



**Pupil/Parent  
Covid-19 - Full re-opening  
Handbook  
2020**

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## INTRODUCTION

This document is intended to familiarise Pupils and Parents with the current protocols in place at GTS to minimise the risk of Covid-19 for pupils, staff and their families.

The ongoing challenges of Covid-19 will require protocols and process to be constantly reviewed and this will remain a 'live' document, it will be continuously updated as guidance changes and if local measures are required.

Year group badges will be issued to pupils to enable easy identification. This should ease the management of some measures described.

All the toilet facilities have been refurbished around school, and a major project completed which has increased our capacity. There are hand sanitisers in place around school, in all key areas. Many posters and guidance have been placed around school along with increased amounts of digital signage to further improve the flow of information.

Cleaning provisions have been placed in every classroom, and an amended cleaning regime is being provided by our cleaning contractor.

Food provisions have all been amended, with an adjusted menu and additional provisions provided, with thanks to our catering contractor.

The curriculum has been adjusted, whilst maintaining a broad and balanced provision. Extra-curricular activities have been suspended at this time.

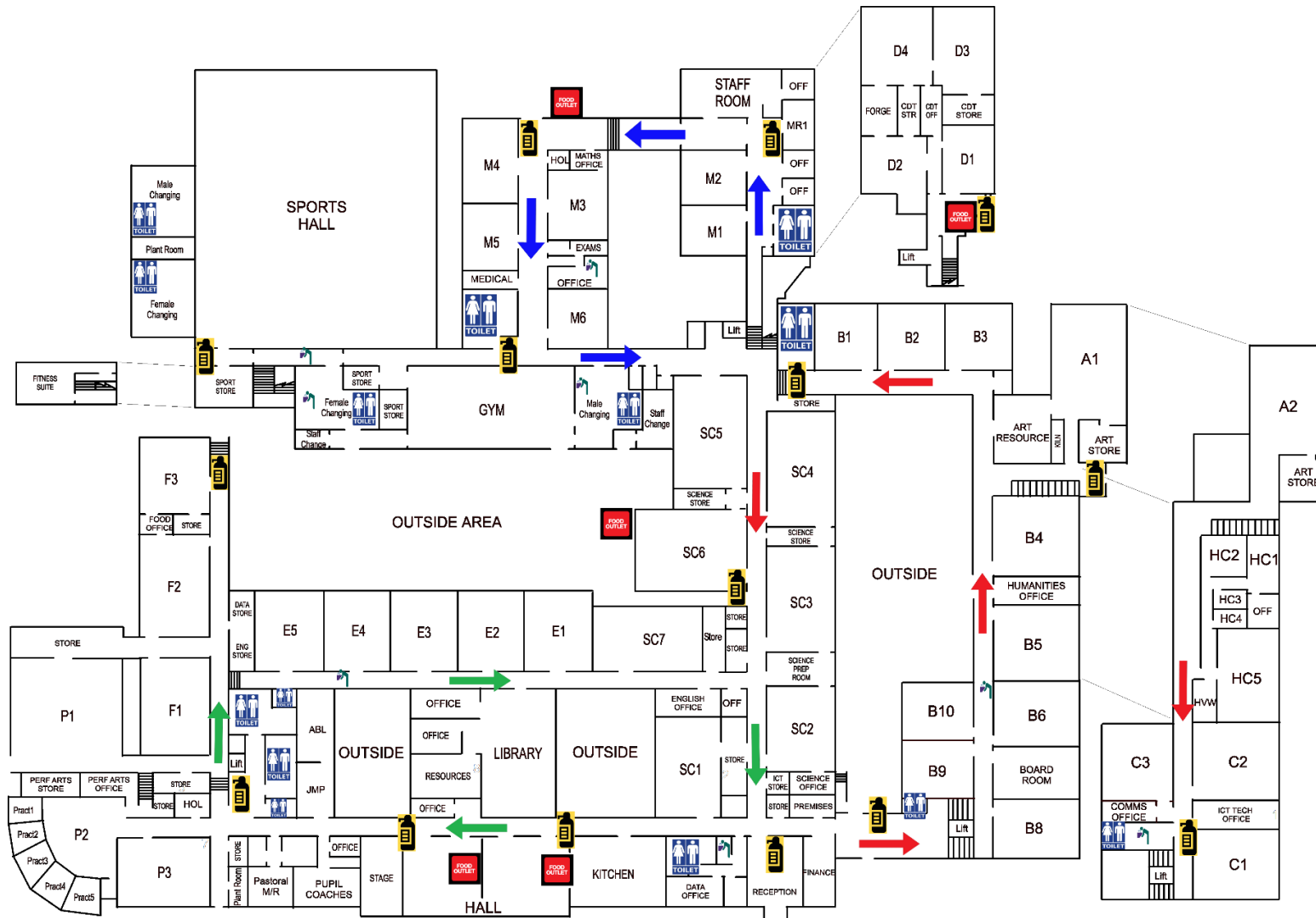
We have completed a full risk assessment for GTS regarding these measures - this will be available on the school website.

I hope you can all support us to maintain a safe purposeful environment for all our pupils and staff during these unprecedented times.

Mr A Bloodworth

Headteacher

## MAP / ONE WAY



The one-way system is only in use during busy / congested times. This means at the start / end of school and during lunch / break times. If pupils require to leave the classroom during lesson time they are not expected to follow this system. The same applies to staff

## TIMES OF THE SCHOOL DAY

MORNING		BELL
Warning Bell	08:50	08:50
Registration / Period 1	08:55 - 09:50	08:55
Period 2	09:50 - 10:40	
Break	10:40 - 11:00	10:40
Period 3	11:00 - 11:50	11:00
Period 4	11:50 - 12:40	
Lunch	12:40 - 13:30	12:40
AFTERNOON		BELL
Warning Bell	13:25	13:25
Registration / Period 5	13:30 - 14:20	13:30
Period 6	14:20 - 15:10	
End of School	15:10	15:10

The times of the day have been amended slightly to allow morning registration to take place during Period 1, and to allow easier movement of pupils during break / lunchtimes. When the bell rings, staff are requested to check the corridors and allow their class to leave during an uncongested time, using their judgement accordingly.

## **IMPACT OF BUBBLES**

Due to Covid-19 guidance preventing the mixing of Year group bubbles at KS3 (Years 7-9) our plan for vertical mixed age Tutor groups has been suspended, as has morning registration which increases pupil mixing and movement and therefore the risk of transmission. When we return, pupils will be registered in the morning by their subject teacher. All staff have a responsibility for pastoral care and the pupil's citizenship teacher we take a lead in pastoral welfare of their class. The pupil's "Real Tutor", who many of you will have met, will become their "Virtual Tutor" working online via email and phone with pupils and parents providing that vital first point of contact. As soon as it possible we intend to reinstate the Tutor system as it was originally planned.

Due to the uncertainties of the pandemic all our plans allow us movement towards what we see as our optimal school wide provision, and to revert to a more limited and even a remote learning model should the need require it. Pupils and parents need to understand that there will be changes throughout the year.

In September, KS3 are maintained in Class 'bubbles' at all times and KS4 are maintained in Year 'bubbles'. This information will be constantly reviewed and updated, based upon current guidance.

## **FOOD PROVISION / BREAK TIME AND LUNCHTIME**

Food will continue to be provided during break and lunchtime, however there will only be a limited menu which will focus on a 'grab and go' provision. There will be no internal seating. Food can be consumed around the school site, however normal expectations around litter and behaviour still apply.

The Dining Hall has been 'split' into two halves to allow a rota system to be implemented. One day per week one-year group will only be able to access food from the external snack sheds. These have been designated as Maths = KS3 and Picnic Quad = KS4. The vending machine is closed.

Year groups can access external areas, again on a rota, to maintain external year group bubbles where the risk of infection is lower. Designated areas have been designated to KS3 (Maths / Back Roadway, Old Bus Circle and Tennis Courts / Art Quad) and KS4 (ATP and Picnic Quad / Front Roadway)

If there is a wet break then pupils will be able to access their next lesson (P3 or P5) classroom to shelter in.

## MONDAY ROTA

### Break

Dining Hall	Top	10.40	Year 7
Outside	N/A	N/A	Year 8
Dining Hall	Top	10.50	Year 9
Dining Hall	Bottom	10.50	Year 10
Dining Hall	Bottom	10.40	Year 11

### Lunch

Dining Hall	Top	12.40	Year 7
Outside	N/A	N/A	Year 8
Dining Hall	Top	12.55	Year 9
Dining Hall	Bottom	12.55	Year 10
Dining Hall	Bottom	12.40	Year 11

**CATERING SERVICES CLOSE AT 13:10**

**KS3 SNACK SHACK = MATHS**

**KS4 SNACK SHACK = PICNIC QUAD**

### Outside Space

Tennis Court / Art Triangle	Year 7
Lower Bus Circle	Year 8
Maths Snack Shack / Roadway (Back)	Year 9
Picnic Quad / Roadway (Front)	Year 10
ATP	Year 11



## TUESDAY ROTA

### Break

Dining Hall	Top	10.50	Year 7
Dining Hall	Top	10.40	Year 8
Dining Hall	Bottom	10.50	Year 9
Outside	n/a	n/a	Year 10
Dining Hall	Bottom	10.40	Year 11

### Lunch

Dining Hall	Top	12.55	Year 7
Dining Hall	Top	12.40	Year 8
Dining Hall	Bottom	12.55	Year 9
Outside	N/A	N/A	Year 10
Dining Hall	Bottom	12.40	Year 11

**CATERING SERVICES CLOSE AT 13:10**

**KS3 SNACK SHACK = MATHS**

**KS4 SNACK SHACK = PICNIC QUAD**

### Outside Space

Lower Bus Circle	Year 7
Maths Snack Shack / Roadway (Back)	Year 8
Tennis Court / Art Triangle	Year 9
ATP	Year 10
Picnic Quad / Roadway (Front)	Year 11

## WEDNESDAY ROTA

### Break

Dining Hall	Top	10.40	Year 7
Dining Hall	Top	10.50	Year 8
Outside	N/A	N/A	Year 9
Dining Hall	Bottom	10.40	Year 10
Dining Hall	Bottom	10.50	Year 11

### Lunch

Dining Hall	Top	12.40	Year 7
Dining Hall	Top	12.55	Year 8
Outside	N/A	N/A	Year 9
Dining Hall	Bottom	12.40	Year 10
Dining Hall	Bottom	12.55	Year 11

**CATERING SERVICES CLOSE AT 13:10**

**KS3 SNACK SHACK = MATHS**

**KS4 SNACK SHACK = PICNIC QUAD**

### Outside Space

Maths Snack Shack / Roadway (Back)	Year 7
Tennis Court / Art Triangle	Year 8
Bus Circle	Year 9
Picnic Quad / Roadway (Front)	Year 10
ATP	Year 11

## THURSDAY ROTA

### Break

Dining Hall	Top	10.50	Year 7
Dining Hall	Top	10.40	Year 8
Dining Hall	Bottom	10.40	Year 9
Dining Hall	Bottom	10.50	Year 10
Outside	N/A	N/A	Year 11

### Lunch

Dining Hall	Top	12.55	Year 7
Dining Hall	Top	12.40	Year 8
Dining Hall	Bottom	12.40	Year 9
Dining Hall	Bottom	12.55	Year 10
Outside	N/A	N/A	Year 11

**CATERING SERVICES CLOSE AT 13:10**

**KS3 SNACK SHACK = MATHS**

**KS4 SNACK SHACK = PICNIC QUAD**

### Outside Space

Tennis Court / Art Triangle	Year 7
Bus Circle	Year 8
Maths Snack Shack / Roadway (Back)	Year 9
ATP	Year 10
Picnic Quad / Roadway (Front)	Year 11

## FRIDAY ROTA

### Break

Outside	N/A	N/A	Year 7
Dining Hall	Top	10.50	Year 8
Dining Hall	Top	10.40	Year 9
Dining Hall	Bottom	10.40	Year 10
Dining Hall	Bottom	10.50	Year 11

### Lunch

Outside	N/A	N/A	Year 7
Dining Hall	Top	12.55	Year 8
Dining Hall	Top	12.40	Year 9
Dining Hall	Bottom	12.40	Year 10
Dining Hall	Bottom	12.55	Year 11

**CATERING SERVICES CLOSE AT 13:10**

**KS3 SNACK SHACK = MATHS**

**KS4 SNACK SHACK = PICNIC QUAD**

### Outside Space

Bus Circle			Year 7
Maths Snack Shack / Roadway (Back)			Year 8
Tennis Court / Art Triangle			Year 9
Picnic Quad / Roadway (Front)			Year 10
ATP			Year 11

## CURRICULUM ADJUSTMENTS

KS3 are maintained in class bubbles. KS4 are maintained in year bubbles. This is in-line with current Government guidance.

All practical lessons are suspended, with demonstration-based lessons becoming the new / current normal.

Classes are all to sit forward facing, where possible.

Seating plans have been determined, and will be maintained to allow track-and-trace to take place if necessary.

We will endeavour to have PE lessons outside and will be limiting the use of changing facilities as much as possible.

On the days when your child has PE please ensure that:

- They come to school in their PE kit (they will remain in this for the entire day unless they are doing PE in bad weather conditions)
- They check the weather forecast and ensure that the PE kit they wear is appropriate for the weather conditions (please see the school website for a list of acceptable kit)
- All jewellery is removed before arriving at school
- They bring spare PE kit **or** their school uniform (to have available in case they get wet / muddy during PE)
- They always bring a pair of rugby/football boots
- All of their kit is clearly named

## PPE / CLEANING / H&S

All staff have been provided with a face shield, and personal anti-bacterial dispensers. At this stage staff will be making a personal choice whether to wear a face shield and/or mask.

Please see current DfE guidance for staff below:

*The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:*

- *where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained*
- *where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used*

*Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.*

At this point pupils will not be expected to wear face masks at anytime other than on school or public buses (see below) but are free to do so at anytime either in classrooms or communal spaces such as corridors and canteen. This may change as the guidance changes.

Please see DfE guidance for us of wearing face masks below:

### **Safe wearing and removal of face coverings**

*Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff\*.*

*Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.*

*Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.*

**\*At GTS.** If pupils wish to dispose of a mask on arrival at school on a Bus there will be a Yellow wheelie Bin next to a mobile hand sanitiser station. If they arrive at the front of school there will be an identified bin. At all other times if a mask needs to be disposed a regular black bin should be used. If pupils are presenting with Covid-19 symptoms any PPE will be disposed of in-line with clinical waste guidance.

All rooms have been given a ‘cleaning kit’ to keep the area hygienic; this consists of wipes, antibacterial spray and cloths as appropriate. Pupils and staff will ensure that rooms are wiped down between each lesson.

Door stops have been provided for all rooms to ensure free air movement, to promote hygiene.

A one-way system has been implemented to avoid too much close contact / mixing of bubbles during busy periods.

Hand sanitisers have been provided in every room and pupils will be expected to sanitise their hands on arrival and departure from lessons.

## **PROTOCOLS FOR PASTORAL SUPPORT**

Pupils in Year 8 will no longer be required to be a “pupil runner” - messages will be delivered via email or staff, as necessary.

Pupil Coaches will maintain a ‘walk-and-talk’ provision with no pupils in the office. Appointments should be requested via email (by the teacher if appropriate or direct by the pupil / parent).

The Hardy Centre will operate by appointment only. An additional area has been provided by sectioning off the Library. Limited numbers of people should be in the Hardy Centre at any time, and partitions / social distancing will be maintained at all times.

Pupils scheduled to be in the Hardy Centre will have this time identified on their timetable. Pupils must not simply drop in as this “breaks the bubbles”.

## **SCHOOL COUNSELLOR**

Appointments will continue to be made and confirmed by the school counsellor.

## **MEDICAL PROVISION / FIRST AID**

Sick pupils will continue to be triaged by the Pupil Coaches, but must remain outside (in the corridor) until spoken to by a Pupil Coach. Previous protocols will be followed. And parents contacted where necessary.

Current first aid protocols can continue to be followed but I request that pupils do not attend with known ailments and injuries expecting treatment. This has happened in the past but it is clearly the responsibility of parents to sick medical however additional levels of PPE may be required.

## **LIBRARY**

The Library will not be open to pupils initially. Will be providing a 'click and collect' service. More detail to be provided by our Librarian Ruth Ward.

## **BEHAVIOUR EXPECTATIONS**

The behaviour policy has been re-written to reflect the demands of Covid-19 this will be discussed with pupils on arrival and will be shared by with Parents shortly and published on the school website.

## **TRANSPORT**

Face coverings are mandatory on public transport. DCC/GTS are also insisting on face masks on school transport (including designated Stagecoach services to Bideford) to ensure our pupils safety.

Drivers should disembark upon arrival, pupils then board / exit the bus in an orderly fashion before the driver re-enters the bus.

Seating plans will be encouraged, and on larger buses pupils are to sit in year groups.

## **EVACUATION / FIRE**

Pupils are to evacuate (using normal protocols) and assemble in their teaching groups (KS3) and tutor groups (KS4) to the ATP.

## **AFTER SCHOOL CLUBS / ACTIVITIES**

These will **not** be running on our return to school. As guidance changes and we settle into the new normal this provision will be reviewed as necessary.

Homework Hub / Lunch clubs / Fixtures etc. are all currently suspended.

## **VISITORS / MEETINGS**

Parents and Visitors should only come into GTS by prior arrangement / appointment. Parents should come individually. Visitors will be issued with a colour-coded sticker, rather than a lanyard. Please use all regular channels of communication. As previously stated the Pupil's Virtual Tutor should be the first point of contact for any concerns.

Signing in / out will be completed by the Receptionist / Data Office, as required.

Meetings should maintain social distancing at all times and good ventilation should be maintained.

All meetings / visitors must be logged to enable Track-and-Trace, should it be required.



## COVID-19 SYMPTOMS / QUARANTINE / SELF ISOLATION

Please do not send your child to school if they are presenting with Covid – 19 symptoms.

If you have, or will be, returning to the UK from a country that is currently under quarantine regulations please do not send your child to school until the end of the quarantine period.

Pupils presenting C-19 symptoms will be escorted to, and supervised in, a designated room prior to collection by their parents. National self-isolation guidance will then apply. To safeguard all pupils, parents, families and staff it is essential that parents collect their children as soon as possible.

All parents and pupils must familiarise themselves with the DfE guidance below, and ensure they strictly adhere to it.

## TRACK / TRACE / TEST EXPECTATIONS

This section is taken directly from DfE guidance: Parents and Pupils need to ensure they are familiar with all of this advice and guidance and must follow the expectations accordingly.

### **Engage with the NHS Test and Trace process**

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.

1. *If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*
2. *If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.*

## GTS RESPONSE TO CONFIRMED CASES OF C-19

The information below is taken directly from the DfE Guidance and parents should ensure they are familiar with it:

*Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.*

*The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.*

*The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:*

- *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*
- *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- *travelling in a small vehicle, like a car, with an infected person*

*The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 6 of the system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.*

*A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.*

*Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:*

- *if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.*
- *if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days*

*from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)*

*Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.*

*In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.*

*Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).*