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# STOCKPORT SCHOOL

Headteacher Mr I. R. Irwin BA (Hons), MSc, NPQH

16<sup>th</sup> July 2020

Dear Parents/Carers,

I am writing to you to update you with relevant information as we approach the end of term and indeed the end of a very strange and very challenging academic year! I would also like to welcome with this letter, our new parents and carers whose children begin at Stockport School in September in Year 7. I hope you find the contents of this letter informative and useful.

As you will be aware, we officially finish for the summer, tomorrow on Friday 17<sup>th</sup> July. Students currently attending in Year 10 or in our key worker/vulnerable student provision, will be dismissed for the start of the summer holidays at 1.30pm.

Stockport School will thankfully, re-open for all students across all Year groups, from the beginning of September. Before, we begin our full timetable of teaching to all students however, we believe it really important to firstly allow for a phased, safe return, involving Year group induction and transition, particularly following the long six-month break from education.

I would like to inform you therefore, via reference to the table below, that the first week in September, will be an important induction/transition week, where we will gradually on a phased basis, welcome back all of our students into school, guiding and advising them as to our expectations and of the necessary safety measures that we will have in place for them. The following week, from Monday 7<sup>th</sup> September, all students across all Year groups will then return full-time to school and will begin to study their full school timetable.

<b>Tuesday 1<sup>st</sup> September</b>	<b>Staff Inset</b>	
<b>Wednesday 2<sup>nd</sup> September</b>	<b>Year 7</b>	Induction, 8.40am – 3.00pm
<b>Thursday 3<sup>rd</sup> September</b>	<b>Year 7</b>	Induction (day 2), 8.40am – 3.00pm
	<b>Years 8 &amp; 9</b>	Induction, 11.00am – 3.50pm
<b>Friday 4<sup>th</sup> September</b>	<b>Year 7</b>	Induction (day 3), 8.40am – 3.00pm
	<b>Years 10 &amp; 11</b>	Induction, 11.00am – 3.00pm
<b>Monday 7<sup>th</sup> September</b>	<b>All Students across all Year groups return full-time from 8.40am</b>	

New Year 7 students should arrive via the Mile End Lane pedestrian gate, and then congregate on the tennis courts upon arrival on their first day from 8.30am on Wednesday 2<sup>nd</sup> September. Due to current covid-19 controls, parents and carers must not come onto school premises with their child. Parents and carers must also avoid congregating in groups by the school gate, and should disperse as soon as possible for health and safety reasons.

All other students across other Year groups, should also initially enter the school grounds on their first induction day back in September by one of the gates specified below for their Year group. In terms of covid-19 controls, it is important that all students arrive via the correct gate at the correct time, and do not mix with students in other Year groups.

Students will be required to access and leave the school premises via one of the following specified gates, which have been allocated to reduce the number of students (and Year group ‘bubbles’) mixing together:

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<u>Gate</u>	<u>Year Group</u>	
<b>Mile End Pedestrian Gate</b> (single gate)	<b>Year 7</b>	
<b>Lake Street Gate</b> (double width gate)	<b>Year 8</b>	<b>Year 9</b>
<b>Sandhurst Road Gate</b> (double width gate)	<b>Year 10</b>	<b>Year 11</b>

Students arriving on bicycles, must enter/exit via the same gate specified for their Year group, above. Students must disembark their bikes and then walk and push their bikes across the school to and from the cycle compound to the appropriate gate.

When arriving for their first induction day in September, students must immediately go direct, without mixing with other Year groups to congregate on one of the following Playground areas, where they will be greeted by staff and given further instruction.

<u>Year Group</u>	<u>Induction Date &amp; Arrival Time</u>	<u>Entry Gate</u>	<u>Congregation Point</u>
<b>Year 7</b>	<b>Wednesday 2<sup>nd</sup> September, 8.30am</b>	<b>Mile End Pedestrian Gate</b>	<b>Small Black Fenced Tennis Courts</b>
<b>Year 8</b>	<b>Thursday 3<sup>rd</sup> September, 11.00am</b>	<b>Lake Street Gate</b>	<b>Lake Street Gym Playground</b>
<b>Year 9</b>	<b>Thursday 3<sup>rd</sup> September, 11.00am</b>	<b>Lake Street Gate</b>	<b>Large Green Fenced Tennis Courts</b>
<b>Year 10</b>	<b>Friday 4<sup>th</sup> September, 11.00am</b>	<b>Sandhurst Road Gate</b>	<b>Lake Street Gym Playground</b>
<b>Year 11</b>	<b>Friday 4<sup>th</sup> September, 11.00am</b>	<b>Sandhurst Road Gate</b>	<b>Large Green Fenced Tennis Courts</b>

### **Necessary adaptations and considerations for our full return of all students across all Year groups from September**

Since being given the green light from the government for all students across all Year groups to safely return to school from September, we like all schools, have had to put into place appropriate plans and arrangements based upon the Department for Education (DfE) guidance, to allow for a safe return for all, and for the resumption of a near to normal as possible, school timetable for all Year groups. Clearly, in order to make this a possibility, there will need to be some adaptations to allow this to be carried out safely, including our expectations of how everyone conducts themselves around school, in terms of safe social distancing, hand washing/sanitizing, etc. We do however, now have good, carefully considered plans in place to make this work effectively for all, in a similar vein to as has been proven with the return of our Year 10 students earlier this term, whom have been impeccably behaved, respectful of the new expectations around movement, hygiene and personal safety, and have shown great enthusiasm and responsibility for active engagement with their learning. I am confident that with the careful and consistent implementation of our plans, we can replicate this on a much wider scale for all students from September.

I have attached in this letter, as important for your information, detailed school plans for our return based upon the DfE guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

I apologise that the information is quite lengthy, however, it is necessarily so, given the importance that our plans have regarding the health and safety of our students, staff and local community.

Please note, the key points listed in this letter, are provided as our additional operational requirements, in conjunction with the expectations previously shared and put into place via comprehensive and active risk assessment for the return of Year 10 in June which will now be updated to include these additional temporary operating arrangements. Please also note, that this is not an exhaustive list of all possible scenarios, as that would be almost impossible to quantify in any one usable document, however, the points below, give a strong framework for our consistent expectations of all upon return in September.

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## **Return Plans for September 2020**

### **Information to Students and to Parents/Carers**

It is essential that all members of our school community understand the importance of safe practice whilst in school, and know what is expected of them in order to limit the level of risk to themselves and others. Therefore, in advance of September, I would ask that all parents/carers take some time to read through this important document which outlines the temporary amendments to our provision, the reasons for those amendments, and our clear expectations of your child upon return. This includes our expectations around attendance, behaviour, movement, hygiene, routines, safe social distancing, lunchtime and recreational provision, as well as our ongoing high expectations regarding active engagement in learning both in-school and remotely from home.

During student induction in the first week of September, all students will be given very clear guidance and instruction upon how the school will operate under the necessary covid-19 restrictions, how they must conduct themselves, and our non-negotiables regarding safe routines, and of behaviour expectations).

### **Bubbles**

Under the guidance of the DfE, we are required to where possible, keep students in 'bubbles' or groups, where possible avoiding interaction with other 'bubbles' or groups of students. This is obviously a challenge in any school environment, however, the following list of points, outline, how we will seek to do this as best we can, given the constraints of our environment and that facilities and resources that we have available to us.

Students will be placed into Year group 'bubbles', and where possible, will be kept separate from other Year groups whilst on school premises at all times. All students must respect this basic expectation which is being put into place for their protection, and not seek to actively contravene it by intentionally mixing with students from other Year groups.

### **Entry/Exit**

As a temporary amendment to our normal operating hours, parents/carers are advised, that students should not arrive on the school premises before 8.15am

Students will be required to access and leave the school premises via one of the following specified gates, which have been allocated to reduce the number of students (and bubbles) mixing together:

<b><u>Gate</u></b>	<b><u>Year Group</u></b>	
<b>Mile End Pedestrian Gate</b> (single gate)	<b>Year 7</b>	
<b>Lake Street Gate</b> (double width gate)	<b>Year 8</b>	<b>Year 9</b>
<b>Sandhurst Road Gate</b> (double width gate)	<b>Year 10</b>	<b>Year 11</b>

Students arriving on bicycles, must enter/exit via the same gate specified for their Year group, above. Students must disembark their bikes and then walk and push their bikes across the school to and from the cycle compound to the appropriate gate.

Arrival and departure of students will be safely overseen and monitored by the Pastoral Manager (for the relevant Year group) and members of the Senior Leadership Team (SLT) whom will be on duty at that time. Other staff will be allocated after school duty responsibilities on a one day per week, rota basis. All students arriving via a specified gate in the morning, will be asked to use the hand sanitiser units situated next to a gate. Students arriving with temporary masks who wish to dispose of them must do so in one of the bins provided, and then immediately clean or sanitise their hands.

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## **Arrival**

Upon arrival on-site, students will have the opportunity to access and purchase breakfast items to take away, via the outside POD from 8.15am – 8.30am. Safe social distance queuing will be managed by SLT and Mr Hunter. Students will not be allowed entry into the dining room to sit and socialise at this time.

## **Independent Study in the LRC**

Independent Study in the Library (LRC) can also be accessed from the later than normal operating time, of 8.15am until 8.35am. However, due to restrictions over Year group 'bubbles' in a limited space, access will only be allowed to a Year group on one day per week. This will be the same after school for independent study in the LRC, from 3.00pm – 5.00pm (Mon-Wed), 3.50pm – 5.00pm (Thurs), 3.00pm – 4.00pm (Fri). The allocated Independent study days are as follows:

<b><u>Day</u></b>	<b><u>Year group</u></b>
<b>Monday</b>	<b>Year 7</b>
<b>Tuesday</b>	<b>Year 8</b>
<b>Wednesday</b>	<b>Year 9</b>
<b>Thursday</b>	<b>Year 10</b>
<b>Friday</b>	<b>Year 11</b>

## **Before School / Tutor Time**

Due to our need to control student movement as much as possible, and avoid unnecessary social mixing of students and in particular of 'bubbles', students will be allowed access to the school buildings and directed to their Form Room from 8.30am, where they should be greeted by their Form Tutor during the adapted time from 8.30am. Upon arrival at a Form Room or any classroom, all students will be reminded to use hand sanitiser from a dispenser available in every classroom (this must become a standard hygiene routine upon arrival for every student and adult when entering a new room).

All students should arrive promptly at their assigned Form Room for no later than 8.40am and the official normal start time of Form Time.

## **Assemblies**

All Year groups will have access to a weekly assembly, however, in order to reduce overall numbers in any one space and to enable more effective social distancing, each Year groups will be split into two halves, with one half having an assembly in the Main Hall or Dining Room, and the other in Lake Street Gym (far end near to the Church). Lake Street Gym will as a temporary measure for the first half term in the autumn, be converted to an assembly hall (with a new projector screen installed) at one end, with the other half of the Gym set up as a dining space (near to the serving hatch). Year groups will be asked to go direct to their assembly venue and be registered by Form Tutors using paper registers on their assigned days. Students should arrive promptly in an orderly fashion for no later than 8.40am on their allocated assembly day. Students will be advised of where to go for assembly in September.

<b><u>Day</u></b>	<b><u>Year group</u></b>
<b>Monday</b>	<b>Year 7</b>
<b>Tuesday</b>	<b>Year 8</b>
<b>Wednesday</b>	<b>Year 9</b>
<b>Thursday</b>	<b>Year 10</b>
<b>Friday</b>	<b>Year 11</b>

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## **Movement across the School Site**

At the end of a lesson, all students will be asked to calmly and orderly leave the classroom, trying to maintain a reasonable social distance from others, move sensibly and direct to their next destination, using a specified and well-labelled one-way system around the school. All staff, in order assist with this very important transition and movement of students, must stand by their doorway (maintaining a reasonable distance between them and passing students), but must monitor and supervise the safe, calm and orderly movement of students along corridors.

When a Teacher's group arrives, they must then calmly but quickly welcome students into their classroom, getting them off the corridor as promptly as possible. Upon entry to the classroom, students must use the hand sanitiser available. In addition, anti-bacterial sprays and wipes will be available in every classroom, should they be required for use, of which students and staff may use on their desk area, as appropriate. Tissues will be provided for every classroom, and students and staff must use them should they need to cough or sneeze. Used tissues should be disposed of immediately in a classroom bin provided. The student or staff member should then again hand sanitise to kill any germs that may remain on their hands from the tissue.

Students will be spread out as far as possible, using all of the available space in the classroom (up to 30 seats for up to 30 students). All desks and seats should, where possible, be situated facing front, in rows, in order to limit students sitting face to face for prolonged periods. Students should remain seated in the classroom at all times, and avoid getting up to move around the classroom, unless absolutely necessary or permitted in advance by the Teacher.

All Teachers, will have the option when teaching/delivering the lesson, should they want it, of remaining within a taped off zonal area marked on the floor near to their teacher desk. This zonal area will be an out of bounds area for all students, protecting the safe social distancing space of the teacher and their desk. Students must not enter the marked off zonal area under any circumstances.

## **Personal Protective Equipment (PPE)**

The Department for Education (DfE) guidance currently states that PPE is not required or essential in school settings for students or Teachers in lessons, as long as they are observing sensible social distancing and good hygiene routines. However, all staff will have face masks available to them for use in the classroom, should they wish to wear them. In addition, particularly for staff involved in practical activity or close supervision and support, face guard/visors will also be made available for staff who request them.

Government guidance currently advises against students wearing masks in school, as they state that they are not designed nor effective for long-term/long periods of time usage, such as during the school day. They also currently state that their usage by children in such a setting, could actually lead to an increased risk of virus transmission if the students fail to wear them correctly or continually touch their outer surfaces. However, as a school, we will continue to monitor the latest government advice and guidance, and should that change before September or afterwards, to suggest that children would benefit from wearing masks in school, then we will update and adapt our own advice and guidance accordingly. The safety of our students, staff, and wider community is of paramount importance.

All First-Aid Staff must be fully equipped with all PPE, including face mask, visor, gloves, and apron, when treating a student. \*Separate specific guidance is available for First-Aid staff regarding the strict arrangements and safe measures for dealing with students displaying any Covid symptoms. Senior Leadership Team (SLT) support will also be used when making decisions regarding any suspected or possible Covid related symptoms.

## **Recreational Time – AM Break**

Students will not be served any food or drink items during the AM break period, as it is not possible to keep all Year groups separate in the dining space available during that short time. Students will therefore, need to bring in their own snacks, drinks and refreshments, particularly for use during the morning break period.

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All students will be directed outside at breaktime into the fresh air, and will not be allowed access to the dining room at all. Whilst outside, each Year group will have a specified zone marked out for their use, which all students in that Year group must adhere to and remain in during recreational time. The zoned areas will include a section of concrete playground and grassed field area for each Year group. Each zoned area, will be supervised by duty staff assigned to particular area/zone each day, and those staff must try to ensure that students adhere to the expectations of them.

All students will be issued with their own re-usable water bottle in September, which they will be encouraged to carry on their person each day and to use to fill with water as required. In order to assist with this, additional Water Fountain dispensers will be installed, near to each Year group zoned area for September. Students must try to maintain safe social distance when queuing to fill water bottles.

### Toilets

Usage of toilets during lesson time, including any students being unnecessarily allowed to leave their classroom should, under health and safety restrictions, be absolutely kept to a minimum. Only in essential, emergency or known (toilet pass cases) should students be released from lessons to go to the toilet.

Before school (8.15am – 8.35am), at break (11.00am-11.20am), at lunch (1.20pm – 2.00pm), and immediately at the end of the day for the first 10 minutes after school, the toilets will be supervised and kept clean by a member of the site cleaning team. Duty staff will also be assigned to supervise controlled numbers of entry into the toilets at breaks and lunchtimes. Whilst the school has only limited numbers of toilets, it will apply the following controls over usage of particular toilets at break and lunchtime:

<u>Toilet</u>	<u>Year Group</u>		
	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>
<b>Main Building</b> (Key Stage 3)			
<b>J Block</b> (Key Stage 4)	<u>Year 10</u>		<u>Year 11</u>

All toilets/washrooms will be continuously stocked with soap, detergent or hand sanitiser, for use by students (and staff in the staff toilets), and all are reminded and encouraged about the importance of regular hand washing for around 20 seconds. Paper towels will be provided in each washroom for drying purposes, and as a temporary measure, hand dryer units will be disabled.

### Cleaning

A separate policy is being developed to recognise the need for enhanced cleaning regimes across the school. This will be fully developed, shared with the relevant staff and implemented for the return in September.

### Lunchtimes

In order to try and maintain where possible, separation between Year groups (bubbles), lunchtimes will be arranged and split as follows:

<u>Dining Venue</u>	<u>Early Lunch (Year 7 Only)</u> (first few weeks then phased back towards 1.20pm)	<u>School Lunchtime 1.20pm – 2.00pm</u> (40 minutes)	
	<u>1.00pm – 1.40pm</u>	<u>1.20pm-1.40pm</u> (20 Mins)	<u>1.40pm – 2.00pm</u> (20 Mins)
<b>Main Dining Room</b>	<u>Year 7</u>		<u>Year 9</u>
<b>Lake Street Gym</b>		<u>Year 10</u>	<u>Year 8</u>
<b>Outside POD</b>		<u>Year 11</u>	

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Only the specified Year groups will be allowed entry to the dining locations, at the times outlined, as either a first or second serving (first half of lunch or second). Table surfaces will be sprayed and wiped down with anti-bacterial spray in between serving sessions.

The usual wide range of food items served will as a necessary temporary measure, be reduced with a focus on popular, quick to serve and easy to handle options. Each of the three venues will aim to have a very similar if not identical, range of foods on offer each day, including a range of pre-prepared sandwiches.

The Sandwich bar will not be used at all during the first half term in the autumn in order to control student movement and keep Year groups as separate as possible.

### **Recreational time at lunchtime**

The same principle as described for breaktime, above, will be applied, with Year group zones outlined on the front field and concrete areas. Students will be expected to remain within their specified Year group areas during this time to avoid cross over between Year groups 'bubbles'.

Students will be able to use the toilets during lunchtime, in a controlled fashion limiting numbers in there at any one time. Toilets will be split, as previously described into KS3/KS4 toilets, in order to reduce the crossover of all different Year groups attending a particular toilet block. Site Cleaning staff will be in attendance throughout at break and lunch to clean down surfaces regularly between student use.

In the event of extreme wet weather, we may in exceptional circumstances, need to direct students from outside and off corridors to sit quietly in their Form rooms, supervised by the Form Tutor or other member of staff if the Form Tutor is absent or unavoidably unavailable. Whilst we do not, envisage that we will need to use this emergency wet weather strategy often, we do need it by way of back-up to avoid the potential mixing of Year groups 'bubbles' in busy corridors and other usual spaces such as the dining room etc. In the norm however, and unless notified by SLT of us needing to move to this emergency wet weather strategy on a particular day, students should be directed outside into the fresh air at lunchtime (unless attending a pre-arranged enrichment club), or eating their lunch in one of the two specified areas at their set time for their Year group.

### **Enrichment & Extra-Curricular Sessions**

These activities will during the first half of the autumn term, be confined to just one Year group (bubble) in attendance at a specific session. There will not be multiple Year groups in attendance in the same classroom/venue after school. \*Different Year groups can however, access the same department on the same evening for enrichment, but will be kept apart via the use of different classrooms or spaces.

### **Detentions**

It is hoped that your child will not need to be issued with a detention upon their return to school, however in the off chance that they are, the same principle as described for enrichment & extra-curricular clubs, will apply to departmental detentions being held in classrooms during or after the school day, where the mixing of Year groups must be avoided. For whole school detentions (lateness & Whole School 1 hour after school detentions), the Main Hall or other large space may be used, with zonal areas provided for students of different Year groups to be seated separate from others.

### **Internal Exclusion (INTEX)**

It is hoped like for detentions, that your child will not ever be required to attend Internal Exclusion (INTEX), however for your information in terms of adaptations, INTEX will be temporarily re-located to the rear section of the Main Hall, as it is a larger space with better ventilation, and again will have socially spaced zonal areas identified for students from different Year groups to be seated in.

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## **SEN & Pathways 1-1 and small group intervention work**

Due to the same considerations as outlined above, different ways of working will need to be applied, where students from different Year groups are not situated in the same small teaching space/room, at the same time. An appointment system will therefore, need to be devised, as appropriate to that facility, which controls access and numbers in any one space.

In addition to the necessary covid-19 controls, given the significant amount of curriculum time lost this year, it will be school policy upon our return, to strictly limit the withdrawal of students from lessons during the day, as doing so will be further disruptive to a child's education and progress. Therefore, only in exceptional circumstances will a student be released from a timetabled lesson to attend an alternative meeting, appointment or other activity. Appointments for any intervention work or agency involvement will be strictly limited, and where possible, arranged for student engagement, before school, at breaktime, lunchtime, or after school during enrichment time. In-class support, will continue to be one of our most important ways of supporting students, this must however, be conducted in a safe fashion, using PPE if required for prolonged close proximity working (see below).

All Teaching Assistants (TA's) and Support Staff whom are working in close, prolonged support of individual students, should wear face masks and/or face visors when supporting students in close proximity where safe social distancing is not possible, and should ensure that regular hand washing or hand sanitising is carried out.

## **Pastoral Offices**

On a similar basis to that expressed previously, we do not want students to miss lesson time and important teaching and learning during the school day. Therefore, student requests to attend the Pastoral Office during lesson time, will be limited to only in necessary exceptional circumstances. This is also a very necessary restriction in order to limit the free movement of students around the school during times in the school day when corridors may not be supervised to control social interaction and cross contamination of Year group 'bubbles'. If it is necessary for a student to attend the Pastoral Office during lesson time, they will be called for by the Pastoral Manager themselves, or collected in person.

Student numbers and spacing of students in and around a Pastoral Office will be controlled and managed, particularly around the Year 8-10 Pastoral Office, where we have three different Year groups based. The Pastoral team, Mr Rough, and SLT will implement a temporary operational management arrangement to safely control this and limit numbers entering the Pastoral Office at any one time.

A Student Office Runner will be maintained to assist with our communications and operation, and broaden their development/teamwork skills. However, they will no longer enter classrooms, and will be asked to knock on the classroom door and await upon the Teacher coming to meet them, in order to avoid them potentially mixing with other Year groups in that room.

## **Teaching Assistants**

As students will be working in Year group 'bubbles' in order to try to limit the risk of cross infection, so too will Teaching Assistants. Teaching Assistants will be allocated to a particular Year group and will follow/support the students with EHCP's (where possible) to whom they are assigned in that particular Year group.

## **Practical Activities / Subject Areas**

As some subject areas have need for a greater usage of specialist resources and facilities, which require regular cleaning/wiping down with antibacterial sprays/wipes when a Year group bubble changes, we will assign some Teaching Assistants to particular departments, such as PE and Art & Design, on a full time basis throughout the week, where a Teaching Assistant may act as both a Teaching Assistant but also as a temporary Technician for that department, helping to maintain, prepare and clean equipment ready for safe use by other Year groups (such as wiping down badminton handles, drawing & painting materials, etc. between use), and also as an additional adult in support of the Teacher, helping to reinforce the importance of safe social distancing in active venues. For subjects such as Science and Food Technology, Technician support

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is already in place to provide for this, and it will be individual departments to devise as appropriate, the necessary operational routines to safely support their curriculum delivery.

For some subject areas, specific risk assessments and review of practice will also take place, in line with all of the principles outlined above, and in conjunction with the specialist advice and guidance provided by their subject specific bodies. The aim however, is for us to be able to provide as near as normal curriculum, teaching and learning offer to our students as possible. Sensible adaptations, to the type of activity that would normally be carried out and when during the course of the year, will however, need to be implemented. For example, in Music, it may be appropriate to have a set of specific instruments for use only with a particular Year group 'bubble' in order to avoid cross contamination, and limit the need for continuous cleaning every lesson of individual items of equipment. For other subjects such as Drama, the use of individual student face visors, may be appropriate to assist with students performing in close proximity and using their voice to project. In ICT based lessons, it will be required standard practice for all Teaching staff to ensure that all students wipe down their keyboard and mouse with an antibacterial wipe before use.

Additional space is being created over the summer to PE changing rooms to allow for additional safe changing space for students. All students by way of a departmental routine must avoid physical contact with others whilst changing, and should also wipe down their changing space/seat before use. Enhanced cleaning measures will also be put in place to support the good hygiene of those spaces. Under government guidance, spare PE kit/clothing should not be shared or loaned out to students for use during the autumn term. The DfE currently also state that full contact activity should be avoided at the present time, and that outdoor sports or those which can be conducted in larger, well ventilated spaces, are preferable to sports and activities taking place in smaller sporting venues/locations. Students are advised therefore, to ensure that they always bring into school when timetabled, their full outdoor PE kit, and also if possible, a small towel to dry themselves off, if they get wet when outside.

Similarly, whilst DfE guidance does allow for textbooks and other lesson materials to be shared and used in lessons, it will be our standard practice for all students to hand sanitise on entry to a room in order to limit the risk of cross contamination. Staff will not however, share or loan out (requesting return) any pens, pencils or other similar equipment, as those items are more likely to attract contaminations from continual contact with hands and possible mouths. Calculators may be shared; however, it is recommended that stocks are kept in Year group batches (if to be shared/loaned out) and should only be used for that Year group 'bubble'. Where this is not possible due to limited resource, the calculator must be thoroughly cleaned with antibacterial agent before re-use.

## **Ventilation**

It is recognised that good, natural air flow is an important means of controlling the spread of the virus. Therefore, by way of school policy, windows and external doors will be required to remain open in all confined spaces, and in corridor areas, where possible. Students and staff are advised to wear under layers such as vests or plain white T shirts under their school uniform, as well as being strongly advised to purchase and wear the optional School jumper underneath their school blazer, in order to ensure that they remain warm enough. Coats should not be worn inside the school buildings.

## **School Uniform, Equipment, Appearance, and Outdoor Coats**

All students must wear full school uniform including shoes, ties and blazers from their return in September. All students must also adhere to our strict rules of appearance, including hair styles/colours, make-up, nails, and jewellery.

Outdoor coats are an important addition to the full school uniform, and all students are advised to have a good warm, and if possible, waterproof coat (not hooded top or tracksuit which are not permitted), to wear, when outside, over their school blazer. This is particular important from September, given the fact that all students will be required to go outside of the school buildings at break and lunchtime (unless it is extreme wet weather).

It is also essential that each child brings in their own equipment (pens, pencils, ruler, rubber, calculator, subject materials and books etc.), as we cannot for hygiene reasons allow sharing of equipment whilst in school.

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Full details of our uniform, equipment and appearance policy are available on our school website [www.stockportschool.net](http://www.stockportschool.net) All parents/carers are advised to shop early before the end of August for new uniform and shoes, in order to avoid queues or covid related restrictions when entering shops. All students, without exception, must wear full school uniform including tie, blazer and black polishable leather shoes upon their return in September.

### **Behaviour Rules for Students**

Health and safety are our absolute priority and is of paramount importance to us. We also wish to provide the very best educational support for our students under the tight controls that we need to work within. Please note and be reassured that our plans for the return of all students in September, are very tightly and safely controlled, and all students must therefore, adhere to our safe expectations without exception.

When on-site all students must, at all times, adhere to the safe social distancing and good hygiene actions of washing hands, using tissues etc. In an temporary amendment to our behaviour policy, if any student wilfully disregards these very important rules which have been put in place to protect the health and safety of students and staff, then we may need to immediately contact parents/carers and discuss the student being temporarily withdrawn from in-class teaching and/or on-site education, including if necessary, usage of fixed term exclusion. In the most serious and/or persistently repeated cases, permanent exclusion may also be considered, as it is essential that the health and safety of all students and staff are protected above all other actions.

### **Visitor Policy**

As a temporary amendment to control the number of visitors on-site and limit the risk of cross infection, all parents and carers are advised of the need to make an appointment, via telephone or email, prior to coming on to the school site during the day. Visitor numbers in the Reception waiting area will be strictly limited. All visitors must as usual be signed in at Reception, and if necessary, be able to show identification documents for safeguarding reasons, prior to being allowed access to the school grounds.

### **Attendance**

Under government law, the Department for Education (DfE) have instructed that attendance in school from September, will be compulsory for all, as per the details set out in the DfE guidance. Our Attendance and Pastoral teams will work with you as Form Tutors on appropriate strategies and policies to support this government expectation.

The DfE also advise in their guidance, that all staff and students should be available to return to school as long as they are fit and well, immediately from the start of the autumn term. In particular, reference is made to the current restrictions and Foreign Office advice on foreign/overseas travel, and the potential risk of quarantine controls upon the return from some listed countries. It is also clear that this may be a changing/evolving picture as we progress through the summer. All parents and carers are therefore, advised, that they should not look to book in foreign travel to countries where there is heightened risk of quarantine upon return which would mean that you would be unable to return to school in September for up to 14 days. In the event that this issue occurs, where a family have booked to go to a foreign location knowing at the time that it had a government quarantine restriction on it (at the time of booking), then the subsequent quarantine period may result in Local Authority prosecution and fines for statutory non-attendance. Should Foreign Office advice change whilst you are away in a particular country, which would have been unavoidable by yourself, then this would not apply. Documentary evidence of booking may however be requested, should your child be unable to return to school in September for this reason.

In our necessary attempt to make up for the significant amount of lost teaching and learning time this year, it is really important that we seek to minimise disruption to the teaching of timetabled lessons, as this will only further disadvantage our students. Therefore, all parents and carers are reminded of the School policy upon requesting absence from school to attend medical or dental appointments during school hours. Routine appointments should be avoided where possible during the school day, with appointments ideally arranged outside of school hours. As you will be aware, the NHS in the past couple of years have extended their out of hours GP practice appointment times, and is hoped that all parents and carers where possible, will seek to make use of those out of hours, and/or non-term time dates for routine appointments for their child. It

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is accepted that some non-routine, specialist treatments may not be bookable by appointment and may therefore, need additional consideration for leave during school hours.

### **Suspected and/or Confirmed Cases of Covid-19**

The school has already with the return of Year 10 in June, put into place a clear process and policy for how it deals with symptomatic pupils and staff, and a procedure to be followed, working in conjunction with the Local Authority and Public Health, under government guidance, for a confirmed case or suspected multiple outbreak. This includes immediate referrals for same/next day testing. The purpose of working in controlled 'bubbles' is intentional in order to limit the impact of any confirmed covid-19 case, and to allow for the government's Test and Trace scheme to operate. As advised by the government and Public Health England, the school will follow all necessary control measures for any confirmed cases, which may include individuals, Year group 'bubbles' having to self-isolate, or at worst, a full school temporary closure with remote learning implemented immediately.

In a change to our current first-aid provision/treatment facilities, we will be creating an additional facility for any potentially symptomatic students to be taken to whilst they await collection by parents/carers. This will be the existing INTEX facility, which has a door that can be closed, window ventilation, a separate bathroom and toilet, and easy alternative external access for parents to collect the child via Sandhurst Road/Staff Car Park. The current first-aid room will remain operational for all other first-aid/medical treatments.

As was the case with Year 10, all students will be advised upon their return, that if they intentionally play up in school to joke that they have a cough or temperature, then they will be immediately withdrawn from school and be sent to a Covid-19 test centre, and if necessary under NHS/Public Health advice, asked to remain working at home during a period of self-isolation for up to 14 days.

All parents/carers are reminded and advised again that under government instruction as well as our own, that you must not send your child into school should they show any of the known Covid-19 symptoms. If your child displays symptoms you should seek immediate medical attention via advice from the NHS England website or by phoning 101. The government and NHS now have local Covid-19 testing facilities in place, and it is important that you seek advice on immediate testing, and if necessary self-isolation for the stated period of time before returning to school.

### **Remote Learning Strategy**

The Department for Education (DfE) require us to have in the event of a further covid-19 outbreak, a continuity plan, particularly around that of us continuing to provide high quality, relevant teaching and learning from remote learning. Whilst in the past five months we have all had to quickly adapt and learn new methods of teaching and learning via our interactive resources, this is a vital area for us all (staff, students and parents/carers) to remain aware of and retain access to via home computers, tablets, and internet enabled phones.

All subject departments will continue their development of appropriate, connected, and accessible resource activities for independent learning by students. As a back-up plan, in case of a further covid-19 peak or local lockdown, we may need at relatively short notice, to move back to our remote home learning operations.

In addition, we also recognise, that all students are going to require additional support with their studies this year in order to make up for the lost curriculum time this year. Independent learning, will continue to be a vital strategy to support in-class taught work, and all subject departments will have high expectations of home working and follow-up study in-between lessons to maximise progress and outcomes this year.

### **Summary**

Finally, in repeat of my opening statement, the guidance and temporary operating advice outlined above, is not and cannot really be a fully exhaustive list of all possible scenarios upon our return. It is however, intended to outline the necessary safe temporary adaptations required by us all to ensure that our return is as safe as possible.

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**Please can I ask that you and your child, take some important time to familiarise yourselves with the important information, expectations and guidance contained in this document, in advance of our return in September.**

As a school, we will take some time during the induction period in the first week of September, to fully explain and reinforce with our students, the important expectations of our new and necessary safe ways of working in school. We would appreciate it however, if you and your child could discuss the importance of these measures at home, prior to their return, so that our return goes as smoothly and as safely as possible.

If you have any strong concerns or issues, that you require support with in advance of September, regarding your child's return, please contact your child's Pastoral Manager via the relevant email listed below *(please note the Year groups listed are relevant to the start of next year as your child progresses into it, and you should therefore contact the relevant Pastoral Manager for next year)*:

**Year 7: Mrs Clarkson – [a.clarkson@stockport.stockport.sch.uk](mailto:a.clarkson@stockport.stockport.sch.uk)**

**Year 8: Ms. Thorley – [h.thorley@stockport.stockport.sch.uk](mailto:h.thorley@stockport.stockport.sch.uk)**

**Year 9: Mr Taher – [a.taher@stockport.stockport.sch.uk](mailto:a.taher@stockport.stockport.sch.uk)**

**Year 10: Mrs Walker – [l.walker@stockport.stockport.sch.uk](mailto:l.walker@stockport.stockport.sch.uk)**

**Year 11: Mrs Hall – [a.hall@stockport.stockport.sch.uk](mailto:a.hall@stockport.stockport.sch.uk)**

Thank you for your continued support, during these very unusual and somewhat challenging times. By working together, we have great strength and unity and we are best served to support and achieve our aims.

Finally, I should like to thank all of our parents for their magnificent support this year and wish everybody associated with Stockport School a relaxing and well-deserved summer break.

Yours sincerely

Mr I. R. Irwin  
Headteacher

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