



10 June 2020

## Phased Return to School Protocols

Following the announcement of the UK Governments COVID-19 recovery strategy, Kesgrave High School would like to thank you for your patience whilst we awaited clarification of what this meant for the school, students and families.

Having had time to review and consider all of the specific guidance for our sector, we will be welcoming back Year 12 students from Monday 15 June and Year 10 students from Monday 22 June in a phased manner. While the specific details will be communicated to students and families in respect of timings for attendance, Kesgrave High School has agreed the following protocols which will be followed to ensure the safest environment possible for continued education.

### Students

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| Attendance                                | <ul style="list-style-type: none"><li>• The school will continue to provide a full day and lunches for children of Key workers and vulnerable children. (Free School Meal vouchers continue for those not attending school.)</li><li>• Year 10 and 12 students will attend morning only sessions. No lunch will be provided, with a maximum of 25% of students from a year group in school.</li><li>• Students will be organised into small groups, "bubbles", with staggered arrival and departure times, and break times to ensure they do not mix.</li><li>• Only students who are symptom free or have completed the required isolation period will be allowed to attend the school. In the case of a positive result, parents/carers must inform the school; the school will liaise with Public Health England.</li><li>• Students with a medical condition, or in a shielded situation because of other residents at home, will continue to be supported at home</li></ul> |
| Physical distancing / grouping / movement | <ul style="list-style-type: none"><li>• Signing and guidance will insist upon 2 metre safe distancing, with entry, exit and movement points managed by the school leadership team.</li><li>• Classrooms and other spaces to be used will be set up with 2 metre spacing, good flow and ventilation, with a single student per desk.</li><li>• Students will utilise the same classroom when attending school. Staff will come to the classroom and remain at the front of the class.</li><li>• Flow systems have been established in corridors and stairwells to minimise contact and ensure social distancing. Students will be briefed specifically on this.</li><li>• Easy access will be available to toilets, with regular encouragement for thorough hand washing.</li><li>• Outdoor spaces only will be available for break times with phased timings supervised by the school leadership team.</li><li>• Bikes will be stored at over 2 metres apart.</li></ul>          |
| Wellbeing and Education                   | <ul style="list-style-type: none"><li>• Staff will be aware of the need to support students in understanding the safe routines, together with building their confidence as learners. Tutorials will be directed towards building learner confidence, and focused upon the next steps in examination preparation.</li></ul>   |



## Staff

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| Attendance          | <ul style="list-style-type: none"><li>• Staff will only attend school if they are symptom free, have completed the required isolation period or achieved a negative result. In the case of a positive result the leadership team must be informed; the school will liaise with Public Health England.</li><li>• Staff who need to continue to self-isolate because of a serious underlying medical condition, or caring for a dependent in this situation will be fully supported in working from home and not expected into school.</li><li>• Staff contact time in school will be kept to a minimum, ensuring there is time available to manage online work with students continuing to learn remotely.</li><li>• The school will remain understanding and supportive of staff with childcare pressures.</li></ul> |
| Physical distancing | <ul style="list-style-type: none"><li>• Staff will work with a maximum of 2 bubbles of students in a day, and not come into contact with other groups.</li><li>• Staff social distancing will be maintained during breaks, with phased breaks using the main staff room.</li><li>• Meetings will be conducted through virtual conferencing, or with strict distance protocols observed.</li><li>• Staff will not handle pupil workbooks and only support from distance; there will be no shared equipment.</li><li>• Teaching assistants will be allocated where needed, and given guidance on how to operate.</li></ul>   |

## Hygiene, Health and Safety on Site

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| Hand Washing                             | <ul style="list-style-type: none"><li>• Hand-washing will be encouraged for students and staff, particularly on arrival and after breaks.<br/>(Hand sanitiser and wipes are available in class, but Hand-washing is safer and preferable.)</li></ul>  |
| Symptoms of Illness                      | <ul style="list-style-type: none"><li>• Kesgrave High School will be vigilant in watching for symptoms of illness in students and staff, and refer them to the medical room for immediate assessment, where we have medical grade PPE, together with hand held thermographic cameras.<br/>(A protocol and temporary isolation room is available in the medical room)</li></ul>  |
| Lesson content and safety considerations | <ul style="list-style-type: none"><li>• During the summer term there will be no practical lessons and the laboratories and practical rooms will not be used due to the potential hazards and cleaning difficulties.</li><li>• There will be a maximum of 10 students in standard classrooms; occasionally this may be 15 if a larger space is utilised.</li></ul>   |
| PPE                                      | <ul style="list-style-type: none"><li>• Government guidance is that PPE is not required for general use in school settings, only for medical/reception staff in dealing with students. PPE will continue to be worn as normal for any intimate care, administration of first aid.</li><li>• Kesgrave High School has produced shields and masks in school for personal use by staff if they wish, and students will be allowed to wear their own mask/face covering if they choose.</li></ul> |
| Ventilation                              | <ul style="list-style-type: none"><li>• Windows and doors will be kept open wherever regulations permit this to ensure ventilation.</li></ul>   |
| Resources                                | <ul style="list-style-type: none"><li>• Students will not be permitted to bring items from home apart from the necessities; pencil case, book bag, water bottle (use of the water fountains will not be permitted), and a snack.</li><li>• Students will not be allowed to share resources.</li></ul>   |



## Other Aspects

Parents / Carers	<ul style="list-style-type: none"><li>• Parents/carers will be contacted by phone to discuss any issues that arise, and should not come into school at this time for safety reasons.</li><li>• Parents/carers will be kept informed of adopted safe operating procedures, as they evolve.</li></ul>
Visitors	<ul style="list-style-type: none"><li>• Maintenance and other essential visits will be carefully controlled, and scheduled where possible in the afternoon.</li></ul>
Travel	<ul style="list-style-type: none"><li>• Kesgrave High School strongly emphasises the importance of safe travel to and from school, particularly in terms of social distancing.</li><li>• Cycling and walking will continue to be promoted as the best methods of coming to school,</li><li>• Suffolk buses will be available with strict distancing protocols in place. Face masks must be worn on public transport/Suffolk buses.</li><li>• Students will be encouraged to maintain safe distancing when using the subway to access the school.</li></ul>
Cleaning	<ul style="list-style-type: none"><li>• An enhanced cleaning schedule has been implemented that includes furniture, surfaces and equipment.</li><li>• All contact surfaces including touch points such as light switches and handles will be given special cleaning attention.</li><li>• Toilets will be frequently cleaned using standard cleaning products.</li><li>• Adequate supplies of cleaning and toilet products will be available and their use monitored to ensure a constant supply.</li><li>• Resources that are not easily cleaned will be removed from classrooms.</li><li>• The timetable rotation currently allows for deep cleaning in the afternoons and on Fridays.</li><li>• Staff will be encouraged to disinfect computers and remotes before and after use.</li></ul>
Fire Procedures	<ul style="list-style-type: none"><li>• These remain consistent with existing guidance with minimum safe distancing to be observed during evacuation and in cluster zones.</li></ul>

Kesgrave High school will continue to make decisions based on what is felt to be in the best interests of our students and staff, and we will always reserve the right to change or adapt our approach based on the information we have available at any given time.

In these uncertain and ever-changing times, we will be constantly evaluating the approach we have put in place to ensure that it is working for both our students and our staff, and that we are able to keep everyone as safe as possible.

We would like to thank you again for your continued support, and we will continue to keep you updated in the coming days and weeks.

*Sue White*

Sue White  
Chair of Governors

*Nigel Burgoyne*

Nigel Burgoyne  
Headteacher