



Prince Henry's Grammar School  
COLLABORATIVE LEARNING TRUST



# **SCHOOL OPENING PLAN SEPTEMBER 2020**

## **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. The government has said that now the prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running, and there is greater clarity about the measures that need to be in place to create safer environments within schools, it is acceptable (from September) for all students to return to school full time.

The updated government guidance to support the full opening of all schools from September 2020 is available [here](#). Using this 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. 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.

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 September have been developed from a robust and detailed Risk Assessment, which is available on the school website by [clicking this link](#).

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

### Key Control Measures

In order 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 (except form groups based in "stand alone" buildings)
  - Designated break and lunch times and / or designated areas for Year Groups to queue and socialise.
  - 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 (except first assembly of the academic year, which will be delivered to mini-schools)
- Introduction 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 (additional hand sanitisers purchased for 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
  - Year 10 and 11 not allowed off site during lunchtime
  - Introduction of new 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)
  - Introduction of new guidelines for providing feedback and handling of exercise books
- Enhanced cleaning:
  - Additional daytime cleaners to ensure frequent cleaning of toilets and frequently touched surfaces.
  - Enhanced cleaning of the whole school site each afternoon / evening.

## THE USE OF FACE COVERINGS AT PRINCE HENRY'S DURING THE COVID PANDEMIC

On 25<sup>th</sup> August 2020 the DfE updated their guidance. They now state that in specific identified areas, where transmission of COVID is high, "face covering should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas." The government is not recommending that face coverings are necessary in corridors or communal areas of other schools, but each school has discretion to require face coverings in communal areas.

Therefore, as government guidance is not recommending that face coverings are necessary, Prince Henry's **will not make this a requirement in our communal areas** or any part of school (except in the particular circumstances already identified in the whole school Risk Assessment).

Furthermore, at Prince Henry's we **do not actively recommend the wearing of face coverings in school**, even on corridors and communal areas for reasons previously stated:

- Frequent removal and replacement will be necessary, so their effectiveness is likely to be reduced as it increases the need to touch the face and touch the face covering – both of which increases risk of infection
- The likelihood that students may not wear masks appropriately or accurately or not wash reusable masks frequently enough (or at all!), may reduce effectiveness as there is likely to be increased touching of the face and touching of the possibly contaminated face covering.
- Wearing of masks inaccurately may also give a false sense of security and reduce the focus on social distancing.

All the above may actually increase risk of transmission rather than reduce it.

However, we appreciate that the recent focus on face coverings in the media, alongside the WHO report and decisions made in Scotland and other countries, may have significantly increased both staff and student anxiety and increased the desire to wear a face covering. Therefore, although not a requirement or specifically recommended, **staff or students may choose to wear a face covering**:

- When moving around the school, such as on corridors
- When in communal areas where there may be more mixing, such as the dining area

Face coverings **should not be worn** by students or staff in a classroom (except in particular circumstances of close supervision already identified in the Risk Assessment). The government guidance clearly states that wearing of a face covering in a classroom is not deemed necessary (even in areas where transmission of COVID is high). This is because the risks are lower (less mixing and adults can socially distance from students or use Perspex Screens as PPE where social distancing isn't possible). This lower risk is also balance against the negative impact on teaching and learning when face coverings are used in a classroom situation.

If staff or students choose to wear a face covering on corridors or communal areas the expectation is that they supply their own and be responsible for wearing and storing them appropriately and cleaning or replacing them as required. Face coverings should be plain or a neutral pattern (no logos or images).

The situation will be kept under review and subject to change in response to local or national circumstances and updated government guidance.

## START OF TERM ARRANGEMENTS

A reminder of the information already published:

- **Year 7 and Year 12 students** return to school on **Tuesday 8<sup>th</sup> September 8.30am**
- Year 12 students should go straight to Main Hall for a socially distanced assembly, entering the school building using the door opposite the back of the stage. Year 12 students new to PHGS should meet in Main Reception and a member of staff will guide them to Main Hall.
- Year 7 students should go to the Netball Court area (next to the main entrance of school). Full information about first day arrangements will be emailed separately on Monday 7<sup>th</sup>.
- **All other students (Years 8, 9, 10, 11 and 13)** return to school on **Wednesday 9<sup>th</sup> September 8.30am** and should **go straight to their NEW Form Room on arrival at school**. To avoid crowding and mixing between year groups there will be new access arrangements that **must** be followed on arrival at school. Further information about this can be found on page 8 of this booklet. **Please ensure that your child knows the location of their Form Room (locations have all changed since last academic year) and also what entry door they need to use at the start of each day.**
- 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 (see page 9)

### 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. Year 12 will be issued with one on the first day of term)
- 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).

To minimise the risk of infection, students should not bring in to 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. Parents of new Year 7 students will receive details of how to do this before the start of term.

## School Uniform

School uniform requirements remain exactly the same as in previous years.

Here is a reminder of some of the key school uniform requirements for students in Years 7-11.

- Students may wear a watch and one earring per lobe (small plain silver or gold stud only). No rings, bracelets or necklaces are permitted.
- Hairstyles and colouring should be in line with school policy. Hairstyles should not reflect the extremes of youth culture and hair colourings should be of a natural colour only. Hair should be cut no shorter than a 'number 2 grade'. Skin fades are not allowed.
- Trousers should be bootcut or tailored and must have a waistband and a traditional zip. Skinny fit/tapered trousers or invisible/concealed zips are not allowed. If you choose to buy trousers from a retailer other than our recommended suppliers, please ensure that the colour matches the school blazer.
- Skirts must be traditional tailored navy without pleats, worn no more than 5cm above or below the knee, and must bear the school logo. Please pay particular attention to the requirements regarding skirt length.
- Shoes must be plain black with no logos or white decorative elements. Boots are not allowed.

Our recommended suppliers also supply other schools, so if you are unsure as to which items meet our uniform requirements, please ask them for clarification as we will ask for uniform to be replaced if it doesn't meet the requirements. Full details of the requirements, together with supplier information, can be found on our website under [Parents and Carers / Uniform](#).

## Travelling to school by bus

Students will not be required to social distance on school buses; therefore they will operate to their normal capacity. Here are the latest updates we have been given regarding the bus service at the start of term:

- Students will be required to wear a face covering if travelling on school transport. This is because they are likely to be in close contact, for a significant period of time, with students who are not in their year group "bubble".
- Connexions will run an additional bus service through Headingley up Otley Road for the students that would normally catch the X84 service bus.
- Capacity on the PH6 and PH7 routes from Rawdon/Guiseley will be increased and one of the routes adjusted to pick up the students that would previously have caught a service bus from Burley-in-Wharfedale.
- The PH1, 2, 3, 4 and 5 will all run on the same routes and to the same times as they ran during the last academic year prior to adjustments due to COVID19.
- Connexions will be following government guidance regarding hygiene and cleanliness.
- The bus passes will be valid on service buses until at least October half-term.

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

## YEAR GROUP 'BUBBLES'

Within the constraints of the timetable, as much as possible, students will be kept in year group bubbles. They will however 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 be located together in a designated area of school for AM registration (PM registration will take place in period 5).

See *Figure 1 on page 12 for details of tutor rooms*. Each Tutor Group will have two separate AM entry points close to where their Year Group is based. See *Figure 2 on page 13 for details of the allocated entry doors*.

To minimise mixing between Year Groups, students will be encouraged to enter their area of school directly when they arrive on school site (from 8.10am onwards).

Students will be able to access lockers during AM registration, but not at any other time of the day (unless they happen to have a timetabled lesson in the classroom where their locker is located).

- The normal timings for the school day will be followed with only two exceptions
  - PM registration will now be combined with period 5
  - Changes to enable split breaks / lunches.

This will look like this:

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 will have a later break and lunch (regular PHGS times) – Year 7, 9, 11, 13

Blue represents EVEN years. They will have an earlier break and lunch (9:50 and 12:10) - Year 8, 10, 12

### Break and lunchtime arrangements

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. Students will be given full information about this on the first day of term.

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



## REDUCING STUDENT MOVEMENT AROUND THE SITE

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

In addition:

- Sixth form students will be 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. A schedule will be shared with sixth form students at the start of term.
- Year group assemblies will be delivered remotely (except first assembly of the academic year, which 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.
- Introduction of a strict one-way system throughout the whole school. Students will be given full information about this on the first day of term. The one-way system will be in place 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, specific arrangements will be in place at identified locations around the site. Students will be given full information about this on the first day of term.

## HAND AND RESPIRATORY HYGIENE

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 cleaner (except for double lessons with the same class, or where specifically advised). Students will be given full instructions on how to do this quickly and safely on the first day of term.
- Extra-curricular activities (during the day, or after school) will not start immediately. It is likely some will start in week 3 of term 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).
- Introduction of new guidelines for the sharing of resources (text books, pens, pencils, glue sticks etc) This is why it is particularly important that your child arrives at school with all the essential equipment (see page 6) each day.

- Introduction of new guidelines for providing feedback and handling of exercise books. 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

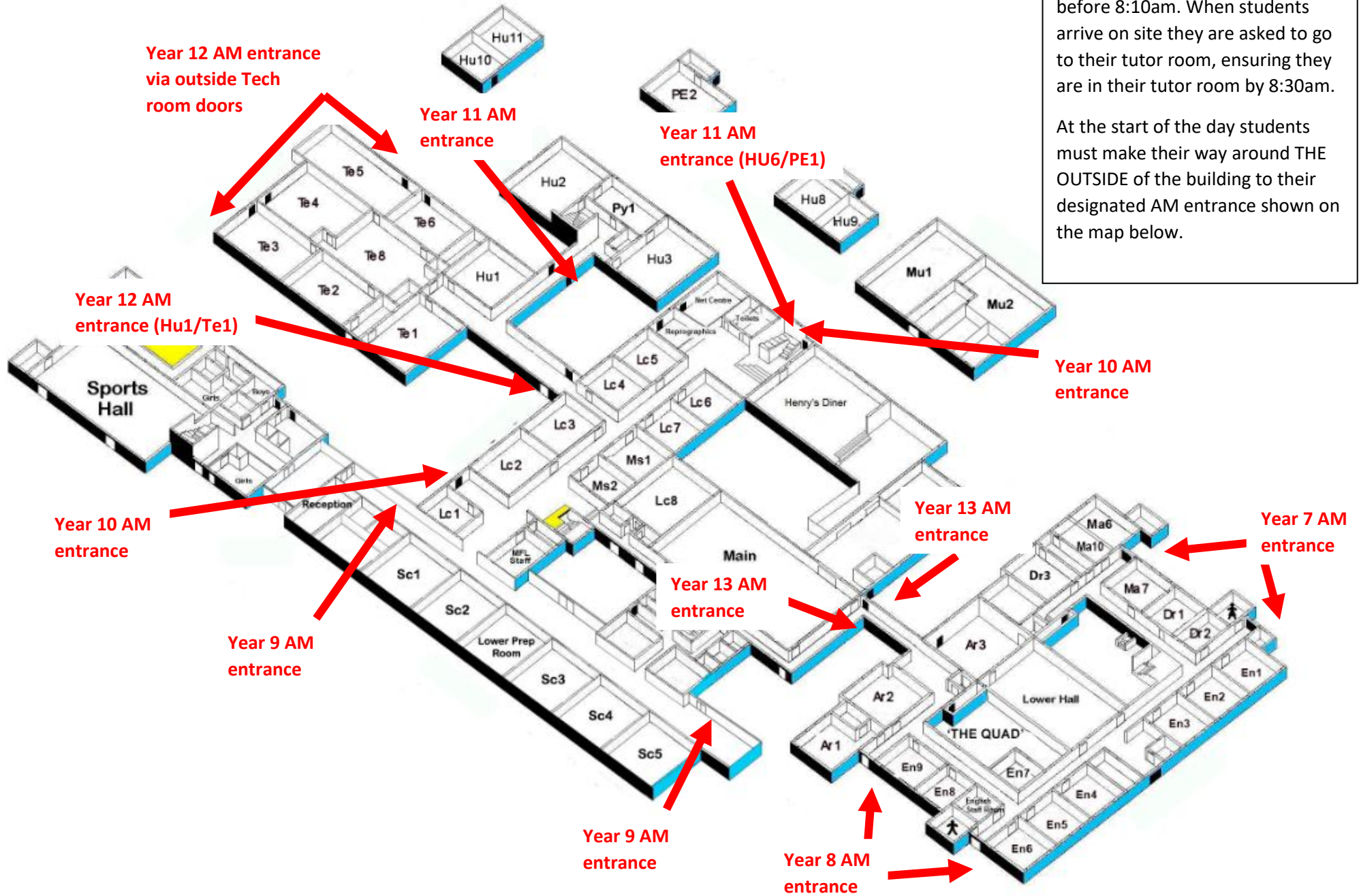
- Please let school know if your son or daughter is or has been shielding because they are clinically vulnerable or extremely vulnerable (unless you have already done this). Government has stated that they expect all clinically vulnerable and clinically extremely vulnerable children to attend school from September. If your child falls into this category, then please contact school so we can assess if any special measures are needed to keep your child safe.
- 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. All staff and pupils who are attending an education or childcare setting have access to a test if they display symptoms of coronavirus. 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.
- 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 as a result of COVID-19 measures. The new procedures will be published to parents and students at the start of the new term.

Figure 1 – Tutor Rooms – Year groups based in areas of school for AM registration

Key Stage 3/4	French Mini School					Spanish Mini School				
	BRATLEY	CAVE	DYNELEY	FAIRFAX	HAWKSWORTH	JENNINGS	KNIGHT	NAYLOR	ROBINSON	WHITEHEAD
<b>Year 7</b>	Mr Adam	Mrs Moore & Miss Chant	Mr Heywood	Miss Nightingale	Mrs Knowles	Mrs Crampton	Mrs G Thomas/ Mr Neto	Mr Low	Ms Wittering	
<i>Room</i>	MA7	MA2	MA6	HU8	HU9	EN3	EN2	EN1	MA1	
<b>Year 8</b>	Dr Firth	Mr Weston	Miss S Thomas	Mr Murphy (GHJ)	Mr Russell	Mrs Lockwood & Mrs J Burton	Miss R Taylor	Mr Wainwright	Mrs J Williams	Mrs Twitchin & Mr Matthews
<i>Room</i>	MA8	MA3	EN6	EN5	MA5	MA4	MA9	EN8	EN9	EN4
<b>Year 9</b>	Mrs Smith	Mr Shah	Mrs Dayes & Mr West	Miss Prince	Mrs Marshall	Mrs Brooks	<i>Mrs Marshall (WKJ)</i>	Mr Mani	Miss Wormald	Mr Atkin
<i>Room</i>	SC5	SC10	SC3	SC9	SC2	SC8	SC4	SC7	SC6	SC11
<b>Year 10</b>	Mr Fox	Mrs Burns	Mr Khan (BSB)	Mr Walker	Mrs Hollywood	Dr Koritas	Miss Normington	Miss Sadik (JRC)	Mrs Moss & Mr Hunt	
<i>Room</i>	LC8	LC4	LC3	LC7	MS1	LC1	LC5	LC6	LC2	
<b>Year 11</b>	Mr Curtis	Mrs Clews & Mrs C Burton	Mr Condry	Mrs Sparkes	Miss Rosillo	Mr Horner	Mrs Cullen & Mrs Firbank	Ms Clayton	Mr Hyam	
<i>Room</i>	HU11	HU4	HU2	HU5	HU3	HU10	PE1	HU7	HU6	
Key Stage 5	CHEVIN	FORTITER	MANOR	PARADE	SPEEDWELL	WHARFE	YORK	<div style="border: 1px solid black; padding: 5px;">                     Staff initials in (brackets) indicate previous tutor.   <i>Italics</i> indicate maternity cover.                 </div>		
<b>Year 12</b>	Mr Green	Mrs G Williams & Mrs Wakelin	Mrs Critchley & Mrs Blakeley	Mrs Ward & Mrs Edney	Mr Drewett	Mrs Watt	Mr Field			
<i>Room</i>	TE1	TE3	TE2	TE6	HU1	TE4	TE5			
<b>Year 13</b>	Mr Cooper & Mrs Greenhalgh	Mrs Cetin	Mrs Ellis	Miss A Taylor	Miss Speak	Miss Parkinson-Chambers	Mrs Wray			
<i>Room</i>	BS2	AR2	AR3	AR4	BS1	MA11	EN10			

**Figure 2 - September 2020 – Student entrances at start of day (except for forms in “stand alone” buildings)**



Students should not arrive on site before 8:10am. When students arrive on site they are asked to go to their tutor room, ensuring they are in their tutor room by 8:30am.

At the start of the day students must make their way around THE OUTSIDE of the building to their designated AM entrance shown on the map below.

