

# Information for parents, carers and students

## September 2020

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All students will return to school in September and the following arrangements will be in place:

<b>Tuesday 1 September - Thursday 3 September 2020</b>	<b>INSET Days.</b>  Staff only to attend school. School closed to students.
<b>Friday 4 September 2020</b>	<b>Year 7 &amp; Year 10 Induction Day.</b>  Only students in these two year groups will be on-site on this day. This will allow us to provide some of our usual induction activities for students starting at Prenton and for those in Year 10 embarking on examination courses.
<b>Week commencing Monday 7 September 2020</b>	All years to return to school to follow their year specific timetable. Please refer to detail below.

<b>YEAR GROUP</b>	<b>START TIME AND ENTRANCE TO SCHOOL</b>	<b>LESSON ARRANGEMENTS</b>	<b>BREAK &amp; LUNCH ARRANGEMENTS</b>	<b>FINISH TIME AND EXIT FROM SCHOOL</b>
<b>7</b>	8.30am Main Entrance at front of school.	Based in one area of the school with Y7 students. Students will come into school and will go directly to their Home Room. The Home room will be their base for teaching. Groups to be organised into Form Groups for the first week and then into class groups from Monday 14 September. Teaching staff will move to classrooms to teach classes so that students can remain in one room.	Students to bring a packed lunch wherever possible.  Students receiving a free school meal or those requiring food from the school dining hall can access the limited 'grab-and-go' service available.	2.15pm Main Entrance at front of school.
<b>8</b>	8.30am Student Entrance at front of school.	Based in one area of the school with students from their year group. Students will come into school and will go directly to their Home Room.	In good weather, students will have a designated area of the yard. In the event of poor weather, students will return to their Home Room.	2.15pm Student Entrance at front of school.
<b>9</b>	8.30am Staff Carpark to enter via Science/Art corridor.	The Home room will be their base for teaching. Teaching staff will move to classrooms to teach classes so that students can remain in one room.		2.15pm Staff Carpark to enter via Science / Art corridor
<b>10</b>	9am Main Entrance at front of school.	Students will go directly to their Home Room and will receive some teaching in this base. Practical subjects requiring specific rooms eg photography, science, will require students to move to these rooms.	Break and lunchtimes will be staggered to ensure students do not contact those outside of their year group 'bubble'.  Cash cannot be accepted.	3.30pm Main Entrance at front of school.
<b>11</b>	9am Staff Carpark to enter via Science / Art corridor.	Movement will be minimal and only for students in Y10 & 11. All movement will be supervised by staff.		3.30pm Staff Carpark to enter via Science / Art corridor.

## Further Information:

<b>Induction Day Y7 &amp; Y10</b>	<p>Students in Y7 and Y10 will attend school on Friday 4 September from 9am until 3pm. A schedule of activities will be arranged to welcome new students and to introduce Y10 to their examination courses.</p> <p>Full uniform is required.</p> <p>Arrangements for lunch are as stated above.</p> <p>School photographers will be in school on this day and a rota will be in place to ensure photographs can be taken without any compromise to safety.</p> <p>The biometric system for cashless lunch will be organised and, again, a rota will be in place.</p> <p>All students must be off site as soon after 3pm as possible to ensure cleaning time.</p>
<b>Student Timetables</b>	<p>Timetables will be issued to students on their first day at school.</p> <p>In order to manage safe classrooms and to maintain year group 'bubbles', students will have a Home Room. Lessons will be delivered as double periods to enable adequate time for staff to move to each of their classes without any disruption to learning.</p> <p>Students will cover all subjects in school apart from PSRE which will be delivered remotely.</p>
<b>PSRE</b>	<p>PSRE will be delivered once per week and students can access online. Further details to follow.</p> <p>This is now a statutory subject and ALL students are expected to complete these online lessons.</p> <p>Students in Y7-Y9 without access to IT at home can access IT equipment at 2.15pm-3.15pm each day – by arrangements with the Progress Leader.</p>
<b>Practical Lessons</b>	<p>It is not possible to deliver the usual range of activities in practical lessons. Staff are adjusting lessons to provide an alternative, safe experience.</p> <p>When students have their weekly PE lesson, they will be required to attend school in PE kit and can wear their blazer over the top of their kit. Trainers are also acceptable on this day. This will remove the risk of shared changing facilities.</p>
<b>Attendance and Pass-Outs</b>	<p>All students are expected to attend school and our usual attendance procedures are in place.</p> <p>If a student has an urgent medical appointment during the school day then a pass-out can be requested by a parent or carer and sent directly via email to: <a href="mailto:passout@prentonhighschool.co.uk">passout@prentonhighschool.co.uk</a></p> <p>Letters cannot be accepted at this time as we are limiting the amount of contact between staff and students.</p> <p>If leaving the school site for an appointment during the school day, students MUST be collected by a parent/carers or designated adult through agreement with the parent/carers and school.</p>

<b>Visitors to school</b>	Visitors can only access school via our Main Reception in emergency circumstances only. We are not able to accept lunches, books, kit etc. during this time and ask that students prepare themselves for the day before they leave for school.
<b>Uniform</b>	Full uniform is required for all students. PE kit and blazer is to be worn on the days where students have their PE lesson. Our usual procedures for dealing with uniform issues will be in place. We ask for your support with this as we seek to re-establish our usual high standards and expectations.
<b>Hygiene</b>	Sanitiser units are accessible at key points around the building and these will be replenished throughout the day. Students are reminded of the importance of good hand washing and may also wish to bring their own sanitiser to school. We have doubled cleaning staff on site to ensure regular cleaning of toilet and hand washing facilities as well as cleaning of other hard surfaces such as banisters and door handles. Screens have been placed in key areas such as Reception, Student Services and in some classrooms where students are sitting face to face, eg IT room, Science Labs.
<b>Wearing of face masks</b>	Government recommendations are that the wearing of face masks is not required in a school setting. The removal and disposal of face masks can present more risk and, at this time, it is not our policy to ask staff or students to wear face masks. Social Distancing measures will remain in place for staff working with children to further minimise the possibility of contamination.
<b>Toilet facilities</b>	Students will have a toilet area designated to their year group. It is essential that they ONLY use this facility and do not access other toilets at school. Accessing other toilets will pose a risk to themselves and others and all students are expected to take responsibility for this. Cleaning of toilets and replenishing of hand soap and sanitiser will happen frequently throughout the day.
<b>Movement around the building</b>	Students will be supervised during any required movement. They will be given a route to follow so that they can move safely and reduce the risk of being with other year groups. We ask that students take responsibility for following the route for their year group. When outside during break and lunch, each year group will have a designated area and it is essential that they remain in this area in order to maintain year group 'bubbles'.
<b>Risk assessment</b>	All risk assessments have been checked for full Public Health England compliance and all staff have read the details of the plans to ensure their own safety and the safety of students.
<b>Responsibility</b>	Students must take responsibility for their own safety as well as the measures in place at school. This should be considered when travelling to school and when adhering to the points outlined in this document. We have a shared responsibility for keeping each other safe and well.

<b>Communication</b>	We will continue to communicate in the following ways: ParentMail, website, school social media platforms, letter, phone calls home. In a situation where we would usually meet with you in school, it may be necessary to arrange a 'Zoom' call with you and the relevant member of staff.
<b>Behaviour Management</b>	Our usual high standards are expected and positive and negative behavior choices will be dealt with in the usual way. We have recently adopted a new system for recording behaviour and rewards to replace IRIS. This new system is called 'Class Charts' and will be shared with students and families in September. This is a fantastic new system and will enable us to send you more frequent information about your child at school. We look forward to sharing this with you in due course.
<b>Emergency Closure</b>	If we are required to close school for any reason then our usual Emergency Closure Procedure will be applied. Further details of this are available on the website. It is essential that we are able to contact parents/carers immediately. Your support with this is appreciated.
<b>Students showing symptoms of COVID-19</b>	Students showing symptoms of COVID-19 at home should not attend school. Parents/carers MUST inform school and make necessary arrangements for medical advice and testing. We have a shared responsibility to share this information as a confirmed case of COVID-19 will have implications for others in our school community. If a student develops symptoms during the school day then they will be isolated and parents will be required to collect as a matter of urgency.

Your support with all measures is expected if we are to minimise the risk of any member of our school community becoming unwell. Our aim is to keep everyone safe and to keep school open. This will be more likely if we all cooperate and do everything we can to maintain safety. Student cooperation is fundamental to us all staying safe and well.

Should you have any further questions, please do not hesitate to contact us: [schooloffice@prentonhighschool.co.uk](mailto:schooloffice@prentonhighschool.co.uk)

Please check ParentMail and the School Website for any further updates in line with changing government guidance before the return to school.

Thank you for your on-going support and cooperation.

Mrs G. Fraser

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