers.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-yearsproviders-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-needto-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

## Visitors

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

## Risk Assessment

The current Covid-19 risk assessment is on our website.

## Contingency planning

In the event of a local, regional or national lockdown that requires school to close, we will revert to live and remote lessons following the September timetable. More guidance will follow if this situation is likely to happen.



## DRESS GUIDANCE - Years 7-10 September 2020

We are very proud of our school uniform and expect high standards in personal appearance. Parents should ensure that their daughter has the correct uniform and that it is clean and in good repair. Students must ensure that they have sufficient quantity of each uniform item to wear the correct items every day. A smart personal appearance helps focus students on their work and thereby supports learning.

**THE HOLT SCHOOL COLOURS ARE DARK NAVY BLUE, SCARLET AND WHITE** (Burgundy, Dark Red and Cream are not part of The Holt colours)

- A Holt navy blazer with the school badge from the school suppliers.
- Plain dark navy stitch down pleat skirt or navy trouser that must be the style from school suppliers.
- Blue/white striped blouse
- V-neck navy jumper with badge
- Plain coat in The Holt colours or a neutral colour is permitted ie blue, red, black, white, green or brown. Coats should not have any form of writing or pattern on them. Denim/denim look materials, leather or velour are not suitable materials.
- Plain scarf in The Holt colours or a neutral colour is permitted ie blue, red, black, white, green or brown. Scarves should not have any form of writing or pattern on them.
- Plain tights in **OPAQUE** navy blue or black. Tights should always be worn to school. Skin coloured or patterned tights are not acceptable. Navy or black ankle or trainer socks are allowed in the summer term.
- School shoes must be black leather or lace up canvas. **Boots and trainers are not allowed.**
- Hijabs/Headscarves need to be plain navy blue, red, black or white

### PHYSICAL EDUCATION

- Red sports jumper with school badge.
- White cotton polo shirt with embroidered or printed initials on the outside left hand side in letters about 1.5cm high.
- Navy blue skort for games lessons
- Three-quarter length red hockey socks.
- Low cut trainers
- Navy blue track pants (no stripes or logos, white piping is acceptable) – *Although these are optional, your daughter will still be expected to do PE outside in cold weather.*
- Black footless tights or black leggings.

### OPTIONAL EXTRAS

Shin pads and gum shields (recommended)

Black leotard - three-quarter length sleeves

### Uniform may be ordered from Hawkinsport or Stevensons:

Hawkinsport and Son - (Monday-Saturday 9am to 5.30pm) Unit 10A Wessex Road Bourne End, Bucks, SL8 5DT Tel: 01628 819242 Online: <a href="http://www.hawkinsport.co.uk">www.hawkinsport.co.uk</a>	Stevensons - (Monday-Saturday 9am to 5.30pm.) 11-12 Market Place Reading Tel: 01189 596462 Online <a href="http://www.stevensons.co.uk/findmyschool">www.stevensons.co.uk/findmyschool</a>
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- The only jewellery permitted is a wristwatch and one plain stud may be worn in each ear.
- No other jewellery is allowed in the interests of safety and security.
- If students have any other piercings, including nose studs, they will be asked to remove them and this includes retainers.
- Concealer make up is allowed. Mascara, lipstick, eyeshadow, eyebrow make-up or blusher are not allowed.
- We do not allow nail varnish or false nails in school.
- All students are expected to tie their hair up where it is long enough to do so throughout the school day.
- Hairstyles which the school judge to be extreme (grade 1 or 2, shaved patterns and unnatural colours) will not be allowed.

### MUSIC

Headphones need to be provided for music lessons (iPod headphones are fine). Apart from in music, headphones are not to be worn at any other time during the school day.

**Every effort is made to keep track of property, but money is best kept “on the person”. All items brought in should be clearly marked with the owner’s name. Students are encouraged to take full responsibility for their equipment, uniform and personal possessions.**



## DRESS GUIDANCE - Year 11 September 2020

We are very proud of our school uniform and expect high standards in personal appearance. Parents should ensure that their daughter has the correct uniform and that it is clean and in good repair. Students must ensure that they have sufficient quantity of each uniform item to wear the correct items every day. A smart personal appearance helps focus students on their work and thereby supports learning.

**THE HOLT SCHOOL COLOURS ARE DARK NAVY BLUE, SCARLET AND WHITE** (Burgundy, Dark Red and Cream are not part of The Holt colours)

- An optional Holt navy blazer with the school badge from the school suppliers with a Holt jumper (preferred). A hoodie, including the Holt hoodie, is not to be worn under a school blazer.
- Plain dark navy stitch down pleat skirt or navy trouser that must be the style from school suppliers.
- Blue/white striped blouse
- V-neck navy jumper with badge.
- Plain coat in The Holt colours or a neutral colour are permitted ie blue, red, black, white, green or brown. Coats should not have any form of writing or pattern on them. Denim/denim look materials, leather or velour are not suitable materials. If a blazer is not being worn, the Holt hoodie can be worn as a coat but not instead of a jumper.
- Plain scarf in The Holt colours or a neutral colour is permitted ie blue, red, black, white, green or brown. Scarves should not have any form of writing or pattern on them.
- Plain tights in **OPAQUE** navy blue or black. Tights should always be worn to school. Skin coloured or patterned tights are not acceptable. Navy or black ankle or trainer socks are allowed in the summer term.
- School shoes must be black leather or canvas. **Boots and trainers are not allowed.**
- Hijabs/Headscarves need to be plain navy blue, red, black or white

### PHYSICAL EDUCATION

- Red sports jumper with school badge
- White cotton polo shirt with embroidered or printed initials on the outside left hand side in letters about 1.5cm high.
- Navy blue skort for games lessons
- Three-quarter length red hockey socks
- Low cut trainers
- Navy blue track pants (no stripes or logos, white piping is acceptable) – *Although these are optional, your daughter will still be expected to do PE outside in cold weather.*
- Black footless tights or black leggings.

### OPTIONAL EXTRAS

Shin pads and gum shields (recommended)

Black leotard - three-quarter length sleeves

**Uniform may be ordered from Hawkinsport or Stevensons:**

Hawkinsport and Son - (Monday-Saturday 9am to 5.30pm) Unit 10A Wessex Road Bourne End, Bucks, SL8 5DT Tel: 01628 819242 Online: <a href="http://www.hawkinsport.co.uk">www.hawkinsport.co.uk</a>	Stevensons - (Monday-Saturday 9am to 5.30pm.) 11-12 Market Place Reading Tel: 01189 596462 Online <a href="http://www.stevensons.co.uk/findmyschool">www.stevensons.co.uk/findmyschool</a>
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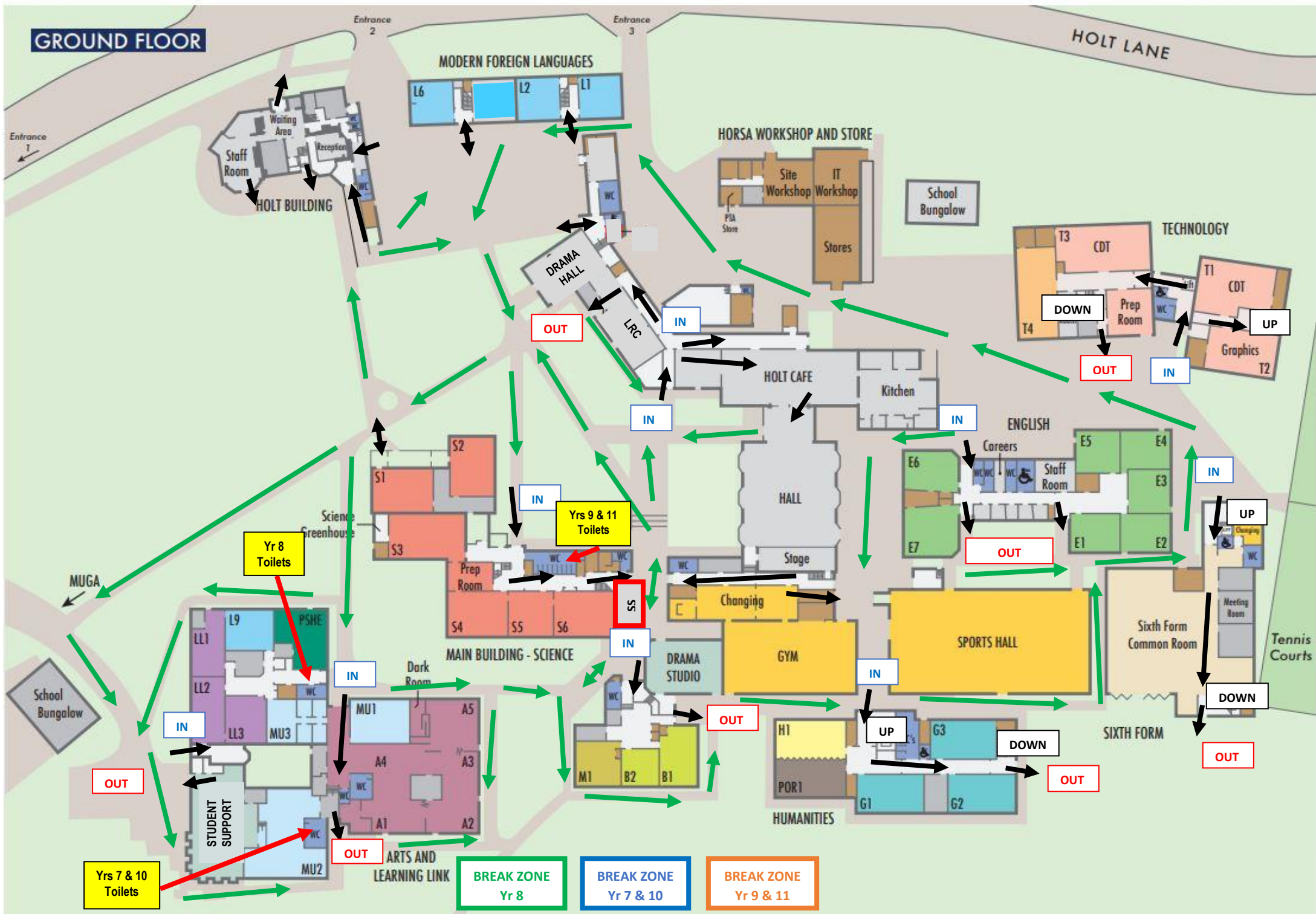
- The only jewellery permitted is a wristwatch and one plain stud may be worn in each ear.
- No other jewellery is allowed in the interests of safety and security.
- If students have any other piercings, including nose studs, they will be asked to remove them and this includes retainers.
- Discreet, concealer make up is allowed. Mascara, lipstick, eyeshadow, eyebrow make-up or blusher are not allowed.
- We do not allow nail varnish or false nails on in school.
- All students are required to tie their hair up where it is long enough to do so throughout the school day.
- Hairstyles which the school judge to be extreme (grade 1 or 2, shaved patterns and unnatural colours) will not be allowed.

### MUSIC

Headphones need to be provided for music lessons (iPod headphones are fine). Apart from in music, headphones are not to be worn at any other time during the school day.

Every effort is made to keep track of property, but money is best kept "on the person". All items brought in should be clearly marked with the owner's name. Students are encouraged to take full responsibility for their equipment, uniform and personal possessions.

# GROUND FLOOR

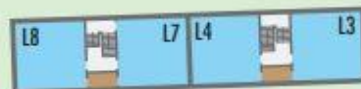




## FIRST FLOOR



### MODERN FOREIGN LANGUAGES



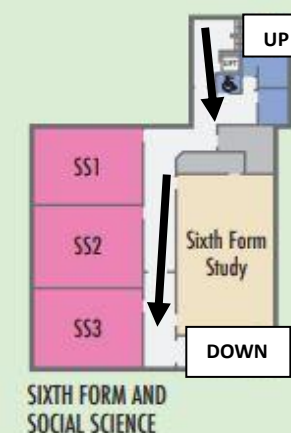
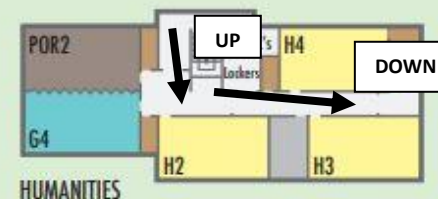
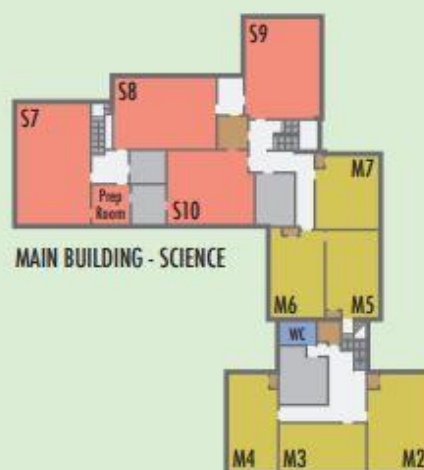
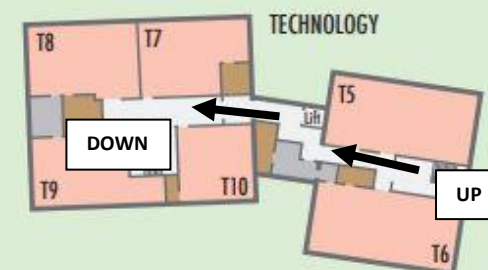
Inspire Challenge Achieve

## SECOND FLOOR

### HOLT BUILDING



- Students should line up outside buildings and wait to be collected by staff.
- Students and staff should follow the one way systems and in/out doors which are signposted.
- If classrooms have an outside door then students may leave via this but then follow one way system.
- At break, students should go directly to their year group zone on the field.
- Students should only use their designated toilets at break.



## Covid – 19 Student Safety Guidance

Entering the school premises and attending your lesson	Hygiene - You can do a lot to keep yourself and others safe.	School Uniform and equipment	Break time and use of school facilities	If you feel unwell...
<p>Maintain social distancing wherever possible.</p> <p>Wearing a face mask in school is optional, however masks worn on public transport must be safely removed on entry to the school site.</p> <p>Wait outside the building in the allocated area until invited in by your class teacher.</p> <p>As you enter the classroom you will be asked to use hand sanitiser. All desks will have been sprayed with disinfectant prior to your arrival.</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>Teachers will be dismissing students one classroom at a time.</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 – ‘Catch it, Bin it, Kill it.’</p> <p>Model healthy behaviours inside and outside school.</p> <p>Use the hand sanitiser stations located around the school.</p> <p>Staff will attempt to maintain a 2 metre distance from students at all times.</p>	<p>You are required to wear correct uniform at all times.</p> <p>It is advised that you change out of your uniform as soon as you get home.</p>	<p>During break and lunch time you must remain in your year group bubble. Please only use the space allocated to your year group.</p> <p>Maintain social distancing wherever possible.</p> <p>During break and lunch please only use the toilet block allocated to your year group.</p> <p>Toilets are regularly cleaned.</p> <p>Please do not gather in groups in or around the toilet entrances e.g. waiting for friends.</p> <p>The school café or snack shack may only be used during the time slot allocated to your year group.</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>If you need to visit Student Support, please knock and wait to be invited in before entering.</p>

**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"> <li>• Coughing without covering mouth</li> <li>• Un-wittingly not socially distancing</li> <li>• Handling other people's equipment</li> <li>• Forgetting to follow protective measures for Covid-19 eg hand sanitisation</li> </ul>	<ul style="list-style-type: none"> <li>• Persistent yellow inappropriate behaviour .</li> <li>• Persistently not maintaining social distance</li> <li>• Persistently not staying in year group 'bubble' at break and lunchtime</li> <li>• Failing to follow protective measures for Covid-19 eg hand sanitisation</li> </ul>	<ul style="list-style-type: none"> <li>• Refusal to maintain social distancing.</li> <li>• Deliberately coughing over another person.</li> <li>• Refusal to follow protective measures for Covid-19 eg hand sanitization. one way systems</li> <li>• Refusal to stay in year groups bubble at breaktime and lunchtime.</li> <li>• Spitting</li> </ul>	<ul style="list-style-type: none"> <li>• Deliberately coming onto school site having tested positive for Covid-19 and still in quarantine.</li> </ul>
Appropriate Consequences	Appropriate Consequences	Appropriate Consequences	Appropriate Consequences
<ul style="list-style-type: none"> <li>• Verbal warnings and reminder of H&amp;S procedures</li> </ul>	As yellow behaviour and in addition <ul style="list-style-type: none"> <li>• Phone call home</li> <li>• After school detention</li> </ul>	<ul style="list-style-type: none"> <li>• Phone call home</li> <li>• After school detention</li> <li>• Fixed term exclusion</li> <li>• Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed term exclusion</li> <li>• Permanent exclusion</li> </ul>