

Appendix



ARRANGEMENTS FOR RE-OPENING THE SCHOOL AUTUMN TERM - SEPTEMBER 2020

WHAT YOU NEED TO KNOW

Will the School be opening to all pupils in September 2020?

Yes. The Government has stated its intention that all pupils should return to School from September 2020. This direction includes the need for all pupils to attend School on-site every day and therefore any proportion of online teaching is not possible, save for a situation in which some or all of the pupils are required to remain in quarantine, self-isolation or if the School faces a further lockdown. Therefore, we expect all pupils to return to School on Thursday 3 September 2020.

Is it compulsory for my son/daughter to attend School when it re-opens to pupils on Thursday 3 September?

Yes. The Department for Education has mandated a return for pupils from September and the Government has also made clear there is no flexibility on this matter and your son/daughter will need to attend School each day. Our young people have faced some difficult challenges during the past six months and the School is fully supportive of the Government's position. We must do all that we can to now normalise your son's/daughter's experience of education as far as is possible in the circumstances in order to provide the best possible opportunities for their educational progress, and we believe that includes to be taught in School. We understand some parents and pupils may be nervous about the return to School and we shall do all we can to allay any fears. We received excellent feedback from those students in Year 10 and the Lower Sixth who returned to WHSB in June, and we hope the information in this Appendix, together with the pupils' experiences in September, will offer reassurance.

I understand that my son/daughter should not mix with pupils in a different Year Group/s but how will this work in practice?

In planning for the return of all pupils to School, we have made arrangements for the School buildings and outside recreational space to be divided into 'Zones', i.e. there will be a separate Zone for each Main School Year Group. Each Zone contains a number of specific classrooms and the timetable has been written accordingly. Pupils will remain within their Zone for the duration of the School day (other than for teaching in specialist areas and any visits to the Dining Hall, both of which are addressed below). Therefore, pupils' movement around the building will be minimised and restricted to their Zone. In addition, afternoon registration will now take place during Period 5 to further restrict movement. Each Zone contains toilet facilities and outside space for breaks and lunchtimes. The only Year Groups which will mix are the Lower and Upper Sixth Cohorts. This decision has been taken for educational reasons, as we believe their provision would have been otherwise compromised. Equally, we are aware that Upper and Lower Sixth students regularly socialise outside School and therefore there would be little value in segregation during the day.

Details of the Zones for each Year Group are set out below.

Year Group	Zone	Area of Zone	Breaks/lunchtimes	Toilet Facilities
Year 7	Y7	East Quad (E3, E4, E8, E9, E10, E28)	East Playground	Technology Building
Year 8	Y8	West Quad (W13, W21, W22, W23, W24, W25)	South West Playground	Event Toilets
Year 9	Y9	East Quad (E20, E21, E22, E23, E24, E29)	South East Playground	East Toilet Block
Year 10	Y10	West Quad (W2, W7, W8, W9, W27, W28, W31)	Library Playground	West Toilets – Sixth Form Building (External)
Year 11	Y11	Mathematics and Music Block (M1, M2, M3, M4, M5, M6, M20)	Lower Field	Mathematics Foyer
Sixth Form	VI	*Sixth Form Building	Sixth Form Building and Off-site (lunch time only)	Sixth Form Building (Internal)

* A small number of Sixth Form rooms will be located in the Main Building and students will be escorted to and from these for morning registration and lessons.

A detailed map of the Zone for your son/daughter will be emailed before the start of term. The map will indicate the entrance and exit to be used by pupils, the classrooms included, the outside space and toilet facilities.

It should be noted that in order to facilitate these arrangements, it will be necessary for the teaching and support staff to move between Zones to teach and support pupils across the School. In order to operate these arrangements safely, all staff will be observing social distancing requirements. Therefore, a teaching space at the front of each classroom will be marked and pupils must not enter that space. Equally, pupils must be mindful of these arrangements at all times and ensure they respect social distancing requirements in their interactions with staff day to day.

Will there be a need for my son/daughter to leave the designated Zone for his/her Year Group?

On occasions, teaching may require specialist facilities, for example, laboratories for the teaching of some Science classes. Where this is the case, pupils will be escorted to the specialist teaching facilities by the relevant teacher and those spaces will be managed in accordance with our strict hygiene and cleaning routines (please see below).

On certain days of the week, pupils in Years 7-11 will be permitted to use the Dining Hall at lunchtimes and, again, arrangements will be in place to ensure social distancing and the use of strict time slots for Year Groups. There are separate arrangements in place for Sixth Form students. Arrangements for lunches are addressed separately, later in this Appendix).

Additionally, the community life at the School is a strength, as is the provision of an Assembly for pupils. Whilst we cannot operate Assemblies as we would in normal circumstances, we intend to hold Assemblies for individual Year Groups on certain mornings during the week. We believe this has never been more important, as it will provide pupils with the opportunity to share that community time with all pupils in their Year Group and this will also form a key element of our transitional arrangements to support pupils back into a School environment after such an extended period away.

On mornings when an Assembly for your son's/daughter's Year Group takes place, s/he will be escorted to the School Hall.

In circumstances where a pupil in the Lower or Middle School wishes to visit a Pastoral Office outside his designated zone, he should speak with his tutor or another teacher who will make arrangements for him to see the relevant member of staff.

Pupils will be advised of new signing-in and signing out arrangements (if they arrive late to School or need to leave early for an appointment) when they return to School.

Will the School be delivering its usual timetable for all subjects?

Yes, in general we have timetabled all subjects as usual as we wish there to be as little disruption as possible to the curriculum and classroom teaching. Inevitably, there will need to be some adjustments to the delivery of some teaching, for example, in those lessons requiring specialist equipment or facilities, i.e. in Science, Design and Technology, Art or Music. However, this will not affect the timetable or number of lessons taught in those subjects, and Subject Departments will schedule their teaching so as to ensure the use of specialist equipment and facilities are incorporated within some of the teaching.

My son/daughter has been educated remotely since March. How will the School assess his/her progress and address any concerns?

The School provided effective and robust remote provision for existing pupils and we believe the majority of them have made good progress as a result of their superb efforts and the commitment of the staff. However, we are aware that some pupils may be anxious regarding this matter and we will provide support where this is needed. Parents may recall, from previous letters from the Headmaster, that the School has arranged for assessments to take place during the Autumn Term and these will be used to identify any concerns and to provide additional support to pupils where needed.

We are aware that a number of Year 7 pupils joining the School will have had limited access to face to face and/or remote education and pupils should not be anxious about that. Their teachers will be using baseline assessments in order to identify any areas of concern and to provide support where needed to enable them to make effective progress.

The School postponed its usual Summer Internal Examinations for pupils then in Years 7 to 10 and the Lower Sixth in response to the lockdown. These examinations will be taking place in the Autumn Term for the new Year 11 and Year 13 groups, however they will be compressed in order to minimise the disruption to classroom teaching. Years 8 to 10 will receive set formative tests to assess their current knowledge and understanding and to assess progress since the lockdown. This information will help to inform the School's monitoring and teachers' lesson planning, and the results of the tests will be incorporated into the Autumn Term Phase 1 Reports.

Year 10 pupils will only be tested in their core curriculum GCSE subjects (English, Mathematics, Biology, Chemistry and Physics). Year 11 and Upper Sixth students will sit formal Internal Examinations. The Year 11 Examinations will take place between Monday 21 and Thursday 24 September (the Classical Civilization will take place on Friday 25 September) and the Upper Sixth Examinations will take place during Thursday 10 and Tuesday 15 September (there will be separate arrangements for Art on Wednesday 16 September). The Upper Sixth will have study leave during their examinations, but there will be no study leave for Year 11. A schedule for these examinations was provided to students in Year 11 and the Upper Sixth prior to the end of the Summer Term. The schedule and guidance have previously been circulated to students via their School email. It should be noted that these are not the School's Trial Examinations. The Trial Examinations will take place later in the academic year and the dates for these will be provided during the coming term.

Following a consultation, OFQUAL has agreed some variations to the GCSE and A Level programme for students scheduled to take examinations in summer 2021. Some of the changes have been made in response to limited opportunities for Year 11 and Upper Sixth students to undertake field work. Students will be advised of these changes by their teachers although further details are awaited from Examinations Boards in a number of subjects.

What other safety arrangements will be in place when my son/daughter returns to School in September?

Much work was carried out prior to the partial re-opening of the School to Year 10 and Lower Sixth students in June and we have developed those successful arrangements to now facilitate a full re-opening. There have been changes to the Government's guidance since that time, for example, social distancing of two metres no longer applies to pupils within Year Groups. However, social distancing does remain in place for staff, and pupils across different Year Groups outside of the zones where this may occur on occasions, for example, areas such as the private drive when walking to and from the School buses.

The strict hygiene requirements remain, and the following arrangements have been put in place. The return to School has to be risk assessed according to the Government's Guidance and that process is closely linked to these arrangements. A copy of the School's Risk Assessment will be made available on the School's website in due course.

- *Staff in our Facilities Team were provided with additional training to aid our preparations for the June partial re-opening and they are well used to working to the strict standards required and those working practices continue.*
- *Operating the system of designated zones will limit the need for pupils to move between classrooms, although some movement will be necessary within the zone. All rooms and furniture will be cleaned and disinfected at the end of each School day in preparation for the following day. During the day, disinfectant wipes will be available in all classrooms and pupils will have access to these for wiping their own equipment and surfaces such as desks and chairs. Pupils are welcome to bring their own disinfectant wipes. We will reinforce good hygiene at all times and encourage pupils to use these as an additional layer of safety, and also to continually remind them that the present circumstances are far from normal and they need to remain alert to that fact.*
- *Cleaners will remain present throughout each school day to ensure regular cleaning of surfaces. They will ensure frequent cleaning of toilet areas and surfaces such as door handles and door plates.*
- *The School uses fogging machines and at the end of each School day all classrooms will be 'fogged' to provide an additional layer of disinfection.*
- *Additional hand sanitisers have been installed around the corridors, accompanied by signage reminding pupils and staff of the importance of using this facility when entering or leaving the building, and for general good hygiene. Hand sanitiser will also be available in all classrooms. We also encourage pupils to bring their own hand sanitiser as that can further reduce the risk of infection as a result of sharing these facilities;*
- *Signs are being placed throughout the buildings, including classrooms, to remind pupils of the importance of good hygiene and highlighting the need for continued social distancing outside zones;*
- *In certain 'communal' areas, i.e. those areas which may be used by pupils in different Year Groups, albeit at different times, a one-way system will operate and clear signage will remind pupils and staff to adhere to those arrangements at all times;*
- *Protection screens are located in key areas such as Reception and Pastoral Offices;*
- *The School has purchased a number of contactless thermometers and will provide supplies of tissues and other hygiene products in each of the teaching spaces.*

What are the arrangements for pupils travelling to and from School?

We recommend that pupils walk or cycle to School where possible, or that parents bring them directly to School by car where walking or cycling is not an option.

We understand many families do not live in the local area and therefore many pupils live some distance from the School and rely on public transport and need to travel by train or public bus. Pupils using public transport must adhere to the guidelines regarding the use of face-coverings and social distancing. Face coverings must be used on buses and should not be removed until the pupil reaches his/her Zone within the School (please see Q&A below regarding Face Coverings).

For pupils travelling by car, parents should arrange drop off and collection points, and those points should not be directly outside the School or its grounds. For example, pupils could be dropped off or collected at a distance involving a 10-minute walk to limit gatherings and multiple dropping off/collection directly outside the School.

Parents should not drive into the School grounds; the Department for Education has been clear that parents are not permitted to enter the School site without an appointment and we would appreciate parents' support in managing this situation.

Will School Buses be running normally?

Yes. The School has met with the CSSE contract bus companies and other local Grammar Schools to discuss transport arrangements from September. Pupils must wear face coverings while travelling on the School buses and we would be grateful for your support in encouraging pupils to sit with pupils in the same Year Group.

It should be noted that pupils without a face covering will not be permitted by the bus companies to travel on their vehicles. Pupils should continue to wear the face covering when they leave the bus in the morning until they reach their Zone. At the end of the day, all pupils will be required to put on their face mask before leaving their final lesson of the day to catch the School bus. Pupils and parents should also be aware that poor conduct on School buses will result in the pupils involved being barred from the service.

Will my son/daughter enter the School via the usual School entrance/s on the mornings they attend?

Not necessarily. Details of the designated entrance for your son/daughter will be included in the map to be emailed to pupils. Those designated entrances are as follows:

Year 7	*Kenilworth Gardens Gate and Main Entrance
Year 8	Eastwood Boulevard or Manchester Drive Gates and South Playground Entrance (next to W13)
Year 9	Eastwood Boulevard or Manchester Drive Gates and Westcliff Theatre Entrance
Year 10	Manchester Drive or Kenilworth Gardens Gates and West Entrance (Next to Library)
Year 11	Eastwood Boulevard or Kenilworth Gardens Gates and Mathematics Block Entrance (via external Westcliff Theatre Path from Eastwood Boulevard)
Sixth Form	Eastwood Boulevard, Kenilworth Gardens or Manchester Drive Gates and any entrance to the Sixth Form Building

** There will be staff on hand at this location to welcome our new Year 7 pupils and to help them find their way around.*

Should my son/daughter wear a face mask whilst on the School site?

The Government's position on face masks in schools has changed and continues to do so.

In June, the position adopted by WHSB with Year 10 and Lower Sixth students was to be flexible in this regard as we understand that many people may feel reassured through their use of face masks. That approach was successful and we intend to adopt a similar position within Zones from September. Therefore, if your son/daughter wishes to wear a face mask in classrooms and elsewhere on the School site s/he will be welcome to do so. The face mask should be appropriate and fit for purpose, and in a plain, muted colour.

The School has a supply of face masks and therefore a pupil may request one should they forget or lose their face mask on a particular day.

Some pupils may find the use of a visor more comfortable than a face mask during lessons and we are also happy for them to wear visors. Pupils should bring their own visors should they wish to use these during lessons and around the site.

For safety reasons, we request that all pupils have a face mask with them, even if they do not wish to wear the face mask while within their Zone. Pupils will be required to wear a face mask whilst they are exiting the site at the end of the school day. It is also possible that circumstances such as unplanned emergency drills may require pupils from different Year Groups to be in closer proximity for a period of time.

The Government has indicated that pupils should use a plastic bag for the safe storage of the face mask when not in use. The School's position on face masks is, of course, subject to change should any further guidance follow from the Government.

Will the School open and close to pupils at the usual times each day from September or will the start and finish times be staggered?

The School will open and close to pupils at the normal times on each School day. The School will open to pupils at 8.00am and close at 5.00pm (unless they are involved in supervised after-school activities). Staggering start and finish times for particular groups of pupils is not possible due to the reliance of many pupils on School buses, the times of which cannot be altered by the bus companies due to the need to operate a service for a number of schools in the area.

Will my son/daughter have breaks during the day?

Yes. As the School is retaining its usual timetable arrangements, the usual 20-minute break in the morning will take place. Pupils will remain within their Zone for breaks, and the School has identified separate outside spaces for each of the Year Groups, close to the teaching zones and the associated toilet facilities. The Dining Hall will not be offering a service to pupils during the morning break and therefore your son/daughter should bring a snack for break time. In wet weather, pupils will have access to their form rooms within their Year Group Zone.

Will it be possible for pupils to purchase a lunch during the day?

Pupils in Years 7 to 11 will be able to purchase a lunch in the Dining Hall on three days per week and those days are indicated in the table below. On those days when the Dining Hall facilities are available to your son, they will have access to a service which has been adjusted to allow for quicker service and more portable food options. Some tables will be available within the Dining Hall, but pupils will also be able to take their food outside and use the outside space and seating within their Zone.

On the days when your son does not have access to the Dining Hall, he will need to bring a packed lunch.

Sixth Form students will not have access to the Dining Hall although they will be able to purchase a lunch in the Sixth Form Café each day, with these arrangements also being designed to offer quicker service and more portable food options. Students will also have the option of bringing a packed lunch, and the usual arrangements for allowing Sixth Form students to leave the School site during lunchtime will remain. Sixth Form students leaving the site at lunchtime must observe the requirements for use of face masks in shops and social distancing at all times.

As referenced earlier in this Appendix, there will be no morning break time service in the Dining Hall.

The water fountains have been decommissioned and therefore pupils will need alternative arrangements for drinking water if they usually rely on these facilities. A variety of drinks will be available for purchase in the Dining Hall and Sixth Form Café, however, on the days when pupils in Year 7-11 do not have access to the Dining Hall, they will need to bring their own bottled drinks.

Additional litter bins will be provided around the School site and pupils should ensure packaging is disposed of in a responsible manner using the litter bins provided.

Availability of Dining Hall facilities each week

✓ Dining Hall facilities available	Year 7	Year 8	Year 9	Year 10	Year 11
Monday	✓	✓	✓		
Tuesday			✓	✓	✓
Wednesday	✓	✓		✓	
Thursday			✓	✓	✓
Friday	✓	✓			✓

* The Sixth Form Café will be open to all Sixth Form students each day.

Should my son/daughter bring his/her usual textbooks and stationery to School each day?

Pupils should bring only those textbooks required for the teaching during the particular day in question, and teachers will advise pupils in advance which books to bring. Pupils will be supplied with exercise books as usual, so that work can be completed during lessons, but teachers will not collect in exercise books at the end of lessons. It will be necessary for pupils to upload a photograph or scan of their work into Microsoft Teams at home so that it can be viewed and marked electronically by the teacher. Similar arrangements will apply to submitting homework and further guidance regarding these arrangements will be provided to pupils during the first week of term.

Pupils should bring a supply of stationery and pens for their personal use, however for safety reasons these should not be shared with other pupils.

Will my son/daughter have access to a locker?

Pupils in Years 7 and 8 only will have access to a locker and further guidance will be issued during the first week of term. Unfortunately, it is not possible to make lockers available to pupils in other Year Groups due to the need to restrict movement around the building and maintain the Year Group Zones.

Should my son/daughter wear his/her School uniform from September?

Yes, pupils are expected to adhere strictly to the School's Uniform Code. The Government's advice on this matter has changed and the wearing of School uniform is not considered to present a particular risk. Uniform should be laundered in accordance with good hygiene routines.

Will Physical Education take place as normal?

Timetabled Physical Education will take place as usual, however there will be some adjustments to the activities taking place due to the need to adhere to National Governing Bodies' guidelines designed to minimise risk. However, pupils will be engaging in Physical Education and they should bring their PE kits with them as usual on the days this takes place. PE kits should be washed regularly to keep them clean and further minimise risk. Pupils should not leave their PE kit in school

Will extra-curricular activities take place in the Autumn Term?

We consider the School's extra-curricular life fundamental to pupils' education and development and we are committed to providing as many extra-curricular opportunities as possible during this time. Clearly, we shall need to modify the format of many activities, and those taking place on the School site will need to be organised within a pupil's Year Group. However, during the lockdown period, the School successfully ran many extra-curriculum activities remotely, and we intend to build on those experiences to maintain a rich programme of extra-curricular activities.

We encourage pupils to engage with many and varied extra-curricular activities and, during this time, opportunities offered remotely will enable younger pupils to engage with older pupils – something which usually happens regularly in School, but which is not currently possible face-to-face. Those opportunities are important for the building of self-confidence and broadening of experience, knowledge and skills and we would be grateful for your support in encouraging your son/daughter to engage with the opportunities offered.

What would happen if my son/daughter or another pupil exhibited symptoms of COVID-19 while on the School site?

Should a pupil show symptoms of COVID-19, he/she would be placed in isolation and the parents would be contacted and would be required to collect him/her from School without delay.

In the event of such a case, subject to testing, the pupil would be required to then self-isolate for ten days (14 days for members of his/her household). If any other pupil/s at the School also tested positive for COVID-19 then the School would contact the local Health Protection Team, in accordance with the Government's advice, and its personnel would conduct an investigation and advise on the next steps.

If your son/daughter is feeling unwell, and is exhibiting any signs of the COVID-19 virus, please do not send them to School. Please use the established national Test and Trace system to arrange a test.

We expect all pupils to return to School on Thursday 3 September 2020. However, if your son/daughter has recently returned from a visit to a country with associated quarantine restrictions, the period of quarantine must be observed before s/he attends School. If this is the case, then please contact the relevant Pastoral Office.

What will happen if full or partial closure of the School becomes necessary this term?

As always, our arrangements remain under review as the national and local positions with regard to coronavirus are being continually monitored by the Government, its Scientific Advisers and the local Health Protection Teams. Additionally, Local Authorities and local Health Protection Teams possess a degree of autonomy in relation to the response to the pandemic which may result in full or partial closure of the School should there be any concerns. The School is planning its teaching so that, should this happen, pupils' education can continue remotely at short notice. Further information would be provided at the time, should this become necessary.

What are the arrangements for School Reports, Parents' Evenings and other communications during the Autumn Term?

We plan to issue pupils' School Reports in accordance with our usual programme, however these will be issued electronically. The arrangements for conducting consultations with parents via telephone in place of Parents' Evenings, as was the case during the Summer term, will remain in place.

Pastoral Offices will make contact with parents during the term time to arrange telephone appointments with teachers to discuss their son's/daughter's academic progress and welfare.

Letters to parents will be sent via our Schoolcomms system and, as usual, the School's Website and Facebook page will be important resources for updates and communications. The School does not routinely answer parents' emails regarding their son/daughter as we have no means of verifying the authenticity of the source. Should it be necessary to contact your son's/daughter's Pastoral Office, please telephone or, in these exceptional circumstances, attach a signed letter to an email and a member of the Pastoral Team will make contact with you, either by telephone or in writing. Please note that parents should not use their son's/daughter's School email account to contact staff.

What are the arrangements for GCSE and A Level Examinations for last year's Year 11 and Upper Sixth students who wish to sit the examinations?

Any student who is now entering the Lower Sixth or who has recently left the Upper Sixth will have the opportunity to sit examinations during the Autumn Term if s/he is dissatisfied with his/her respective GCSE or A level Centre Assessed Grade/s. The A Level Examinations will take place between Monday 5 and Friday 23 October 2020 and the GCSE Examinations have been scheduled between Monday 2 and Monday 23 November 2020, with the detailed timetable for both GCSE and A Level Examinations to be published by Examination Boards shortly. It is important that a measured approach is adopted by students towards these examinations as the disruption to their ongoing studies, particularly to those starting the Lower Sixth or attending university, is likely to be significant. Any student wishing to sit one or more of these examinations must contact the School's Examinations Officer, Mrs Economou, to register for the examinations. Those students joining the Lower Sixth who are new to WHSB are advised to contact their former school regarding sitting these examinations.

Is there anything else my son/daughter needs to know about staying safe when returning to School?

The arrangements outlined are designed to make the return of pupils and staff to School as safe as possible. However, the School expects full co-operation from all pupils while attending School in order to ensure risk is minimised.

The School has reviewed its Behaviour Policy and an updated version will be placed on the School's website in due course. I would be grateful for parents' support in ensuring appropriate conduct and ask that you take some time to discuss with your son/daughter the importance of observing appropriate social distancing in relation to staff, maintaining high standards of hygiene at all times, for example, regular hand-washing during the day, including when arriving at School and when entering and leaving toilet areas, the use and careful disposal of tissues, and carefully following all instructions given by staff and signage while on site.

Pupils should wash their hands regularly during the day, including when they arrive at School.

Further questions

We hope that we have anticipated the key questions parents and pupils may have regarding a full return to School this term. Should parents have any other important questions or concerns regarding these arrangements, then please contact the relevant Pastoral Office.

**We thank parents and pupils for their continuing support, flexibility
and hard work during these challenging times**