



Safe On Site



The Conisborough Corona Virus Code

**Routines & Expectations for Students for the return to
school from 8th March 2021**

Your school, Your time, Your future

Staying Safe on Site: Routines and Expectations for Students on site from Monday 8th March 2021

Our guidance is intended to keep you and everyone around you safe so that you can focus on your learning and make the most of your time on the school site. Everyone must be considerate and kind towards each other. This is an anxious time for some; these expectations will enable everybody to be safe and happy.

To ensure the safety of every person on the school site we have adapted the **Conisborough Code** to meet the demands of the Corona Virus situation.

- We must all follow social distancing rules strictly, for the safety and wellbeing of everybody. This means following the directions given in the floor markings which show where to walk and line up.
- We must all follow instructions given by an adult the first time for the safety and wellbeing of everybody.
- We must all ask for help if we are unclear about instructions or expectations.
- We must all speak to each other quietly with kindness and respect.
- We must all ensure that all mobile phones, pods and wires are in bags and not being used – **if mobile phones are on site they are out of sight.**
- We must all remain within your own 'bubble' for the safety and well-being of everyone.
- You must only use your equipment.
- You must face forward at all time.
- When in corridors, a queue or any communal area you must stand or walk in single file and also wear a face mask/visor.
- Face masks/visors are expected to be worn in classrooms until further notice. If there are any extenuating circumstances your parents must contact the school.

There is a laminated A4 sheet to go on every student desk in the classrooms with this information on it so you have a point of reference for them.

If local or national circumstances change, these expectations will be amended to reflect this.

Guidance on Face Coverings

- **Under no circumstances must any student share or give their mask to anyone else to wear. They must not be mis-used in any way. Students must at all times behave appropriately with their masks and not use them in any unsafe or unhygienic way at any time.**
- **You must carry your mask/visor in a plastic bag in your school bag. This is part of our hygiene expectations. You must have a bag for used face coverings and a separate one for un-used coverings. If you travel on public transport you will need new coverings for being on site and then returning home gain. If using cloth, fabric or any other materials for a face covering, these must be washed each evening.**
- Masks must be worn correctly keeping the nose and mouth covered.
- Fabric/neoprene masks must be one solid single colour.
- Surgical masks can be worn.
- Only surgical or fabric mask are allowed or clear see through plastic face visors intended for this use.
- Masks should be purpose designed face coverings. This means that scarves, bandanas etc are not to be worn as a face covering in school.
- Students are responsible for the safe and hygienic care of their masks.

- If you forget your mask/visor, please go to Student Services immediately you arrive on site.
- Face coverings will be worn at line ups, in classrooms and when students are in communal areas such as corridors and queues around the school. They do not need to be worn in outside areas or when eating in the canteen.

Any student who does not follow these expectations, risks being excluded from school. You will only be allowed to return after a parent meeting and a risk assessment has taken place. If the situation is extreme and persistent, then a student is at risk of permanent exclusion.

Uniform

- You are expected to wear full school uniform from Monday 8th March when you are on site.
- Students are expected to wear new school ties only.
- **In addition to this, all students must wear their lanyards at all times. They are a key part of our safety arrangements for the prevention of the spread of Corona Virus and of our general safeguarding policy and practices.**
- **Year 7 lanyards are red; Year 8 lanyards are white; Year 9 lanyards are green; Year 10 lanyards are blue and Year 11 lanyards are orange.**
- On the days which students have a PE lesson, they are to come to school in their usual full **school PE kit**. This reduces any risk from getting changed in the changing rooms.
- Year 11 Millwall group should attend school in their usual Millwall kit on their Millwall day.
- Normal uniform rules apply and uniform checks on the first day will focus on ensuring that all students are in correct full school uniform. Long nail extensions will be removed, and nail varnish remover used as appropriate. Skirts and trousers are grey, and proper leather style school shoes should be worn. All this guidance is in the Student Planner and on the school website.

Arrival and Departure from School

- **The school will continue operating a dual timetable. This means that students in each group have been given a set time to arrive and also are now expected to come through a designated gate – either the Back Gate known as the Forster Park entrance or the Front Gate known as the Conisborough Crescent entrance.**
- **Year 7, 9 and 11 will continue to follow Timetable A and year 8 and 10 will continue to follow Timetable B.**
- Students will be reminded of their line up position on arrival. All students go straight to line up, 1m apart from the person in front. Just before coming into the school building there will be hand sanitizer provided and your face covering **must** be worn.

Timetable A

Year 7: Lower Quad by Reception. **Students should arrive at 8.15am. Gate closes at 8.25am**
 Year 9: On the main playground **Students should arrive at 8.10am. Entry into school is at 8.20am. Gate closed to Year 9 at 8.20am.**
 Year 11: In the MUGA by the back gate. **Students should arrive by 8.20am. Gate closes at 8.25am**

Timetable B

Year 8: Lower Quad by Reception. **Students should arrive at 8.45am. Gate closes at 8.55am**
 Year 10: In the MUGA by the back gate. **Students should arrive at 8.45am. Gate closes at 8.55am**

- There is to be no gathering of students at the gate before or after school. Remember **Space**
- Hand sanitiser will be administered at the gates prior to entering the school. Remember **Hands**

Late arrival to school

In the unlikely event that any student is late to school and misses their allocated arrival time, they should follow the following procedures:

- Up until 9.00am, Year 7, 9 and 11 should go to the Forster Park entrance (Back Gate). After 9.00am, they should go to the main Reception through the Conisborough Crescent entrance (Front Gate).
- Any students in Years 8 or 10 who arrive late, should go to the Conisborough Crescent entrance (Front Gate).

Poor punctuality and attendance will be picked up swiftly. The need for good punctuality is a necessity of safe Covid practice as well as ensuing good learning and progress.

Equipment and what to bring to school

- Full set of pens and pencils, ruler, rubber, calculator.
- All students will be issued with their own new water bottle on their first day.
- Water in a school water bottle.
- In line with current expectations, fizzy, canned or cartons of juice are not to be brought to school. These will be confiscated if found.
- Any multiples or evidence of bulk buying of high sugar and fatty foods will be confiscated.
- You should ensure your cashless catering is topped up on your BioStore cashless catering account before coming to school please on your first day. Free school meals money will automatically appear in your account for that day after 12.00pm. It cannot be spent at morning break.

Food and Drink on site

- A bottle of water in the school water bottle. These will be provided
- In line with usual expectations, fizzy, canned or cartons of juice are not to be brought to school. These will be confiscated if found.
- Water bottles are re-filled from the school hall at lunch time or morning break. The water fountains in school are switched off.
- **Everyone eats their lunch in the hall. All packed lunches must be eaten in the hall and there is to be no eating around the site and outside of the hall at morning break and lunchtime. There is no eating in the Playground, MUGA or the Year 7 quad. This is an important part of the Corona Virus safety plan and risk assessment.**

Dining Arrangements

- In the Canteen, School Hall and outside eating area, the queueing system is marked out to ensure social distancing. Staff will direct at these three venues. Staff will be on duty to ensure safety for everyone.
- There will be a hot meal service available for all students. There will be a variety of choices available to meet all dietary needs.
- With the new cashless catering, pin codes and biometric swipes will not be used. All students must have a contactless card and lanyard on their first day back in school. This is a crucial part of our Corona Virus safety risk assessment as it reduces all contact. If any student has misplaced their card or lanyard, replacements can be purchased at Student Services Reception before you return.
- All litter must be put in the bins and not left for anyone else to pick up or clear away. This includes any used disposable masks.
- All black trays, cutlery and plates must be taken to the clearing tables at the back of the hall or Canteen by the exit doors.
- You must follow the marked social distancing when seated in the canteen and sit only on the green marked seats. Please do not sit on the red ones.

There is a schedule for **Morning break**. If you are buying food you have a set area to go to; if you are not, you go outside to your designated playground area for your year group.

	Timetable A: Years 7, 9 and 11 10.40 – 11.00am Bells go at 10.48am Line up at 10.55am Lessons start at 11.00am	Timetable B: Years 8, 10 and Resource Base 11.30 – 11.50am Bells go at 11.43am Line up at 11.45am Lessons start at 11.50am
Monday	Year 7: Canteen / Year 7 Quad Line up Year 9: Pod / MUGA Line up Year 11: Hall / Playground Line up	Year 8: Canteen / MUGA Line up Year 10: Hall / Playground Line up Resource Base in their playground
Tuesday	Year 7: Canteen / Year 7 Quad Line up Year 9: Pod / MUGA Line up Year 11: Hall / Playground Line up	Year 8: Canteen / MUGA Line up Year 10: Hall / Playground Line up Resource Base in their playground
Wednesday	Year 7: Canteen / Year 7 Quad Line up Year 9: Pod / MUGA Line up Year 11: Hall / Playground Line up	Year 8: Canteen / MUGA Line up Year 10: Hall / Playground Line up Resource Base in their playground
Thursday	Year 7: Canteen / Year 7 Quad Line up Year 9: Pod / MUGA Line up Year 11: Hall / Playground Line up	Year 8: Canteen / MUGA Line up Year 10: Hall / Playground Line up Resource Base in their playground
Friday	Year 7: Canteen / Year 7 Quad Line up Year 9: Pod / MUGA Line up Year 11: Hall / Playground Line up	Year 8: Canteen / MUGA Line up Year 10: Hall / Playground Line up Resource Base in their playground

During lunchtime, each year group has an assigned space and time slot.

	Timetable A Lunchtime Dining Venue 12.40 – 1.10pm Bells go at 1.08pm Line up 1.10pm Lessons start 1.15pm	Timetable B Lunchtime Dining Venue 1.30 – 2.00pm Bells go at 1.58pm Line up at 2.00pm Lessons start at 2.05pm
Monday	Year 7: Canteen arrive at 12.30pm Year 9: Pod/Outside eating area Year 11: School Hall	Resource Base: Canteen at 1.15pm Year 8: Canteen Year 10: School Hall
Tuesday	Year 7: Canteen arrive at 12.30pm Year 9: Pod/Outside eating area Year 11: School Hall	Resource Base: Canteen at 1.15pm Year 8: Canteen Year 10: School Hall
Wednesday	Year 7: Canteen arrive at 12.30pm Year 9: Pod/Outside eating area Year 11: School Hall	Resource Base: Canteen at 1.15pm Year 8: Canteen Year 10: School Hall
Thursday	Year 7: Canteen arrive at 12.30pm Year 9: Pod/Outside eating area Year 11: School Hall	Resource Base: Canteen at 1.15pm Year 8: Canteen Year 10: School Hall
Friday	Year 7: Canteen arrive at 12.30pm Year 9: Pod/Outside eating area Year 11: School Hall	Resource Base: Canteen at 1.15pm Year 8: Canteen Year 10: School Hall

Playground Behaviour

- **During Timetable A lunch break**, Year 7 use the Lower Quad, Year 11 use the Playground and Year 9 use the MUGA. **During Timetable B**, Year 8 use the MUGA and Year 10 use the playground. This is the same as morning break.
- Social distancing must be observed on the playground and around the school at all times please.
- No ball games or contact games of any kind are allowed. (This will be reviewed as time goes on).
- The outside gym is closed until further notice.
- Whistles have been replaced by hand bells which mark the start of the day and morning line up, the end of break and the end of lunchtime. At the end of lunchtime all students go to line up promptly in the assigned spaces for their year group 'bubble'. **It is important that there is no hands on contact between students at anytime and safe social distancing must be maintained.**
- **All students go to line ups promptly when the bells are rung.**
- Under no circumstances must students from different Year Groups mix with each other. Year 8 and 9 must walk straight past the playground to access the MUGA without any interactions with other Year Groups.

Movement around the school

- Everyone must keep to the left-hand side of the red lines. Everyone must walk on the left-hand side on the stair cases and in corridors. Follow all directions and instructions the floor lines and symbols give you please.
- Everyone should walk or stand 1 metre apart from the person in front of you either when walking down a corridor or waiting in a queue.
- Social Distancing spaces have been marked on the floors around the school using yellow lines, and students are expected to follow the simple directions for safe movement around the school. This is to keep everyone safe on site.
- Everyone walks around the school with no running or direct contact with anyone.

Student Health

- **If anyone feels unwell before school, especially with any symptoms of COVID-19, do not come onto site. You must contact the school immediately in the usual way to report your absence with the reasons for it. This is important in case we have to notify students or staff to quarantine. Any decisions to quarantine 'bubbles' will be taken in consultation with Lewisham Local Authority. You must follow medical advice and get a Corona Virus test. You should report the result to the school's Medical Officer and your Head of Year as soon as possible so that the necessary and relevant actions can be taken.**
- If at any time during the day you begin to feel unwell, a member of staff will send you to the Medical Room with a note. Your family will be contacted, and the necessary actions taken.

Hygiene and Personal Protection

- There are wall mounted hand sanitisers all around the school and at all entrances to the building. You must use these before coming on to site. Please make use of the hand sanitisers around the school throughout the day.
- There will be staff dispensing hand sanitiser when and where needed and key positions to reinforce what there is around the site.
- In every classroom there is hand sanitiser, wipes, tissues for student to use and PPE available for staff to use appropriately as and when required.
- Refer to the Guidance on Face Coverings.
- There is to be no spitting at any time or any kind of unsafe and unhygienic behaviours.
- Tissues are there for correct use and if used are put straight into the hygiene waste lidded pedal bin, not the waste paper bin.
- Washing of hands and the use of hand sanitiser is a very important prevention and helps reduce the spread of the virus. The soap in the school toilets contains hand sanitiser.
- All doors to corridors are pinned back to prevent the need to push or pull them open. This is usually the case for classrooms as well.
- Access to Toilets: Each teaching 'bubble' on the first and second floors will be assigned to particular toilets.

- Year 7 will use the Ground Floor Toilets.
- Years 9 and 10 will use the old Second Floor Staff Toilets (at separate times according to Timetables A and B break and lunch times). These are no longer Staff Toilets.
- Years 8 and 11 will use the first-floor student toilets as normal at their respective break and lunchtimes. It will be two at a time to comply with social distancing regulations. Staff will be on duty to supervise the toilets and social distancing in the queue for the toilets.
- Only students with a toilet pass will be able to access the toilets during lesson time and they should report with their toilet cards to Student Services.
- There are no water fountains in use in school or hot air hand blowers in the toilets.
- School water bottles can be topped up at the morning break or at lunchtime from the water station we have arranged in the school hall and First floor corridor.
- The hot air blowers in the toilets have been switched off and replaced by green paper hand towels which go into the pedal bins provided. **The green hand towels are always to be used appropriately and not flushed down the toilets.**

COVID-19, Asymptomatic Testing

For the safety of all our staff and students and their families and the whole community, this is only as effective as the numbers of staff and students who test regularly.

All staff and students need to complete a Consent Form before they can be tested. There is one at the end of this document and you link can follow this link to complete it online.

The school is set up to test all staff and students - on site initially and then through home testing kits. This is as directed by the current guidance for the return to school site for all secondary age school students.

The testing is carried out by trained and recognised staff of the school. The staff wear full PPE to carry out the tests and they are carried out by the student – not by a staff member. If a student is having difficulty, they may ask the testing staff to help them. We are there to help and support you.

The students will be collected from their classrooms as a class group and brought to the Activity Room 2 where they will be seated in Alphabetical register order, by surname.

They will then, in two's, be directed to the entrance of Activity Room 1, the testing suite, and registered by a member of the Testing team. Once registered they wait – socially distanced – there is only room for 2 students to be in the waiting line – until they are invited forward by the next free Tester. There is a one-way system set up and everyone follows the flow.

Once the student has completed the test and the person testing says they can leave, they will have their hands cleansed and they will return to Activity Room 2. They will be escorted by their teacher, as a whole class, back to their teaching class room, walking quietly in single file socially distanced and with a face covering on.

If the test result is 'VOID' - the result shows some error - the student will be asked test again.

If a test is positive, parents will be called immediately to pick up their child. The student will be collected from their classroom – and taken to Mrs Hadlow's office. A member of staff will be with them (usually Mrs Hadlow) and explain all the 'next steps' to them. PPE will be worn and there will be good ventilation of the area.

The Registration card that your son or daughter will be provided with, is the way you can get formal evidence of the test result. (You may need evidence of a negative test for some reason). Using the registration card you can formally register the test on the Tack and Trace website.

The school's code/ identification is: **CLWS** - you will be asked to enter this at the start of the registration process.

Students

- Students having 3 tests in school is happening in order to teach the students how to take effective swabs – this is what the government has set up for schools to do.
- Students who we feel can be okay to carry out home tests accurately can be provided with home testing kits after they have each had 3 in school tests from/with us. (These will be issued therefore week beginning 22nd March)
- In school on site testing will continue for those we feel need support with this. e.g Resource Base, SEND, Nurture Class
- Anyone who has had a positive COVID test in last 90 days should not test until the 90 days has cleared.
- All people who have had a COVID Vaccine must be part of the testing cycle (the results continue to inform vaccine research).
- All home testing for staff and students should be carried out twice a week.
- Positive result from 'in school' Lateral Flow Tests no longer need confirmatory PCR. These are now considered 'proper' Positives and staff and students must immediately Self Isolate for 10 days.
- A Positive result from a home testing kit must be followed up with a confirmatory PCR test. The school can provide these or a walk-in booking can be made. As before they must wait for a Negative PCR before they can return. If it is positive, you must self-isolate for 10 days.
- Any positive result of someone who has had COVID outside their 90 day 'window', must be treated as any other positive result and the person must self-isolate for 10 days.
- Anyone who has tested positive **within previous 90 days** and is a direct contact of a positive COVID-19 person they must self-isolate for 10 days as directed.
- All home testing kits will be distributed – staff and students – with the batch numbers listed so that we know who has which test pack issued to them.

Learning Arrangements

- Students will be taught in 'bubble' groupings. For the majority of lessons, students will be taught in the same room and staff will move to where the students are based. Students will move for subjects that require specialist provision – DT, Food, Music, Drama and PE. Face covering will not be worn in P.E. lessons.
- It is especially vital that students bring all their equipment to school as this cannot be shared due to Corona Virus safety regulations.

We look forward to seeing you back on onsite. These are strange and changing times and it is very important that everyone keeps to the guidelines and expectations so that we are all safe on site and able to relax and focus on learning and enjoy being with friends again. Please keep to these routines.

You will get into the rhythm and routines again and used to the safe behaviours we all need to keep to.

Be kind and respectful to each other; some people are finding this time challenging and need yours and our support. Please give it and be reassuring – it may be you one day who needs that reassurance and kindness. We all need to focus on learning and making progress and must follow the Conisborough Code so that our school is safe and happy place of learning.

We do want everyone to be safe on site and at all times inside and outside of school. Please use the language of the Conisborough Code to – calm, polite, honest and respectful.

This is **your school**, it certainly is **your time** here and we are all focussing on your success, learning and well-being.

School Day from March 2021

8.15 – 8.25am	Front Gate open for Year 7 students who come in using the front Conisborough Crescent entrance. Go straight through Reception to the Year 7 Quad. Front Gate shuts at 8.25am , Late marks at the gate from 8.25am for Year 7.
8.10 – 8.20am	Back Gate open for Year 9 students to come in through the Forster Park Entrance. Go straight to line up on the playground. Line up in single file along the low wooden fence by the back gate on arrival please. Entry into building at 8.20am. Late marks at the Gate from 8.20am. Back Gate shuts at 8.20am for Year 9
8.20 – 8.25am	Back Gate open for Year 11 students to come in through the Forster Park Entrance. Go straight to line up in the MUGA. Line up in single file in the area by the park entrance. You must not stand or be anywhere near Year 9 students please. Entry into the building at 8.25am, Late marks at the gate from 8.25am Back Gate shuts at 8.25am for Year 11
8.30 – 9.00 am	Pastoral Lesson for Years 7, 9 and 11
8.45 – 8.55am	Front Gate opens for Year 8 students who come in using the Conisborough Crescent entrance. Line up is in the Lower Quad. Front Gate shuts at 8.55am. Late marks from 8.55am for Year 8
8.45 – 8.55am	Back Gate open for Year 10 students to come in through the Forster Park Entrance. Go straight to line up on the playground. Line up in single file along the low wooden fence on arrival at the back gate please. Entry into building at 8.55am. Late marks at the Gate from 8.55am. Back Gate shuts at 8.55am. Late marks start
9.00am	Lessons start across the whole school
9.00 – 9.50 am	Period 1 for Years 7, 8, 9, 10 and 11
9.50 – 10.40 am	Period 2 for Years 7, 8, 9, 10 and 11
10.40 - 11.00 am	Break for Years 7, 9 and 11
10.40 – 11.30 am	Period 3 for Years 8 and 10
11.00 am – 11.50am	Period 3 for Years 7, 9 and 11
11.30 – 11.50am	Break for Years 8 and 10
11.50 am – 12.40pm	Period 4 for Years 7, 8, 9, 10 and 11

12.40 – 1. 15pm	Lunch for Years 7, 9 and 11
12.40 – 1. 30pm	Years 8 and 10 in Period 5
1.15 – 2.05pm	Years 7, 9 and 11 in Period 5
1.30 – 2.05pm	Lunch for Years 8 and 10
2.05 – 2.50pm	Period 6 for Years 7, 8, 10 and 11
2.05 – 2.45pm	Period 6 for Year 9
2.45pm	Dismissal for Year 9 from the back Forster Park entrance. You must move on promptly please and no hanging around.
2.50pm	Dismissal for Year 7 from the front Conisborough Crescent entrance. Gate shuts at 3.05pm Dismissal for Year 11 from the back Forster Park entrance at the back gate. Gate shuts at 3.05pm
2.50 – 3.20pm	Pastoral Lesson for Years 8 and 10
3.20pm	Dismissal for Years 8 and 10 Dismissal for Year 8 from the front Conisborough Crescent entrance Gate shuts at 3.35pm Dismissal for Year 10 from the back Forster Park entrance Gate shuts at 3.35pm

Any student who is on site after the gate has closed for additional learning or detentions, leaves from the Front Gate going quietly through Reception.