



2021-2022

Secondary Return COVID-19

Students & Parents Guide

**This guide is subject to change.
Any change will be communicated.**

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Responsible: Secondary Leadership Team/Board of Directors

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Introduction

There are a number of **temporary measures** which will continue to be in place for the 2021/22 School Year, which all have one aim: to try our best to ensure the safety of our staff, our students and the wider Caxton Community.

It is imperative that we do all we can to continue to reduce spread of the virus. As lockdown lightens, it is expected that cases may rise again, and we want to do what we can to keep our community safe, even if this means being 'stricter' with our own guidelines than Government guidelines set out. As changes are made to government guidance, we will review our procedures too, so it is important to note that there may be regular changes to the guidelines given, and we are going to have to continually adapt.

We are fortunate to have a large building with ample space, for all school activities. We are also incredibly lucky to have a team of staff who despite their own challenges, continue to do everything they can for their students.

We will have to continue to work as a team, to support each other and we have to demonstrate our personal responsibility to the safety of our community.

It is our hope that we are able to return to our standard timetable as quickly as possible, but only when it is considered safe to do so.

Amparo Gil
Principal

Personal Responsibility

- 1.** Daily, all students in Secondary must bring with them (in addition to the standard daily items such as ruler, pencils, pens, a rubber, sharpener, compass, protractor, and Scientific Calculator):
 - a.** A medical mask or FFP2 mask, with a bag to keep it in when it is not being used.
 - b.** A replacement mask.
 - c.** A reusable water bottle, clearly labelled with the student's name and which can be refilled from water fountains. Drinking directly from fountains is not permitted.
 - d.** Tissues.
 - e.** A small bottle of hand gel for personal use.

- 2.** In addition, Key Stage 3 students will also require:
 - a.** One 1B and one 4B pencil for Art lessons.

- 3.** All staff and students must check their temperature at home daily. Students must not come to school if they have any of the following symptoms:
 - Fever within the past 48 hours
 - A temperature of 37 degrees or higher
 - Cold symptoms, runny nose
 - Vomiting or diarrhoea in the previous 48 hours
 - Sore throat, persistent cough or difficulty breathing
 - Red inflamed eyes, or discharge from the eyes
 - Any other symptoms of severe illness

4. If a child tests positive for COVID-19, parents **MUST** inform the school immediately, via email or phone call.

5. If a child has been in contact with someone who has tested positive for COVID-19, parents must contact the doctor and inform the school as soon as possible.

6. IF A CHILD HAS BEEN ABSENT WITH SUSPECTED OR CONFIRMED COVID-19:

The student may return to school when the isolation period is completed and the doctor authorises it. Always check first with María Benedí (school nurse).

7. IF A STUDENT HAS BEEN ABSENT FOR OTHER MEDICAL REASONS

The school will require authorisation from the doctor, and the student must meet the following criteria:

- a.** The child is fever free, without needing medication to manage this.
- b.** At least 48h have passed since the student has started a course of antibiotics, if applicable.
- c.** The student has no COVID-19 symptoms (e.g. difficulty breathing, coughing).
- d.** In case of exanthematous diseases (a skin eruption or rash occurring as a symptom in a disease such as measles or scarlet fever), this will depend on the period of infection after the medical diagnosis.
- e.** Parents can always check with the school nurse María Benedí, who will advise regarding the best course of action. Contact: mbenedi@caxtoncollege.net

8. IF A STUDENT DEVELOPS COVID-19 SYMPTOMS WHILST AT SCHOOL

- a.** The student should ensure they keep their face mask on at all times.
- b.** The teacher will instruct the student to sit outside the classroom, whilst waiting for further advice from the School Nurse.
- c.** If the student has a fever above 37 accompanied by breathing difficulties, the student will be taken to wait in an isolation room, wearing a mask at all times, until a parent/ carer can come to collect the student from school.
- d.** One parent will be permitted to collect a child from the main reception, and they must do so within one hour of being contacted by the school nurse. Parents must wear a mask and must sanitise hands on entry to the building.
- g.** The student may only return to school after seeing the doctor and with written permission to return to school.

9. VISITING THE CLINIC FOR OTHER MEDICAL ISSUES

Staff and students will no longer be able to go to the clinic for other medical issues, unless this is agreed in advance with the School Nurse. The only exception to this is in the case of a critical emergency. If medical assistance is required, the student must speak to a teacher or secretary, who will then contact the School Nurse and await for the instructions.

10. TRACKING ABSENCES

This year we will be closely tracking all absences due to illness and the School Nurse may contact families where concerns arise. To help facilitate this, all students should update contact numbers.

Procedure if a COVID Case is Detected in school

- 1.** Students and staff are asked to inform the school immediately if they test positive for COVID-19. It is likely that medical staff will request information regarding the school and this information will be shared with the Health Department.
- 2.** The school will also report this case to the Health Department.
- 3.** The Health Department will then provide the school with further instructions.
- 4.** We will be specifically asked to identify all members of the community who have been in contact with the infected person for longer than 15 minutes, without a mask, without keeping the required safe distance.

Parent Access and Contact

1. **Parents will not be permitted entry to the school building** initially, with the aim of minimising contact and movement of additional people around the school.
2. **Parents may contact the Secondary Office**, as normal, via phone or email.
3. **Face-to-face meetings with parents** will not be permitted in school initially. Alternatives will be offered such as phone calls or Google Meets.
4. **Start of Year Parent Meetings** will be held via Webinar.
5. **In exceptional circumstances**, where a child may be very unwell, one parent will be permitted to enter the building to collect their child, but must wear a mask and must sanitise hands on entry.

Student Travel To and From School

1. **Bus services** have been designed to preserve the necessary social distancing established by authorities. Students are required to wear a mask at all times on the bus and must sit in assigned seats, according to the bus seating plan. Siblings will be seated together. For the duration of the exceptional measures due to the pandemic, Secondary students MAY NOT request occasional changes to bus routes that are not their usual ones. If a student needs a regular change to a different route, parents must contact the Transport Department to request this.
2. **Students arriving or leaving by car** must be dropped off at and collected from the gate by the football pitch. Parents are NOT permitted to enter the school building or the school grounds through the gate or through the car park entrance and will not be permitted to wait for students within the Secondary school grounds or buildings. To avoid congestion issues, we would recommend to parents that they park in Masymas and allow their child to walk across from/ to there, rather than dropping off/picking up right outside the gate.

Hygiene Measures

Temperature Checks

1. Students should check their own temperature before coming to school.
2. Students will not be temperature checked upon arrival at school.

PPE/Use of Masks

1. Research considers that exposure without masks for longer than 15 minutes increases the risk of spread of infection, particularly where people do not respect the required safe distance.
2. Students must arrive at school wearing their own masks. Mask must be medical or FFP2. Fabric masks will not be permitted.
3. Masks will be worn at all times by students, both indoors and outdoors.

Hand Hygiene

1. Alcohol-based hand rub will be provided at the main entrances and in every classroom (or soap and disposable paper towels in classrooms that have sinks) to encourage very frequent handwashing/sanitising during the day. Staff and students are also encouraged to carry their own personal bottle of hand sanitizer, which can be purchased from supermarkets or pharmacies.
2. Handwashing guides are displayed near all sinks.
3. All members of the community are required to wash/sanitise hands when entering the school, when entering a classroom or work area, during break, during lunch and prior to leaving the school.

Physical Distancing

1. Staff and students should refrain from greetings that involve physical contact.
2. Inside classrooms, students will be seated 1.2 metres apart.
3. 'Communal Spaces' such as silent study rooms, student toilets, staff offices and the staff room will display a 'maximum capacity' sign. Please adhere to these numbers.
4. Students should **avoid unnecessary movement around the school** and should not move between the Primary and Secondary buildings unless this is essential.

Classrooms and Shared Spaces

1. Wherever possible, and where this does not contradict Fire Safety Regulations, windows and doors should remain open to maintain constant air flow and good ventilation of classrooms, even when air conditioning is in use. This will also avoid unnecessary touching of door handles.
2. In recognition of the fact that classrooms may be cooler during winter months, and that we are encouraging the use of outdoor space where possible, we have adapted our student dress code to include the Caxton College hoody, which is available from the school shop in grey or dark green. We will also permit students to bring a small blanket into school to cover their legs if they feel the need to do so.
3. Staff and students should avoid touching handrails, bannisters or door handles.

Cleaning

1. Classrooms will be thoroughly cleaned with sanitising products every day.
2. The surfaces in shared classrooms will need to be sprayed with the sanitizer provided at the end of each lesson, prior to the next class entering. Staff are encouraged to assign this role to one or two responsible students in each class.
3. Common areas and dining room tables will be cleaned after each group rotation.
4. Washrooms and surfaces that are touched regularly (door handles, switches, computer equipment, drinking fountains, taps, etc.) will be cleaned with sanitizing products several times a day.

Other

1. The use of the lift is strictly restricted to those who are unable to use the stairs due to restricted mobility. The lift may only be used one person at a time, plus an accompanying helper where this is necessary.
2. Avoid touching your nose, mouth and eyes with your hands.
3. Avoid wearing excessive jewellery and keep nails short.
4. Staff will not collect books or work for marking. Instead, they will make use of Google Classroom for photo submission of work they wish to review, or alternative practices for Assessment for Learning.

Class Sizes

1. The current guidance states that teachers must maintain a safe distance between themselves and students. This means a change in classroom practice as there will be limited or no movement around the room. Research shows that the effects of COVID-19 are generally more serious in adults than children, so we need to ensure this physical distance is adhered to in order to protect our staff.
2. Students must be seated 1.2m apart, which means we are able to accommodate entire classes without the need to split groups and live stream lessons from one classroom to another.
3. Staff may still allow students to work in small groups outside the classroom, as long as students are wearing masks and maintaining safe distance. Staff may also choose to take classes outdoors during lesson time if learning can be adapted.

Lockers

1. **All students** will be permitted to use their lockers. As always, iPads should be secured in lockers during break and lunch time.

Registration

1. As soon as students arrive, they will go directly to their Tutor Room and will not be permitted to gather in corridors.
2. Staff who register a class will therefore be in classrooms by 9:05am.
3. From 9:05am until 9:15am, students should read in silence or complete home learning tasks.
4. From 9:15am until 9:20am, Tutors will lead a themed morning:
 - **Mindful Monday** - use of an age appropriate Smiling Mind Guided Mindfulness Session
 - **Chatty Tuesday** - What's happening in the world? What's being reported in the news?
 - **Wellbeing Wednesday** - a check in with students. How are they doing this week? Which students have been displaying the monthly Character Strengths?
 - **Thoughtful Thursday** - What are we grateful for this week? Is there anyone you'd like to thank for something specific?
 - **Fun Friday** - High Levels winners announced and a fun activity prepared by HoY, Tutor or a student.
5. From 9:20am until 9:30am, Tutors will share Daily Notices and take the register.

Streaming Lessons for COVID-19 Related Absences

1. We must be prepared for the possibility of multiple students and staff experiencing periods of absence as a result of Covid. This could be:
 - An international student who is temporarily unable to return
 - A student or staff member who tests positive for COVID-19
 - A student or staff member awaiting COVID-19 test results
 - A student or staff member requiring quarantine due to a family member, classmate/colleague testing positive for COVID-19.

During staff COVID-related absences, where the member of staff is not unwell or is not caring for someone who is unwell, they will continue to teach from home.

2. During student COVID-related absences, where the student is not unwell, they will be expected to connect to lessons via Google Meet and staff teaching these children will live-stream their lessons via Google Meet.

Break Time and Lunch Time

We are fortunate to have a large site with extensive outdoor space, therefore it will not be necessary to stagger break times and lunch times for students and staff.

Students will remain in classrooms to eat their snack at break time, supervised by their Period 2 teacher. Students must remain in their seat, at their table, facing forwards whilst eating.

Although masks must be worn at all times inside and outside, students do not need to remain in year group designated spaces this year, and are free to spend their break time and lunch time in any of the outdoor spaces.

The sale of sandwiches, breadsticks, fruit, cereal bars and small bottles of water at break time will be facilitated through a pre-order Google Form. Staff and students must complete the pre-order before 8am on the day they wish to receive their refreshments. Charges will be made for these, even if the staff member/student does not collect their order.

Student orders will be delivered to the ground floor of the Secondary building

at the start of break time. Orders should be collected, and students must return to period 2 classrooms to eat their snacks.

A full lunch service will resume in the dining room.

Reusable water bottles can be refilled from water fountains, but students and staff **must not drink directly from water fountains**. Vending machines will not be in use.

2. Lunch Time

- a. All students should wash or sanitise their hands prior to eating and before returning for afternoon lessons. This can be done in the bathrooms, or using the outdoor water fountains and soap which will be provided in these areas.
- b. Students must line up at the gate when their tutor group or year group are called by patio staff. Students will enter the dining room at fixed times, which can be seen here.
 - 1:35pm Year 7 and 8**
 - 1:55pm Year 9**
 - 2:05 pm Year 10**
 - 2:10pm Year 11**
 - 2:20pm Year 12 and 13**
- c. Students will enter the dining room, collect their tray and their food from the normal serving lines and will go straight to their allocated a seat, within their Tutor Group bubble. Once seated, they will be permitted to remove their mask. As soon as students have finished eating, they must put on their mask, before taking their cutlery and tray to the cleaning area.
- d. Any students who wish to be served a vegetarian or vegan meal, or have specific dietary requirements/allergies, must ensure these are communicated to the dining room by parents.

Sanctions for Behaviours That Place Our Community at Risk

We do not want to create a culture of conflict and confrontation and cannot police students continuously. It is our hope that through on-going education, students will recognise their personal responsibility to keep themselves and others safe and will act responsibly.

However, any student who places the safety of our community at risk by failing to follow guidelines regarding the wearing of masks or physical distancing will be seriously sanctioned, in line with our school behaviour policy.

Any student not following these rules will be given a specific 'COVID' low level on the Progress List. Within a calendar month:

- If a child receives **1 'COVID' low level**, the Form Tutor will discuss this with the child.
- If a child receives **2 'COVID' Low Levels**, the Head of Year will discuss this with the child, and parents will be contacted for additional support.
- If a child receives **3 'COVID' low levels**, they will be internally excluded for two consecutive periods (e.g. Period 1 and 2, Period 3 and 4, or Period 5 and 6).
- If a child receives **4 'COVID' low levels**, they will be internally excluded for four consecutive periods (e.g. Period 1, 2, 3 and 4, or Period 3, 4, 5 and 6).
- If a child receives **5 'COVID' low levels**, they will be internally excluded for a full day.

Learning Conversations and Other sanctions

Whilst timetables at break and lunch must be adhered to if we are to ensure all students and staff have enough time to wash/sanitise hands, use bathrooms, and eat, it may be necessary to speak to a student regarding disruptive behaviour. We encourage staff to engage in learning conversations with students at a time that is convenient to the teacher, to help bring about change, but discourage the use of extended 'detentions'.

Learning conversations may take place discreetly during a lesson, outside the classroom during a lesson, or for a short period of time at break or lunch time.

All behaviour issues will still be recorded on the Progress List or Behaviour Forms, where relevant low levels and behaviour forms will still contribute to our 5-Stage System. Serious incidents will still be sanctioned (e.g. those which would require internal or external exclusion, or removal from specific classes).

Students Leaving School During the Day

Any Year 7- Year 12 student who needs to leave school during the day (e.g. for a medical or dental appointment) must exit via the Main Office and the fish pond entrance.

- The student will 'sign out' at the Secondary Office.
- The student will wait in the Main Reception until a parent arrives to complete the sign out, by giving their DNI/NIE details.

Any Year 13 student who wishes to leave school during the school day must sign out at the Secondary Office and must exit via the Main Office and the fish pond entrance. We will be extending Year 13 privileges as follows:

- If a Year 13 student is free in Period 1 and 2 (9:35-11:20), they may choose to arrive in school at the end of break time, in time for their lesson at 11:45. They must sign in at the Secondary Office.
- Where Year 13 students do not wish to leave school, despite having free periods, they will be able to study in silence in one of the silent study rooms, or to socialise with peers outdoors (maintaining physical distance and wearing masks).

Additional Facilities for Students

We strongly advise students to spend time outdoors during their free time. However, the following information relates to additional spaces they usually have for their free time.

1. Library

- a. The library will not be in use initially, except as a silent study space for 'Elite' students who are exempt from pre-agreed lessons.

2. Common Rooms (6th Form Students Only)

- a. Both common rooms are set up as silent study spaces during lesson time. This space is set up with individual tables and chairs spaced 1.2m apart.
- b. There will be a limited capacity in the Common Room by the swimming pool of **26 people**.
- c. There will be a limited capacity in the Common Room near the clinic of **35 people**.
- d. Vending machines will not be in use.
- e. At break and lunchtime both common rooms can be used to socialise with peers.

3. Lost Property

- a. If a student is looking for a lost item, they should contact the Secondary Secretaries' office or clinic directly by email or phone.
- b. If the item is located in the clinic, it will be given to the child in their class, or sent home with the child on the bus.

4. Caxton Sports Centre (6th Form only)

- a. 6th Form students will not be permitted to use the CSC Facilities at this time.

Assemblies and Meetings

1. **Weekly Year Group assemblies** will not be permitted should be held via Google Meet initially, unless these can be held outdoors, maintaining appropriate physical distancing.
2. **Reps/Student Council Meetings** can take place, but must be held in well ventilated rooms where physical distancing can be maintained, or outdoors if weather permits. Masks must be worn at all times in meetings. Alternatively, staff are encouraged to hold online meetings via Google Meet, if this is possible.
3. **Face-to-Face Meetings with parents** will be conducted via Google Meet, unless the school feels the focus of the meeting is sensitive or serious, in which case one, or both parents may be invited to attend a meeting in person.

Handbooks

As always, the manuals with the information pertaining to each year group under ordinary circumstances, will be available on the parent profile area of our website in the section called “documentation”. We would like to inform you that this year, due to the current health situation, the measures in this manual will take precedence over the standard information in our Secondary manuals.

