



Reopening of School: September 2020

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The School Day for Reception

8.50	Arrival and Registration
9.00	Lessons
10.20	Break
10.40	Lessons
11.40	Lunch
12.40	Lessons
13.30	Break
13.50	Lessons
14.50	School ends for students in Reception

The School Day for Years 1, 2 and 3

8.30	Arrival and Registration
8.45	Lessons
10.30	Break
10.45	Lessons
12.00	Lunch
12.50	Lessons
13.40	Break
13.50	Lessons
15.00	School ends for students in Year 1
15.05	School ends for students in Year 2
15.10	School ends for students in Year 3

The School Day for Years 4, 5 and 6

8.30	Arrival and Registration
8.45	Lessons
10.15	Break
10.30	Lessons
12.30	Lunch
13.20	Lessons
14.10	Break
14.20	Lessons
15.10	School ends for students in Year 5
15.15	School ends for students in Years 4 and 6

The School Day for Years 7-13

8.25	Arrival and Registration
8.50	Period 1
9.40	Period 2
10.30	Period 3
11.20	First Lunch for Years 7 and 8 in the Dining Hall
11.20	Break for Years 9-13
11.55	Period 4
12.45	Period 5
13.35	Break for Years 7 and 8
13.35	Second Lunch for Years 9 and 10 in the Dining Hall; Year 11 at the Food Cube; Years 12 and 13 eat packed lunch or eat off-site
14.10	Period 6
15.00	Reflection and Wellbeing period for Years 7-11 School ends for students in Years 12 and 13
15.20	School ends for students in Years 8 and 10
15.30	School ends for students in Years 7, 9 and 11

Location of Bubbles

Year Group	Curriculum Area	Outside Space	Toilets	Entrance / Exit
Reception, Years 1, 2 and 3	Classrooms	3 areas	Classrooms, Second Floor	Atrium / Primary
Years 4, 5 and 6	Classrooms	3 areas	Second Floor	Atrium / Primary / Temple Grove
Year 7	H1 to H4 and S1	MUGA	Waterfield	Atrium
Year 8	S2, M1, M3, M4, and E5	Plaza	Devonshire Second Floor	Devonshire
Year 9	A1, A2, L3, L4, and S4	Courtyard	Dining Hall	Atrium
Year 10	E1, E2, E3, E4, T4 and S8	Devonshire	Technology	Devonshire
Year 11	S6, S7, L1, L2, C3, and C4	Devonshire	Devonshire First Floor	Devonshire
Years 12 and 13	Temple Grove and S5	Offsite	Temple Grove	Temple Grove

Arrival

The school driveway will be closed to parents of Secondary and Sixth Form students in the morning. A member of the Estates Department will allow access to disabled drivers and taxis from 8.10-8.25am. The school driveway will open for school drop off for Primary students from 8.30-8.45am either by car or on foot.

The school car park will be open for parents of Reception and Year 1 students only.

Parents must not pass through the school gates unless dropping off a Reception student at 8.50am.

All students must wash their hands on arrival. Hand-washing facilities are available and students are welcome to bring their own hand sanitiser.

End of Day Arrangements

Primary

Reception parents may collect their child from their child's class at the designated time. Parents of students in Years 1-4 will be invited onto the plaza by a member of the Primary team, at their designated pick up time. Unless picking up a sibling, parents will be asked to leave the plaza as soon as they have collected their child. Students in Year 5 and Year 6 will be walked down to the bottom of the school drive for parents to collect them.

Secondary and Sixth Form

Students in Secondary and Sixth Form are expected to make their own way down the school drive at the end of the school day.

Parent Access

With the exception of Reception parents, and Primary parents at pick up, parents will not be permitted to access the school site unless in the case of an emergency. Parents must contact the school via telephone, email or EduLink.

Parents collecting or returning their child(ren) for / from medical appointments should use the pedestrian gate intercom system to ensure Office staff are aware and allow students to enter / exit the school site. For Primary parents, Primary Office staff will come to the Reception door and watch the student walk across to them.

In instances where students require medication, in line with our Administration of Medicines Policy parents must, on the first day of term, bring in their child's prescribed medication in a sealed and named container, in its original packaging and sign the relevant form, available from the first aid station. After the first day of term, parents should contact Mrs L Pokorny, Welfare Officer, on l.pokorny@gildredgehouse.org.uk to make an appointment.

Student Attendance

The following is an excerpt from the Department for Education's 'School attendance guidance for maintained schools, academies, independent schools and local authorities' - August 2020.

School attendance is central to raising standards in education - students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. The government expects:

- Schools to promote good attendance and reduce absence, including persistent absence;
- Schools to ensure every student has access to full-time education to which they are entitled; and act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All students to be punctual to their lessons.

A link to a full copy of the guidance can be found below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Curriculum

All students will experience the same programme of lessons as normal. Some minor adjustments will be made to the curriculum due to limited access to specialist facilities in order to maintain the integrity of the Year Group bubbles.

All lessons, except for Sport and Computer Science, for Primary students, and Sport for Year 7 to 9 students, will be completed in bubble locations. The Subject Teachers will move between classes rather than the classes moving to each Subject Teacher.

Specialist lessons (Technology, Performing Arts, Computing, Business, Sport and Sport BTEC) for Years 10 and above will take place in specialist areas.

Learning Support

We will endeavour to ensure appropriate learning support is available to those students who require it. Furthermore, we are aware that some students may have developed additional needs during lockdown, particularly those related to their mental health and wellbeing. Support will be offered to these students as and when it is necessary.

Teaching Assistants will continue to provide support to students in lessons, albeit whilst adhering to the Covid-19 control measures outlined in the government guidelines.

The Oasis Centre will be open, with student access to the area permitted on an invitational basis. The Oasis Centre will be set up to mirror the bubbles in place across the school.

If you have any questions regarding the learning support that will be available to your child, please contact Mr D O'Driscoll, Assistant Head Teacher, Director of Inclusion, on d.o'driscoll@gildredgehouse.org.uk. Primary specific queries should be directed to Mrs D Williamson, Primary SENDCo on d.williamson@gildredgehouse.org.uk.

Pastoral and Behaviour Support

A new Behaviour for Learning Policy will be in operation from the September 2020 INSET Day. 'Ready, Respectful and Safe' are the values that underpin the new Gildredge House Way. There will be an addendum to the policy in line with Covid-19 guidelines.

Heads of Year / Phase Leaders and the Pastoral Support Assistants have the responsibility of leading their respective Year Group(s).

Primary

In Primary, the two Pastoral Support Assistants will work across the Year Groups, Reception-Year 4 and Years 5 - 7, supporting the students wellbeing on return to school, both within lessons and during break times.

Secondary

The Gateway will be in operation to support alternative provision, wellbeing and behaviour. The Reflection Room is located next door to The Gateway to support students that are not meeting the behaviour expectations outlined in the Gildredge House Way. These rooms will only be used for essential student support and will have small numbers. The rooms will be divided into bubble area locations.

The welfare and wellbeing of the students is primarily supported by the Tutor teams. Tutor period (morning registration) will follow the usual structure. A new period at the end of the day will allow students time to evaluate their learning with their Tutor. In addition, this time is allocated to support any pastoral needs; it will be known as the Reflection and Wellbeing period. The final 20-30 minutes of the day will also allow staff to attend restorative meetings with individual students.

Sixth Form

The welfare and wellbeing of the students is primarily supported by the Tutor teams. Tutor period (morning registration) will follow the usual structure. The Heads of Year: Mrs K Maxwell, Head of Year 12, and Miss F O'Callaghan, Head of Year 13, will be on hand to continue to support Sixth Form students as they transition back to the Sixth Form.

Assemblies

Year Group assemblies will be delivered through Microsoft Teams. Heads of Year / Primary Phase Leaders will present their information / message in morning registration period or during the Reflection and Wellbeing period at the end of the day.

School Uniform

Full school uniform is expected to be worn at all times. On the days when students have practical PE / Sport lessons they should arrive to school in their school PE kit. School sweatshirts should be worn to lessons. Students will not be required to change into school uniform after their PE / Sport lesson.

Face Coverings

Students in the Secondary phase should bring a face mask to school and these must be worn in communal areas such as corridors where it is harder to keep a distance between bubbles. There is no need to wear a face covering in lessons and the current guidance does not advise Primary school students to wear face coverings.

Sixth Form students do not need to wear a face covering in the Temple Grove Sixth Form Centre. This is due to the students in Years 12 and 13 forming one bubble. However, Sixth Form students must wear a face covering when moving to other parts of the school, for example, when attending Science and Computer Science lessons.

Secondary and Sixth Form students should make or purchase face masks as these will not be provided by the school.

Equipment

The school will provide a stationery pack for students in Reception to Year 6.

Students in Year 7 and above should bring their own equipment to access learning. All students should have a pen, pencil, ruler and calculator as a minimum. Equipment will not be provided for these Years Groups. Equipment should not be shared.

Break, Lunch and Catering

An opportunity to purchase hot food will be available to all students on one occasion during the school day. Students in Year 7 and above will be able to eat food that they have brought into school during the other breaks but they must be responsible for all packaging and litter.

Parents must ensure that their child comes to school with either a packed lunch or their sQuid catering purse topped up to enable them to purchase food from the school catering service.

Parents are reminded that we are a no nut school. We have students and staff who have severe nut allergies and it is imperative that peanuts, nuts and nut-based products are not brought into school. Ingredients in products are not always obvious so please check packaging carefully. Students have been asked not to purchase these products on the way to school. Please reinforce this message with them.

School Clubs, School Trips and Visits

In order to accommodate a staggered finish, there will be no Breakfast Club or After-School Care Club or activities for all students.

The annual Sponsored Walk will take place on Friday 18th September. All other school trips and visits have been temporarily suspended.