



SCHOOL RE-OPENING PLAN MARCH 2021

ESSENTIAL INFORMATION FOR PARENTS

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INTRODUCTION

At Prince Henry's Grammar School, we recognise that returning to school is vital for children's education and for their wellbeing. This is why we are keen for all students to return to learning on-site as soon as possible. To support the return of students, the government has worked with Public Health England to update their guidance for schools (you can review this [here](#)). As was the case in previous versions, the updated guidance requires schools to implement a system of controls to create a safer environment for students and staff where the risk of transmission of infection is substantially reduced.

Using this government guidance, senior leaders have developed plans to enable all students in all year groups to attend full time, whilst incorporating proportionate control measures to help keep students, staff and the wider community as safe as possible.

It is important to note that the government recognises there cannot be a 'one-size-fits-all' approach as individual school leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. Therefore, it is not surprising that there is a wide range of different approaches taken in schools across the country. This means that arrangements in Prince Henry's may well be different to the arrangements in other schools that you know. The arrangements for full re-opening in March have been developed from a robust and detailed Risk Assessment, which is available on the school website by [clicking this link](#).

Public Health England have stated that the way to control the virus is the same, even with the new variants. Therefore, the risk mitigation measures implemented in the autumn term will continue. There are, however, significant additional control measures that will be in place for the re-opening from March 8th. These are:

- The requirement (temporary until Easter) for students and staff to wear face coverings in classrooms where social distancing cannot be maintained
- All students encouraged to take an asymptomatic lateral flow test before they join face to face teaching on site, and then two further tests offered on-site.
- Students and staff encouraged to engage in twice weekly asymptomatic home testing to help identify asymptomatic cases of the virus

As a result of the new control measures our information regarding face coverings has changed. Please see page 4 for full details about the use of face coverings at Prince Henry's.

The government has made it clear that school attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply.

The plans for Prince Henry's have been:

- developed in consultation with all staff and a teaching union representative
- shared with school governors
- approved by the Collaborative Learning Trust Board of Trustees

THE KEY CONTROL MEASURES

To reduce risk of infection the plans for Prince Henry's have been built around the following control measures:

- Control measures to keep students in 'Year Group Bubbles' as far as possible:
 - Year Tutor Groups will be located together in a designated area of school for registration
 - At the start of the day there will be designated entry doors for each Year Group
 - Designated break and lunch times and / or designated areas for Year Groups
 - Limitations on extra-curricular activities that involve students from different Year Groups (except when strict social distancing can be enforced).
- Control measures to reduce student movement and / or reduce number of students on the corridors:
 - Each day designated class groups dismissed from period 5 at 2.55pm
 - Split break and lunch
 - Afternoon registration incorporated into period 5 each day
 - Sixth form students allowed off site for some of their non-contact time (start and end of day)
 - Year group assemblies delivered remotely (unless there are exceptional circumstances that require a face-to-face assembly, in which case it will be delivered separately to Year Mini Schools).
 - Use of a strict one-way system throughout the whole school.
- Control measures to maintain strict social distancing between adults and between adults and students:
 - Maintain current room occupancy limits for office workspaces and meeting spaces to allow for 2 metre distancing wherever possible
 - Events involving large numbers that exceed room occupancy rates held remotely
 - All staff maintaining 2 metre distance from students wherever possible – including moving around school and in classrooms
- Control measures to maintain robust hand and respiratory hygiene:
 - Students clean or sanitise hands on entry to the building, on entering each classroom, before and after eating, before and after using the toilet (hand sanitiser is available at key points around the building and in each classroom)
 - Continued promotion of the "catch it, bin it, kill it" routine
 - Lidded bins in each classroom
- Control measures to minimise risk of infection inside and outside of school:
 - Students wearing face coverings on school transport, on corridors, and in communal areas and classrooms where social distance cannot be maintained
 - Year 10 and 11 not allowed off site during lunchtime
 - Guidelines for the sharing of resources (text books, pens, pencils, glue sticks etc)
 - Stronger promotion of our expectation for students to bring their own equipment and stationery (e.g. glue sticks, green pens etc)
 - Guidelines for providing feedback and handling of exercise books
 - Increased ventilation
 - Enhanced cleaning, including additional daytime cleaners to ensure frequent cleaning of toilets and frequently touched surfaces and enhanced cleaning of the whole school site each afternoon / evening.
 - Encouraging students to take an asymptomatic lateral flow test before they join face to face teaching on site, and then two further on-site tests
 - Encouraging staff and students to engage in twice weekly asymptomatic home testing to help identify asymptomatic cases of the virus

THE USE OF FACE COVERINGS AT PRINCE HENRY'S FROM 8TH MARCH

The government has introduced new guidance regarding the use of face coverings by staff and students in schools from the 8th March. This guidance is based on Public Health England (PHE) advice, which states that the way to control the virus is with the system of controls, even with the current new variants. The government guidance now states: *“Implementing the system of controls creates a safer environment for staff and students where the risk of transmission of coronavirus (COVID-19) infection is substantially reduced. The use of face coverings in recommended circumstances is one element of the system of controls and must be implemented in line with other guidance. Where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’.”*

However, the government is clear that the use of face coverings is a temporary measure and that it will be reviewed at Easter, in partnership with health experts, to decide whether evidence suggests that these measures can be eased ahead of the summer term.

Whilst government guidance is not a legal requirement, as a state funded secondary school, we are required to heed this guidance. If senior leaders or school governors decided to ignore this advice, we could be held responsible for any increase in risk and we could be deemed liable for any illness that could be attributed to this. During this public health emergency, this is not an option that senior leaders, or school governors are willing to take.

When to wear a face covering:

- Students and staff are required to wear face coverings when moving around the school, such as on corridors
- Students and staff are required to wear face coverings in communal areas where it is difficult to maintain social distancing, such as waiting outside of classrooms or in the dining area. Students can remove their masks for eating or drinking, but at other times (e.g. talking to friends or moving around) a face covering must be worn.
- Students and staff are required to wear face coverings in classrooms where social distancing cannot be maintained.
- For most staff this means that the wearing of face coverings will be optional in classrooms because they will be able to maintain social distance.
- In some situations, students may also be able to maintain social distance in their classroom (for example small sixth form lessons). This will be for the class teacher to decide. In such cases the wearing of a face covering will be optional
- Students and staff do not need to wear a face covering when they are outside.
- Students do not have to wear a face covering in situations where it would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

How to wear a face covering:

Although the definition of a face covering is broad, at Prince Henry's we expect staff and students to wear a face mask that is secured to the head with ties or ear loops (i.e. not a scarf / bandana etc.). The face mask:

- Should cover both the nose and mouth
- Should fit comfortably but securely against the side of the face
- Should be reusable and be washed regularly, following the manufacturer's instructions

- Should not contain a slogan, image, or any embellishments (eg badges, decorations affixed etc)
- Should be stored securely in a plastic re-sealable (zip-lock) bag when not in use
- Can be removed when a student needs to use a tissue to sneeze or cough

Wherever possible, staff and students should wash their hands thoroughly with soap and water for 20 seconds or **use hand sanitiser** before putting on and after removing the face covering. Avoid handling the straps, ties or clips of the face covering.

Staff and students should have at least one spare face covering available in case it gets damaged or becomes damp.

Exemptions:

Some individuals are exempt from wearing face coverings. This applies to individuals who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

In such cases the medical or other evidence will be reviewed by the SENCO or a senior leader in order to make a decision regarding the exemption.

Staff will be informed by Year Mangers of any students in their lessons who are exempt from wearing a face covering. Students will also be given a card by their Year Manager to show if challenged by a member of staff on the corridor.

Student sanctions:

If a student does not meet our expectations, including expectations regarding the wearing of a face covering, then PD will be used by staff in the usual way.

Monitoring and review:

This information about the wearing of face coverings at Prince Henry's will be kept under review and subject to change in response to local or national circumstances and updated government guidance.

ARRANGEMENTS FOR STUDENT RETURN

Asymptomatic Testing

The government guidance for school re-opening states that all students should be offered three 'lateral flow' asymptomatic tests during the first two weeks of their return and that the first test should be conducted before returning to face to face teaching. Because of this requirement there will be a staggered return by year group:

	Attend school for testing appointment only – report to Sports Hall*	First day attending lessons in school
Year 7	7 Naylor/Robinson - Tues 9th March (am) 7 Jennings/Knight - Wed 10th March (am) All other form groups - Wed 10th March (pm)	Thurs 11th March
Year 8	Tues 9th March (pm)	Wed 10th March
Year 9	Wed 10th March (am)	Thurs 11th March
Year 10	Mon 8th March (pm)	Tues 9th March
Year 11	Tues 9th March (am)	Wed 10th March
Year 12 / 13	Mon 8th March (am)	Tues 9th March

**Each student will be given a specific time slot and will only be on site for the duration of their test. Students are not expected to wear school uniform on this day. Students should report to the Sports Hall as soon as they arrive on-site for their test.*

For full information about the arrangements for testing (including specific test times), please refer to the letters and other documents on the school website, available [here](#). To help your child be prepared for the test, please ensure that they watch the following short video in advance of their first test: [COVID Test - How to Swab](#)

If your child is displaying COVID symptoms or any member of your household has symptoms they must not come into school for their test. They should follow government advice re self-isolation.

If your child is unable to attend their pre-return testing slot, they should return to school on the first day of lessons with their year group. They will be picked up in the next round of testing.

If your child is not participating in the testing programme, they should return to school on the first day of lessons with their year group.

A Reminder of Daily Arrival Arrangements (except for arriving for first test)

- To minimise mixing between Year Groups, students will be encouraged to enter their area of school directly when they arrive on school site each day (from 8.10am onwards).
- Students should go straight to their Form Room on arrival at school. To avoid crowding and mixing between year groups the access arrangements introduced for the autumn term **must** be followed on arrival at school.
- The start of every school day will be as normal (8.30am) and the end will be as normal for most students (3.00pm), with a limited number of students being dismissed at 2.55pm
- Students will be able to access lockers during AM registration, but not at any other time of the day

ESSENTIAL EQUIPMENT

To avoid your child having to borrow equipment (which increases the risk of spreading infection) it is really important that you check your child has the following essential equipment every day.
There will be limited opportunity to borrow equipment:

- School bag
- Packet of tissues
- School planner (a new one issued on the first day of term)
- Identity badge / lanyard (sixth form students only)
- Pencil case containing:
 - Pencil sharpener
 - Rubber
 - Glue stick
 - Compass
 - Protractor
 - Green Pen
 - 3 pencils
 - 3 blue or black biros
- Full length ruler (30cms)
- Colouring pencils
- Scientific calculator
- PE kit (on PE days)
- Students can access the water cooler in Henry's but are asked to arrive with a full water bottle as they will not otherwise be able to access water coolers on arrival. (Vending machines on the English corridor will not be accessible to students).

We also strongly recommend that your child brings their own bottle of hand sanitizer if possible. This will make it easier for them to sanitizer their hands at key points, including whenever they put on or take off their face mask.

To minimise the risk of infection, students should not bring into school any equipment that they do not need.

Please add credit to your child's school meals account online, this will reduce the need for queuing at the revaluation machine to top up with cash.

School Uniform

School uniform requirements remain the same as in previous years. However, due to the requirement to open windows and doors to increase ventilation, please encourage your child to wear an additional layer under their school uniform. Students will only be permitted to wear coats in classrooms at the teacher's discretion, when it is particularly cold due to the increased ventilation.

Travelling to school by bus

As in the autumn term, students will not be required to social distance on school buses; therefore they will operate to their normal capacity and provide the same service as in the autumn term. The full bus service will resume from Tuesday 9th March.

Connexions Buses will be providing all Prince Henry's buses so any clarification about the service or routes should be directed to [connexionsbuses.com](https://www.connexionsbuses.com)

YEAR GROUP 'BUBBLES'

As previously, students will be kept in year group bubbles as much as possible. They will still move around the building, enabling students to access specialist resources. Consequently, there may be interaction with other year groups on corridors – this is deemed to be low risk by Public Health England, and further actions outlined here and in the risk assessment help mitigate such issues further. There will be mixing between bubbles (for example due to siblings, or on journeys to/ from school) but within the structure of the school day and the areas we can control these will be minimised.

- Year Tutor Groups will continue to be located together in their designated area of school for AM registration (PM registration takes place in period 5). Each Tutor Group has two separate AM entry points close to where their Year Group is based.
- The split break and lunch arrangement will continue as in the autumn term:

08:30	AM registration	
08:50	Period 1	
09:50	Period 2	Break
10:10		Period 2
10:50	Break	
11:10	Period 3	
12:10	Period 4	Lunch
12:50		Period 4
13:10	Lunch	
13:50	PM Registration to	
14:00	be taken in period 5	
15:00	End of day	

Green represents ALL year groups.
 Yellow represents ODD years. They have a later break and lunch (regular PHGS times) – Year 7, 9, 11, 13
 Blue represents EVEN years. They have an earlier break and lunch (9:50 and 12:10) - Year 8, 10, 12

Break and lunchtime arrangements

As in the autumn term, students will have access to the usual facilities and menu options at break and lunchtime. The split break and lunch arrangements enables us to provide a dedicated area for each Year Group.

In order to reduce the risk of infection, Year 10 and 11 students **are not be allowed off site** at lunchtime.

REDUCING STUDENT MOVEMENT AROUND THE SITE

The continued use of a split break and lunchtime will reduce the number of students moving around the site at these times.

In addition:

- Sixth form students are allowed off site for some of their non-contact time (start and end of day). When in school for free periods Y12 will use the Library and Y13 will use the Quad. To enable other year groups access to the Library at lunchtime (and to allow for the use of the Quad for sixth form lunches) Lower Hall will be an additional study space available during period 4 and lunchtime only.
- Year group assemblies will be delivered remotely (unless there are exceptional circumstances that require a face-to-face assembly, in which case it will be delivered separately to Year Mini Schools).

- Each day, designated class groups will be dismissed from period 5 at 2.55pm. All lessons taking place in SC1-5, LC1-8, HU1-3, HU10-11, PY1, EN1-6, AR1-3, DR1-3, MA6-7, MA10, BS1-2 will end at 2:55, allowing students in these rooms to clear the corridor / external paths and head to buses / leave the site. Lessons not in the above rooms continue until 3:00.
- The strict one-way system will continue to be used throughout the whole school between 8:50 and the end of school except:
 - In an emergency (use nearest door to exit)
 - When leaving school at 2:55/3:00 (use nearest door to exit)
 - Before 8:50 (students to use external doors close to their grouped tutor rooms)
- In order to minimise crowding, the specific arrangements at identified locations around the site will continue. Students will be reminded of these arrangements.

HAND AND RESPIRATORY HYGIENE

As previously, students will be expected to maintain robust hand and respiratory hygiene at all times. This means:

- Students are required to clean hands (either wash with soap and water for at least 20 seconds, or use hand sanitiser) on entry to the building, on entering each classroom, before and after eating, before and after using the toilet and before leaving the site. Additional hand sanitisers have been installed around the building and adjacent to every classroom.
- Students are required to follow the “catch it, bin it, kill it” routine (lidded pedal bins have been purchased for each classroom).
- Students are expected to bring their own tissues and are encouraged to bring their own hand sanitiser, but there will also be tissues, hand sanitiser and anti-viral wipes provided in every teaching area.
- All lessons will begin with a brief reminder of hygiene protocols.
- Students will also be expected to follow government [guidance on hand cleaning](#), good hygiene and respiratory health when they are not in school. This includes cleaning their hands at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating.
- There is no need for anything more than normal washing of clothes and personal hygiene following a day in school.

OTHER MEASURES TO REDUCE RISK OF INFECTION

- At the end of registration / periods 1-4 only, students will be required to sanitise their own work area (under the supervision of the teacher) using Dettol anti-bacterial surface cleanser (except for double lessons with the same class, or where specifically advised). Students will be reminded how to do this quickly and safely.
- Extra-curricular activities (during the day, or after school) will not start immediately. It is likely some will start week beginning 22nd March and these will not involve students from different year groups, except when strict social distancing can be enforced. All extra-curricular activities will follow appropriate guidelines around social distancing (especially re: sport and music activities).
- The guidelines introduced in the autumn term for the sharing of resources (text books, pens, pencils, glue sticks etc) will remain in place. This is why it is particularly important that your child arrives at school with all the essential equipment each day.
- The guidelines introduced in the autumn term for providing feedback and handling of exercise books will remain in place. This means that your child may not have their books marked as frequently as they had in the past (but they should still receive regular feedback via other routes)

Self-isolation and social distancing expectations

- Please let school know if your son or daughter is or has been shielding because they are clinically vulnerable or extremely vulnerable (unless you have already done this).
- If you, your son or daughter, or another member of your household display coronavirus symptoms or they develop Coronavirus symptoms in between attendance times or whilst on site then your son or daughter **should not attend school** and you should follow government [guidance](#) about self-isolation (including isolating for at least 10 days) and including test and trace. Staff or pupils who are on site when they develop symptoms will be sent home as soon as possible.
- Your son or daughter (and members of your household) are expected to follow the latest government guidance re staying alert and safe and [socially distancing](#) whenever possible outside of school.
- Except in exceptional circumstances, face-to-face meetings with parents/carers will not take place. Parents and carers should not come into the school building unless by prior arrangement. This includes dropping off and collecting students or equipment. Any parents or carers who do come on site must wear a face covering.
- In school there will be strict social distancing between all adults and between adult and students. Students will be required to social distance from adults and from students in other year groups.
- Although students will not be required to maintain social distancing with other students in their Year Group Bubble, they should avoid unnecessary touching of other students in their Year Group Bubble.

Positive Discipline (PD) procedures will be amended to reflect the new expectations of students. The updated Behaviour and Safety Policy will be published on the school website before students return: [Prince Henry's Grammar School - School Policies](#)

