



BASSINGBOURN
VILLAGE COLLEGE

PARENT AND STUDENT GUIDANCE
BOOKLET SEPTEMBER 2020

Dear Parents, Carers and Students,

In preparation for the students' return in September a range of precautions and procedures have been put in place. In this booklet, you will find all the information you need about returning to school in September, including the organisation of the school site, the school day, curriculum content, travel, year groups and safety planning and procedures. All decisions have been informed by current government guidelines for schools and are designed to keep students and staff as safe as possible. As you are aware, the government guidance could change and this guidance is subject to those changes. If this happens, we will publish an updated version of this document. The school has produced a risk assessment for the students' return to school and this, alongside all the latest information, can be found on our website.

Contents

Organisation	3
Year 7 zone (Orange) – English rooms	3
Year 8 zone (Purple) – Maths rooms	3
Year 9 zone (Blue) – MFL and Room 26	3
Year 10 zone (Red) – Top corridor	4
Year 11 zone (Green) – The Science block	4
Map of the College and access to zones and specialist rooms	4
Mentor groups	6
Timings of the college day	6
Transport and travel to and from school	7
Arrival at school	7
The learning day	8
Leaving school	8
Breaktime and Lunchtime	8
Social distancing, classrooms and routes of travel	9
Face coverings	10
Groupings	10
Curriculum, Timetable and Teaching and Learning	10
How have we decided what will be on the curriculum?	10
What will lessons be like? How will they be different?	10
How will teachers give feedback to students about their learning?	11
Will there be remote education in the event of a localised lockdown, self-isolation or shielding?	11
Inclusion Department	12
Behaviour and expectations	12
Attendance	13
Uniform	13
Cleaning arrangements	14
Handwashing and toilets	14
Litter	14
Hydration	14
First Aid and Safeguarding	14
Contacting the school	15
Ways parents can support the school	15
Face coverings in schools: how to make it work	16

Organisation

According to the guidance from the Department for Education, the overarching principle we must apply to students returning in September is to reduce the number of contacts between children and staff: schools must do everything possible to minimise contacts and mixing whilst still delivering a broad and balanced curriculum. As a result, we have split the school site into five separate zones, with each year group placed into their own zone. The vast majority of a year group's lessons will take place within their zone. Year 7 and 8 students will only travel outside their zone for PE, whilst Years 9 to 11 may travel outside their zone for PE and Option subjects which require specialist rooming.

Each year group has its own entry/exit doors, set of toilets and outdoor social space. In line with the national requirements released by the DfE, all classrooms in every zone will require students to sit facing forwards; there will be no grouped tables which students might have experienced in previous lessons. There will be no direct mixing between year groups and, therefore, between zones. Access to the specialist rooms will be tightly controlled to ensure there are no opportunities for mixing between year groups. By creating zones in the school, where each year group is located and will receive the majority of their taught curriculum, we have reduced the movement and travel of students around the site. This will support us to protect students and staff as much as we can from any potential spread of illness. Break time has been staggered and lunchtime split into two separate times to avoid all year groups mixing as far as possible. The canteen has also been split into zones and access for the students will be staggered and controlled by members of staff to reduce opportunities for mixing.

Year 7 zone (Orange) – English rooms

- Site entry and exit: Front entrance
- Classrooms for lessons: Rooms 1, 2, 3, 6, 7
- Toilets: The Hive
- Social space:
 - o Arrival to school: Front Field – South End side / English classrooms
 - o Break time: Front Field – South End side
 - o Lunchtime: Front Field – South End side

Year 8 zone (Purple) – Maths rooms

- Site entry and exit: Rear entrance
- Classrooms for lessons (these are on the opposite side of the building to the classrooms in use for Year 7): Rooms 8, 9, 10, 11, 12
- Toilets: Main Building
- Social spaces:
 - o Arrival to school: Creative Arts Field/ Maths classrooms
 - o Break time: Front Field – Science block side
 - o Lunchtime: Front Field – Science block side

Year 9 zone (Blue) – MFL and Room 26

- Site entry and exit: Through MFL doors and Technology workshop fire exit
 - Rooms for lessons: Rooms 33, 34, 35, 36, 26
- Access also to the Hall, 18, 21, 23, 27, 28, 45 for specialist lessons
- Toilets: The Hive
 - Social spaces:
 - o Arrival to school: Outdoor Eating Area / Canteen blue zone
 - o Breaktime: Front Field – South End side
 - o Lunchtime: Creative Arts Field

Year 10 zone (Red) – Top corridor

- Site entry and exit: Through the double doors between MFL and the main building
- Classrooms for lessons: Rooms 14, 15, 16, 17, 20

Access also to 18, 21, 23, 27, 28,45 for specialist lessons

- Toilets: Main building
- Social spaces:
 - o Arrival to school: MFL courtyard / Drama Studio
 - o Breaktime: Front Field – South End side
 - o Lunchtime: Front Field – South End side

Year 11 zone (Green) – The Science block

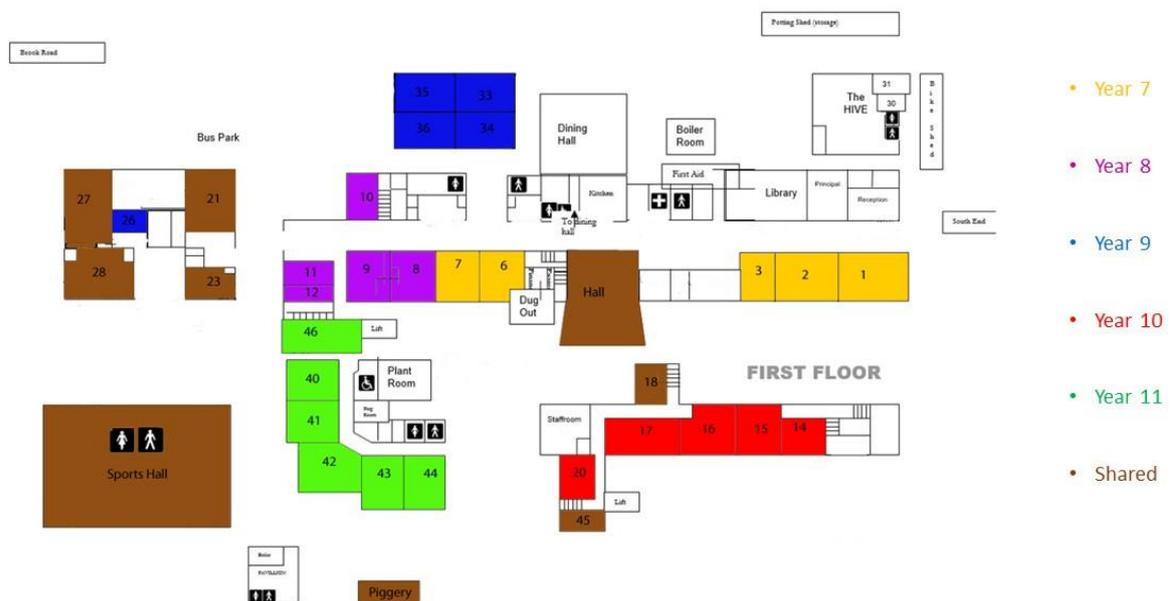
- Site entry and exit: Through the Science block fire exits
- Classrooms for lessons: Rooms 40, 41, 42, 43, 44, 46

Access also to 18, 21, 23, 27, 28,45 for specialist lessons

- Toilets: Science block
- Social spaces:
 - o Arrival to school: Front Field – Science block side / Hall
 - o Breaktime: Front Field – Science block side
 - o Lunchtime: Front Field – Science block side

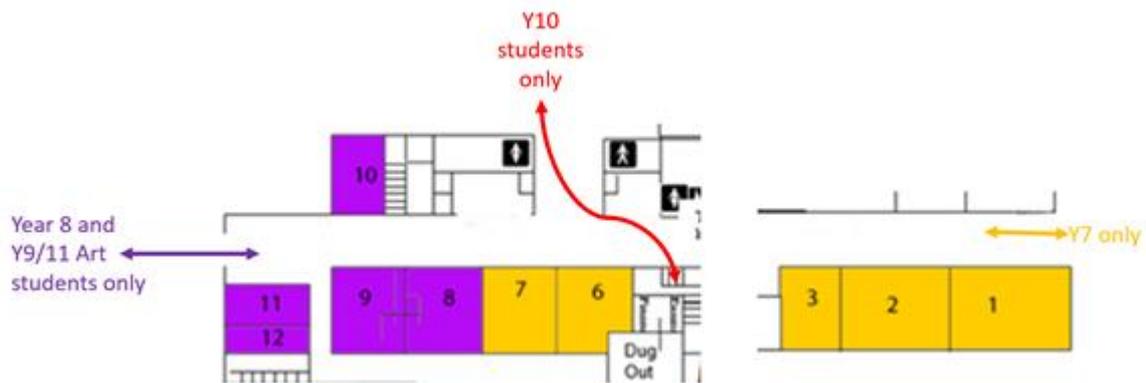
Map of the College and access to zones and specialist rooms

As mentioned above, the school has been divided into year group teaching zones. These can be seen on the map below.



A larger version of this map can be found on page 18 of this booklet

Main building - ground floor



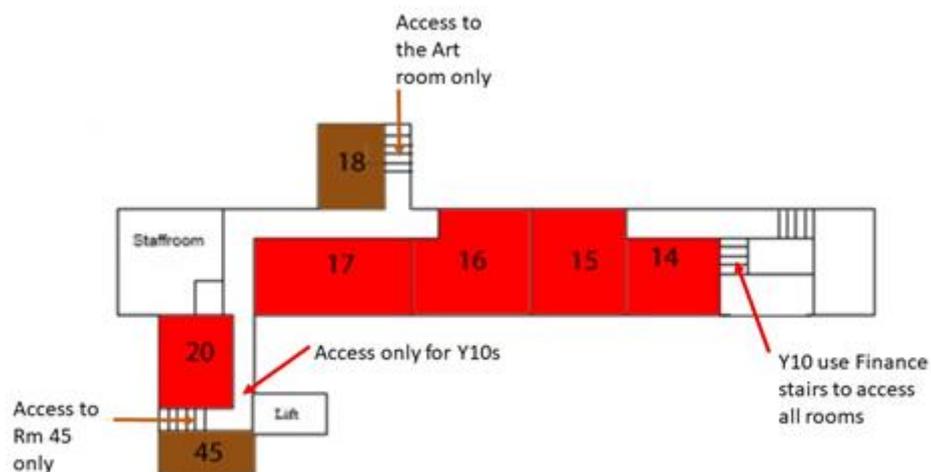
The front entrance is for Year 7 students only.

The back entrance (closest to the bus park) is for Year 8 students and the Year 9 and 11 Art students needing to use the Art stairs.

The middle doors, near the MFL block, will be used by Year 10 students only and they will reach their first floor zone by using the Finance stairs.

Students going to PE will use their designated doors to leave the main building and then walk around the exterior of the building to reach the Sports Hall.

Main building - first floor

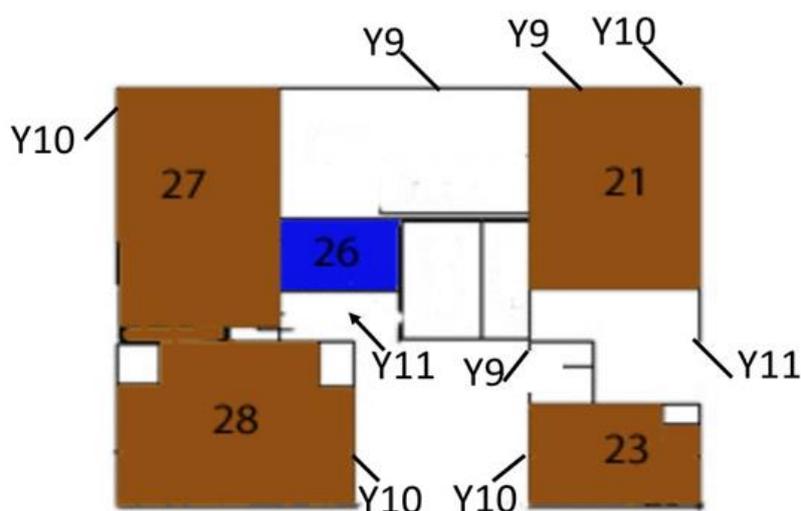


Shared rooms 18 (Art) and 45 (Computing) will be accessed by using the stairs closest to them. Students in Years 9 and 11 who may be using these rooms should not access any other room on the first floor. Year 10 will use the Finance stairs to access the first floor.

Other buildings

Year 9 will enter and exit the MFL block through the fire exits in each room. Year 11 will use the fire exits in the Science block. To enter the main building to reach Room 46 for lessons, Year 11 will use the door between the Science block and the main building.

Specialist rooms



Year 9 will use the workshop fire exit to enter the Technology block and use it as a through route to reach Rooms 27 and 28. They will use the fire exit closest to Technology to enter the Drama Studio and the back entrance to the Creative Arts block to reach Music Technology.

Year 10 will use the fire exits for each classroom to enter and exit. For Drama, this will be the fire exit closest to the MFL block.

Year 11 will use the front entrances of each block to gain access to the classrooms.

Mentor groups

Due to the need to keep the year groups separate, we have taken the decision to alter our pastoral structure and make the mentor groups single year, rather than mixed year groups. For Years 7 and 8 the students will remain with their teaching group, whilst in Years 9 -11 their mentor group will be based around their PSHE group. The mentor bases will be located in the relevant teaching zones for each year group.

Timings of the college day

- 08.55 – 09.40 Lesson 1a
- 09.40 – 10.25 Lesson 1b
- 10.25 – 11.10 Students will have a Pastoral session with their Mentor, alongside their break during this time. Break will be staggered and co-ordinated to allow access to the canteen for year groups at specific times
- 11.10 – 12.00 Lesson 2a
- 12.00 – 12.50 Years 7 & 8 lunch time; Years 9 – 11 lesson 2b
- 12.50 – 13.40 Years 7 & 8 lesson 2b; Years 9 -11 lunch time
- 13.40 – 14.30 Lesson 3a
- 14.30 – 15.20 Lesson 3b
- 15.10 – 15.20 Years 7, 8, and 9 leave their classrooms in a staggered, controlled way
- 15.20 – 15.30 Years 10 and 11 leave in a staggered, controlled way (students wait in their classrooms to be dismissed)

	8:55 - 9:40	9:40 - 10:25	10:25 - 10:30	10:30 - 10:35	10:35 - 10:40	10:40 - 10:45	10:45 - 10:50	10:50 - 10:55	10:55 - 11:00	11:00 - 11:05	11:05 - 11:10	11:10 - 12:00	12:00 - 12:10	12:10 - 12:20	12:20 - 12:30	12:30 - 12:40	12:40 - 12:50	12:50 - 13:00	13:00 - 13:10	13:10 - 13:20	13:20 - 13:30	13:30 - 13:40	13:40 - 14:30	14:30 - 15:20
Y7	1A	1B	CANTEEN	Break	Pastoral						2A	CANTE EN	Front Field South End						2B		3A	3B		
Y8	1A	1B	CANTEEN	Break	Pastoral						2A	FFSCI	CANTE EN	Front field Science						2B		3A	3B	
Y9	1A	1B	Pastoral		CANTEEN	Break	Pastoral			2A	2B						CANTE EN	Creative Arts			3A	3B		
Y10	1A	1B	Pastoral						CANTEEN	Break	2A	2B						FF SE	CANTE EN	Front field South End			3A	3B
Y11	1A	1B	Pastoral						CANTEEN	Break	2A	2B						FF SCI	CANTE EN	FF SCI	3A	3B		

Entrance to the canteen will be co-ordinated by members of staff on duty in a safe and controlled way. Therefore the times of the canteen visit in the diagram above may not be exactly adhered to but all students will have the opportunity to visit the canteen during their break and lunch.

NB: FFSCI - Front Field Science side

FFSE - Front Field South End side

Transport and travel to and from school

For all students who do not arrive at school on a designated school bus, it is absolutely essential that they go directly to their designated area. All students who cycle should use the Front Entrance on South End to arrive and depart from the site. Students in Years 7, 8, 10 and 11 who arrive at the Front Entrance, either being dropped off or to use the bike shed, should then use the footpath past the hall to reach their designated area as no students other than Year 7 will be allowed through the front door. Year 9 will be able to access their social area using the gate by the Hive.

The school bus services will operate as normal with a timetable that will be communicated by the bus companies before the start of term. Students are expected to comply with any procedures the bus companies have put in place for the safety and welfare of the students and includes the wearing of face coverings on the bus.

The safety of our students and staff is of the utmost importance, and so we require all students to wear a face covering on the bus. They should not touch their face covering for the duration of the journey and, when they arrive at school and after they have reached their area, they should remove their face covering and keep it safely in their bag for the duration of the school day. It is the student's responsibility to ensure that they take their face covering off safely and sensibly, storing reusable ones appropriately in a plastic bag or putting temporary ones in a lidded bin.

Once the students on buses arrive at the school they will be directed to their areas. They will not be allowed to leave the school site and go into the village.

Students are encouraged to walk/cycle to school where possible.

Arrival at school

If a student is being dropped off by car, please be aware that parents cannot leave the car and the student should exit the vehicle as quickly as possible. On arrival, students will be directed by members of staff to their designated areas in a safe way that avoids year group mixing. Students should adhere to the social distancing guidelines whilst walking to the area, where they will be supervised before going to their lessons. Students should use hand sanitiser on entry to their classroom and, whilst the school will provide hand sanitiser, it is advised that students have their own. No student is allowed to go off site once they have arrived at school. It is therefore important that they have either a packed lunch or money available in their cashless catering account as they are not allowed to go into the village to purchase anything.

The learning day

Lessons start at 8.55am. The school day finishes at 15.20. There have been some alterations to the length of some lessons, which can be seen in the information above about the college day.

To ensure that we keep the mixing year groups to an absolute minimum and to give us time to carry out enhanced cleaning both before and after school, we do ask that students do not arrive on-site until 8.30am (unless the bus arrives before) and that they leave site by 3.45pm.

It is vital that students arrive on time for school and are in their classrooms ready to learn at 8:55am. Students who are late should report to Reception via the intercom at the front entrance.

Leaving school

A staggered end to the day has been organised in order to avoid any mixing between year groups as they leave the site:

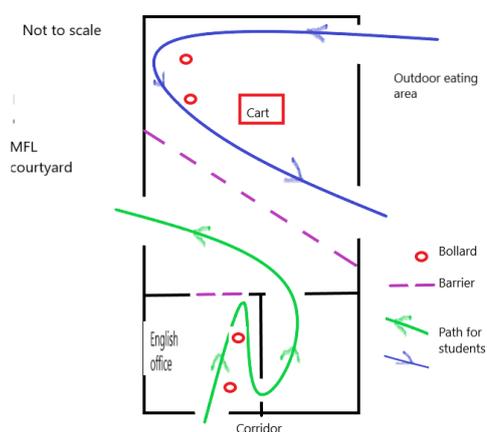
- 15.10 – 15.20 Year 9, 8 and 7
- 15.20 – 15.30 Year 10 & 11
- 15.30 Buses depart

Year groups will be dismissed one at a time and the following year group will only be released from their classrooms when it is safe to do so.

Parents/carers collecting their child must be on time; lateness will result in an increased risk of spreading any infection between year groups.

Breaktime and Lunchtime

Between 10:25 and 11:10 students will be based in their teaching zones taking part in pastoral based activities. Students will also have a 15 minute break within this time. The different year groups will have staggered breaks and use different zones of the canteen if they wish to purchase food or drinks. If the students are not moving through the canteen to get food or drinks then they should be in their designated area. The start and end of break time will be controlled by staff to ensure safe movement around the school site.



Lunch

Lunch time has been split across lesson 2b and our original lunch time.

Lunch arrangements are as follows:

- 12.00 – 12.50 Years 7 & 8 lunch time; Years 9 – 11 lesson 2b
- 12.50 – 13.40 Years 7 & 8 lesson 2b; Years 9 -11 lunch time

The school will be offering grab and go meal choices with a specific server for each year group during lunch break. There will be a reduced menu with meal options individually packaged to enable quick collection by students during lunch time before they return to their zones to eat. There is no requirement to pre-order, but students are encouraged to know their meal choices ahead of lunch times so there is little waiting at the collection areas. Menus will be posted on our school website. Year groups will have a set time for their visit to the canteen to allow for safe movement of students around the school and for the canteen staff to clean between year groups.

We will continue to operate the biometric system, but to ensure that this remains as hygienic as possible, students will be required to sanitize their hands before entering the canteen area, and the biometric reader will be cleaned at regular intervals. These procedures will be strictly monitored by members of staff.

There will be no seating in the canteen so students will need to eat in their designated areas. If it is raining, the students will eat their lunch in their mentor bases. There is an expectation that all litter will be put in a bin and students keep their social areas clean and tidy.

Lunchtimes will be supervised by staff on duty and students will spend their lunchtime in the allocated areas for their year group. In the event of wet weather at break or lunch, students will remain in their Year Group teaching zones and be escorted to and from the canteen at their designated times.

Due to current social distancing guidelines, Year 11 will not currently be allowed off site for lunch. When national guidelines are changed, we will review this decision. It is therefore important that students bring either a packed lunch or have money available in their cashless catering account.

Social distancing, classrooms and routes of travel

The zones and travel round the college have been planned to ensure a minimal chance of contact between year groups. There are signs on each door to ensure that students are aware of which year groups are able to use the entrance and which areas of the school they are allowed into. There are also safety notices on walls and markings on the floor to remind students of the importance of safety, hygiene and hand-washing and remaining 2 metres apart from staff, as per government guidelines on social distancing.

Classrooms will all be laid out in rows facing forwards, as required by the DfE guidance for schools. Seating plans will be in place for every class and where a student requires TA support they will be placed in the best position to allow this to happen. All staff and adults must continue with 2m social distancing, from other adults and students, though students are not required to social distance within their own year group bubbles.

Students will not have access to lockers so should ensure that they only bring what is necessary each day. If students have had to bring bulky items, e.g. project folders for their GCSE course, these may be left during the day in their mentor bases if necessary. However, no student property should be left in rooms overnight.

Face coverings

In light of the recent guidance, students are recommended to wear a face covering when moving around the building and when social distancing is not possible. It is the responsibility of the student to ensure they are doing so safely and that they have a hygienic and safe way to store their face covering. If students are wearing disposable face coverings, they must be disposed of safely in a lidded bin following use. Students do not need to wear face coverings in lessons, unless specified in an individual risk assessment. For more information about face coverings in school, please refer to pages 16-17 of this booklet.

Groupings

The guiding principle behind all year groupings is safety and the need to keep any student movement to a minimum. In Years 7 & 8, students will be in the same group for most lessons. There may be some flexibility for movement of groupings within a year group if necessary for particular subjects, e.g. PE. In Years 9 - 11, students will be taught in their usual groupings for all of their subjects.

Curriculum, Timetable and Teaching and Learning

How have we decided what will be on the curriculum?

At Bassingbourn, all students are entitled to study a broad and balanced curriculum. Our plans for reopening school in September 2020 do not limit the subjects that the students will study. Students' timetables have not been altered. However, the location of their lessons may have changed to ensure limited movement around the school. For certain subjects that have practical or performance aspects to them (such as PE, Art, Music, Technology, Science or Drama), we will need to adapt the subject curriculum to meet the safety requirements. This will mean that although some subjects' activity might be limited by necessary safety measures, students will still study the full range of the curriculum that they are entitled to.

The new school day provides a longer lesson time than we have had in the past. This will allow us to deliver a programme of activities that as well as being pastorally based, will fit alongside the PSHE curriculum, covering topics such as promoting well-being and looking after students' mental and physical health, how to manage risk and keep safe, for example.

Timetables will be issued at the start of term as per usual, making it clear where students' lessons will be located.

What will lessons be like? How will they be different?

To be able to limit movement as much as possible means that students will be in the same room/zones for much of the day and that teachers will move between lessons, rather than students. Members of staff will also have to socially distance from students at a distance of 2 metres. This will be different for students as normally teachers will circulate around the room and help students individually. For students it may feel like the teacher is quite distant from them but it is required to keep them as safe as possible. This will mean that the teacher will remain in set areas of the room for the entire lesson.

For safety reasons we need to limit the number of objects passing from one person to another. In order to reduce sharing of equipment, we are providing each student with a pack of equipment that must remain in school. This includes the following: pens, pencil, green pen for self assessment, rubber, sharpener, 30 cm ruler, a highlighter, glue stick, scissors mini whiteboard, whiteboard pen and cleaner, protractor, and a ziplock folder to keep everything in. Students will need to provide

their own subject specific equipment, such as calculators and mathematical compasses. Students will need to ensure they bring the relevant exercise books with them but should limit what they bring to only what is necessary as they will not have access to lockers.

The start and end of lessons for Years 7 and 8 will feature silent reading so students will need to ensure that they have a book to read.

The desks may be arranged in a different way to how the students may expect. Where possible, desks will be in rows with students facing the front. This will mean that some rooms will look different and it might mean that it is harder to complete group activities. Unfortunately, activities that involve a lot of movement or complicated equipment will not be possible.

When specialist rooms are needed in Years 9 – 11 or for PE in Years 7 and 8, students will go to different locations via a strict, movement system using specific doors to enter buildings. This system is in place for everybody's safety, so students must always use it.

PE lessons will take place outdoors wherever possible. Activities will be limited to those that have no contact and where equipment can be used at an individual level. Students will clean their equipment after use. For Core PE lessons, students will have come to school in their PE kit but will need to bring their uniform with them in case of sudden bad weather, where the students get wet during their lesson. In the case of expected bad weather, students will still participate in PE but will have their lessons in specific indoor spaces, remaining in their bubbles. Students will need to remember to have extra water on days when they have PE as the water fountain in the Sports Centre will not be in use.

Changing how our site is used will require co-operation from all members of the school community. The rules and routines that have been put in place around how movement can happen, classrooms are organised and how teachers can teach are for safety reasons and the entire school community will need to adhere by them to ensure safety and wellbeing. Students will need to take responsibility for following teacher's instructions and to make the most of the opportunity to be back learning in school. Students will have the opportunity to clarify their understanding of the rules during their pastoral time.

How will teachers give feedback to students about their learning?

Feedback will be given to students that indicates how they can improve their learning outcomes. This will be either through verbal feedback in lessons, written feedback in books or via Google Classroom. Teachers will select the most effective method to suit learner, subject and work being assessed. Current guidance indicates that teachers are able to collect in exercise books to assess work, however, this will only be done when it is considered to be the most effective feedback method.

Will there be remote education in the event of a localised lockdown, self-isolation or shielding?

We will still be using Google Classrooms regularly as part of our 'everyday' curriculum, for example when setting homework. Teachers will be able to upload work on Google Classrooms for students who are not able to attend school because they are shielding or in self-isolation. In the event of a local lockdown we will set work for all students on Google Classrooms in the same way as we have to date. From September, this will be a combination of 'live' teaching sessions and work that students work through on their own for all year groups, including activities and lessons from the Oak National Academy.

We will provide support and training in Mentor times for Year 7 students or for students who are new to the school, so that they become confident with using Google Classrooms, allowing them to access schoolwork when necessary.

Parents of students who have had issues with accessing the ICT required for a prolonged use of Google Classrooms should contact the school as soon as possible to discuss any assistance we can provide in the case of a localised lockdown.

Inclusion Department

Students who normally attend Room 46 at break and lunch will still be able to access this area during these times. Their time through the canteen will be co-ordinated with their year group.

Behaviour and expectations

We will continue to promote positive behaviour and ensure that students' hard work is recognised as a way of celebrating and encouraging an excellent attitude to learning. Please be aware that the changes we have had to make to offer the safest operating procedures for students and staff may not be those best suited for optimal learning or wellbeing but are in accordance with government guidance issued. It will be clear from the wealth of information in this booklet that our new procedures are designed to keep all members of the school community as safe as possible. We are aware that our students will be returning to us having faced challenges and levels of adversity during this period and so any sanctions/rewards policy will be complemented with an extensive range of support mechanisms through our pastoral teams and wider counselling services which we will make available through The Hive.

Whilst understanding that settling back into the educational routine of a school setting may be challenging, we will not tolerate any behaviour that compromises the safety of others. The amended behaviour policy, which can be found on our website, details the changes and supersedes the previous policy. This emphasises that actions such as deliberately coughing into another person will be dealt with as an incident of the highest seriousness.

The Isolation Room will be restricted to certain year groups on certain days with numbers exceeding no more than three students. This may mean in exceptional circumstances of particularly bad behaviour students may have to be sent home and externally excluded rather than a normal internal exclusion.

Our policy on mobile phone use has not changed. Students who are found to be using their phone inappropriately will still have it confiscated and parents required to pick it up. However, parents will have to pre-arrange the time of the pick up to ensure they do not come into contact with any students.

We would like to remind parents and students that chewing gum is banned in school and therefore students should not be bringing it in with them.

Attendance

From the autumn term of 2020 the government have stated that a student's attendance is mandatory and that the usual rules on attendance will apply:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered student
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where students cannot attend school due to coronavirus (COVID-19) and parents will not be penalised for this. These circumstances are as follows:

- students who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)
- students who are required by legislation to self-isolate as part of a period of quarantine
- students who are clinically extremely vulnerable in a future local lockdown scenario only

Parents must continue to contact the school office to notify us of all student absence.

If your child does have a medical condition that would put them into the vulnerable categories and you feel that there would need to be an individual risk assessment for your child, please contact the school office immediately.

Uniform

Students are to wear the full Bassingbourn school uniform. Please see our website for further details.

Due to safety in the changing rooms, we have taken the decision that on the days when students have Core PE or Fitness on their timetable, they must come to school in their BVC PE kit, so they do not have to use the changing rooms to get changed. Students must bring their uniform with them in case of unexpected wet weather and their PE kit getting wet. In this circumstance, changing will be supervised and changing rooms cleaned before and after use. If students are in PE kit, they must only be wearing official BVC uniform, including jumper and tracksuit bottoms. **No student should be wearing a hoodie in school.**

If students in Years 9-11 study Health & Fitness, Construction, Dance or Drama, they must come to school in their usual school uniform, bringing their relevant subject clothing with them, as they will be able to use relevant changing spaces to get changed for their lesson only.

Cleaning arrangements

There is a team of cleaners in school throughout the day that are focused on the cleaning of school areas in use by the students. The toilets will be cleaned every hour. The college site is also cleaned in the evening and early morning. In every classroom there is hand sanitiser and also anti-bacterial cleaning spray and wipes for students to clean desks after use. Students will be expected to use wipes and sprays to wipe down their work areas whenever they move to go to a different room. Due to the size of our canteen and the fact that year groups cannot mix, the seating area in the canteen area will not be in use. Door handles, banister and contact points are regularly wiped down throughout the day.

Handwashing and toilets

Students will wash their hands or use hand sanitiser on arrival, at the start and end of lunchtimes and breaktimes as well as at the end of the day, in addition to their usual handwashing hygiene when they use the toilet. As part of the summer refurbishments, the toilets have already been upgraded with new taps and soap dispensers in preparation for the students starting back in September.

We have placed hand sanitiser stations in the college building so staff and students can hand sanitise whilst travelling to classrooms and to social spaces. However, students are also advised to bring their own hand sanitiser to be used appropriately and reduce use of the communal stations. When students arrive on site or before they leave, they will be directed by staff to go to the toilet and wash their hands. All toilets are supervised and visits to the toilet will be co-ordinated to ensure minimal contact between students.

Litter

Litter is to be placed into the bins. All outdoor areas have bins for students to use and we expect the students to be keeping their areas tidy. For safety and hygiene reasons, it is imperative that students do not drop litter or food. The college has had a deep clean with every room being thoroughly cleaned; it is essential that we keep the college clean and tidy.

Hydration

Students must bring a water bottle and plenty of water with them to school, especially on days when they have PE. Students will be able to buy drinks at break and lunch. There will be no extra facilities available for students to get drinks.

First Aid and Safeguarding

There will be a first-aider on site at all times. If any student becomes unwell and displays symptoms of COVID-19 they will be placed in the The Anglian Learning room in the Prom. Other illnesses or accidents will be dealt with in the usual designated first aid room.

If students show signs of COVID-19 parents/carers must collect their child immediately and then follow the national guidance set down by the Government on self-isolation:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Students should not return to the college until the appropriate isolation period has passed or they have tested negative for Covid-19 and no longer need to isolate.

A designated safeguarding leader will always be on site. Our usual procedure and processes apply, and students and parents/carers should follow these if they wish to report a concern.

Contacting the school

You can contact the school in the usual way by using office@bassingbournvc.org or by telephone. Please note that no parents/carers are allowed into the school. If you need to drop off items for your child then you can contact Reception via the intercom at the front entrance. The receptionist will speak to you and ask you to leave the item outside the main doors. Once this is placed down and you have moved from the area, the receptionist will open the door and pick up the item and ensure that it gets to your child.

We do request that you make sure your child has all the equipment they need for the day, so we can avoid the need for items to be dropped off as much as possible.

Ways parents can support the school

- Ensure your child doesn't arrive on site until 8.30am unless it is necessary due to the school bus.
- Ensure you collect your child by 3.45pm so our cleaners have access to all areas of the school.
- If your child is getting the school bus, read and understand the guidelines, and provide your child with a mask for the journey.
- Provide a maths set and a calculator to leave at school to sit within your child's equipment folder.
- Send your child to school with hand sanitizer.
- For students in Years 7 & 8 ensure your child has a reading book with them at the start of the week to leave in equipment folders. As teachers move between lessons, these year groups will be expected to read quietly.
- Ensure you sign the revised Code of Conduct when it is released.
- If you have any questions or require any more information, please contact the office so that your question can be passed to the relevant member of staff.

Finally, may we take this opportunity to reassure you that we are on hand to support all of our students at this challenging time and welcome them all back into college. The return to school may be a daunting one, but we have planned this rigorously to ensure that, when students do come on site, they will be safe, and their learning experience will be a positive one.



Face coverings in schools: how to make it work

When will my child need to wear a face covering at school?

Your child will need to wear a face covering at our school:

- When using either the local authority school bus or public transport. **This is a requirement** for anyone over the aged 11 and over, without an exemption.
- When indoors, using communal spaces such as corridors. We've decided to **recommend** this measure because we feel it's appropriate to keep everyone safe at school, based on the latest guidance.

Where exactly will my child need to wear it in school?

- We recommend students wear it when they move through shared indoor areas of the school where it's difficult to stick to social distancing. This includes corridors and common rooms, such as the canteen
- They **won't** need to wear it outside or in their classrooms, unless advised to by their teachers, for example during practical lessons, when collecting specialist equipment, where social distancing is more difficult to maintain.

What will my child need?

Your child needs to come to school with:

- A **face covering**. We'd recommend a reusable one so that they can use it more than once, as they'll need to take it on and off several times during the school day. If this isn't an option, they will need to bring in several single-use face coverings each day. Their face covering should be secured to your child's head using ear loops only
- A **sealable plastic bag** to keep their face covering in when they're not using it so that it doesn't contaminate (or get contaminated by) other surfaces in school

Where can I get a face covering?

- Reusable and single-use face coverings are available to buy in shops or online
 - Instructions from the government on how to make a cloth face covering can be found [here](#)
 - Supervise your child if they'll be making it themselves
-

How should my child use their face covering?

- Watch [this video](#) from the World Health Organisation with your child so they know how to wear their face covering safely. We'll watch this in class too
 - Their face covering needs to cover their nose and mouth when they're wearing it
 - They shouldn't touch the front of the face covering or the part that's touched their mouth or nose
 - They should wash their hands before and after touching the face covering, including to take it off or put it on. They should store it in an individual, sealable plastic bag between uses
 - If it becomes damp, they shouldn't wear it, and they should replace it carefully
 - Single-use face coverings should be disposed of after use (**not** in a recycling bin)
 - They should not share their face covering with anybody else nor touch anybody else's face covering
-

How often will it need to be washed?

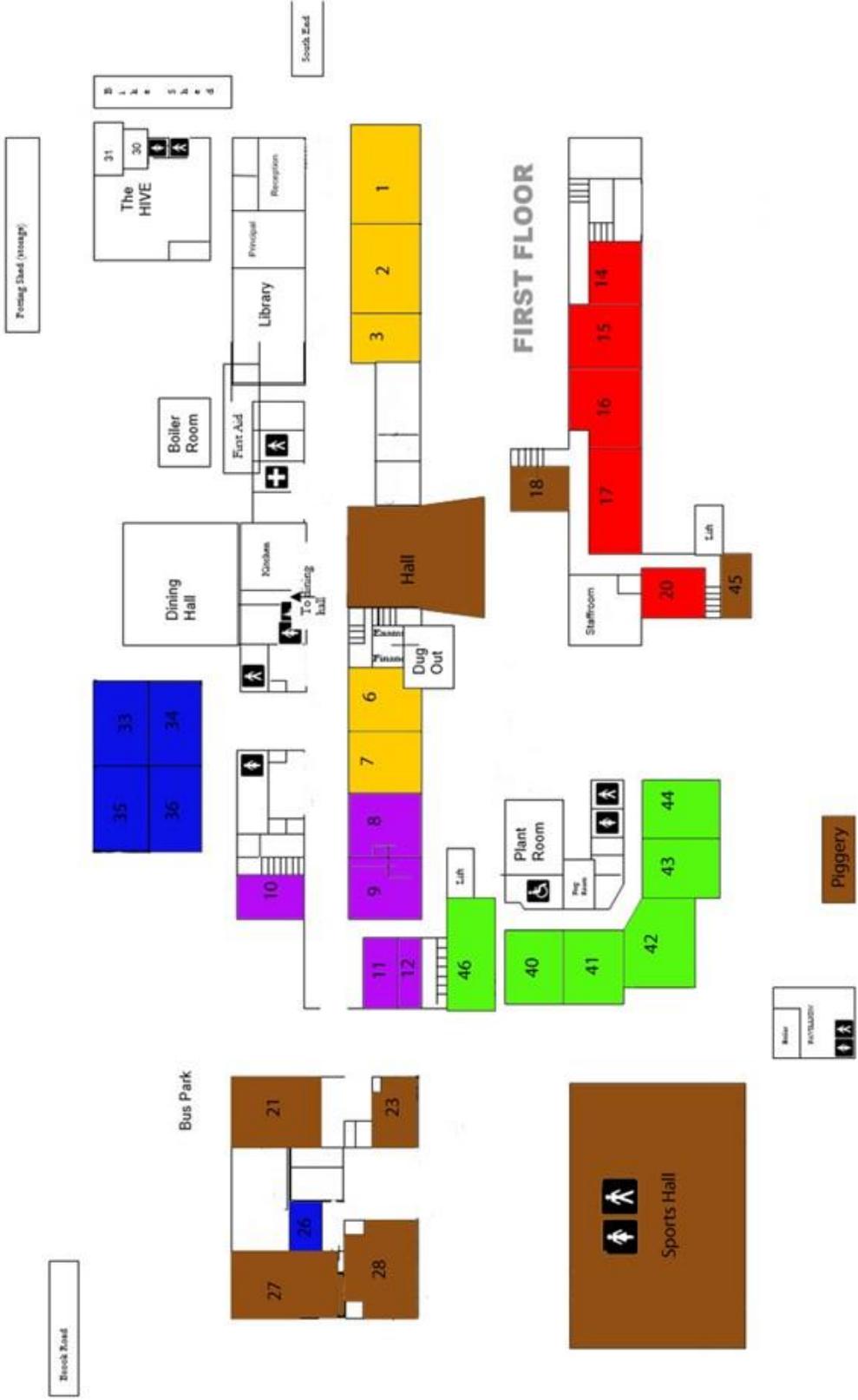
- Reusable face coverings will need to be washed at the end of each day, ready for your child to wear the next day
 - If your child has taken a spare reusable mask from school, this will also need to be washed before they use it again
 - You can wash and dry reusable face coverings with normal laundry – follow the washing instructions for the fabric and use normal detergent
-

What if my child is exempt from wearing a face covering?

- They won't need to wear one in school
 - Please let us know by contacting the office if your child [is exempt](#) so that we don't ask them to wear a face covering. We will need to complete an individual risk assessment for your child so please contact us as soon as possible
-

What if my child forgets their face covering?

- We'll have a small supply of spares available at school
- To be safe in the knowledge that everyone has one, please make sure your child has their own so that we can keep our supply of spares for emergencies



- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Shared