



## Harrow High School

### Re-Opening Procedure for September 2020

#### When do the different year groups start school?

Friday 4<sup>th</sup> September – Years 7, 11 & 12 Form (start times below)

Monday 7<sup>th</sup> September – All year groups (Years 7-13) (start times below)

#### How will the school day be different?

The table below outlines the timetables for each year group as of September 2020. Please note that some lesson timings are different as well as start and break times. Each year group will have two 35 minute breaks and will have access to food during one of these in either the canteen or the school hall. Learners are encouraged to bring plenty of water for the day. Water fountains will only be available for filling up water bottles. Years 7, 8 & 11 will have tutor time in the morning and years 9, 10 & 6<sup>th</sup> form will have tutor time in the afternoon.

#### Year 7/8/9

	8.50	9.10	10.00	10.50	11.25	12.15	1.05	1.40	2.30	3.20
7	Tutor	P1	P2	Canteen	P3	P4	Break	P5	P6	Leave
8	Tutor	P1	P2	Break	P3	P4	Canteen	P5	P6	Leave
9	Blank	P1	P2	Break	P3	P4	Hall	P5	P6	Tutor

#### Year 10/11

	8.50	9.10	10.00	10.50	11.40	12.15	1.05	1.55	2.30	3.20
10	Blank	P1	P2	P3	Canteen	P4	P5	Break	P6	Tutor
11	Tutor	P1	P2	P3	Break	P4	P5	Canteen	P6	P7

#### Year 12/13

	8.50	9.10	10.00	10.50	11.25	12.15	1.05	1.40	2.30	3.20
12/13	Blank	P1	P2	Break	P3	P4	Break	P5	P6	Tutor

#### What time should I come to school?

We have minimised the amount of stagger by the use of different entrances however, different year groups will start and finish at different times;

Years 7, 8 and 11 should arrive at school by 8.45am and will go to tutor time/registration and they will finish school at 3.20pm (except Year 11 who will finish at 4.10pm every day but Friday when they will finish at 3.20pm)

Years 9, 10 & 6<sup>th</sup> form should arrive at school by 9.05 am and go straight to lesson one. They will be able to enter site from 8.45 am. These year groups will have tutor time / registration at 3.20pm and will leave school at 3.40pm

These arrangements will ensure that fewer learners are entering and exiting school at the same time

### Which entrance should I use?

The table below summarises this. Don't worry if you are new, come to the front gate on your first day and we'll show you where to go.

Year	Entry Time	Exit Time	School Entrance	Notes
7	8.45	3.20	B19	Across the Quad and up L stairs
8	8.45	3.20	Main	1923 entrance and stairs
9	9.05	3.40	Rear	Archway/Inclusion
10	9.05	3.40	Main	1923
11	8.45	4.10 (p.7)	Rear	English Entrance
12,13	9.05	3.20	Rear	Sixth Form

### How do we get in and out of the building?

The table below indicates how we will keep year groups separate by staggering break times and having different routes for entering and exiting the building. This will help to ensure that we keep year groups in their own bubbles.

Year	Exit Time	Entry time	Exit / Entrance	Notes
7	10.50 / 1.05	11.25 / 1.40	L stairs / side entrance	Same for exit and entrance
8	10.50 / 1.05	11.25 / 1.40	1923 stairs	Same for exit and entrance
9	10.50 / 1.05	11.25 / 1.40	Fire exit stairs from M1 Walk across playground from inclusion	Walk around the back of the canteen to break area
10	11.40 / 1.55	12.15 / 2.30	Maths stairs M4 for exit and 1923 stairs for entrance	
11	11.40 / 1.55	12.15 / 2.30	English stairs	Same for exit and entrance
12,13	10.50 / 1.05	11.25 / 1.40	Remain in 6 <sup>th</sup> form	

## What about toilets?

Each year group will have set toilets to use during break 1 and break 2 and these will be cleaned after each break. This will again ensure that we keep year groups separate from each other

Year	Break 1	Toilet	Break 2	Toilet
7	Canteen	Back of hall	Break	1923 / English
8	Break	1923 / English	Canteen	Sports Hall
9	Break	Sports Hall	Hall	Back of hall
10	Canteen	Sports Hall	Break	1923 / English
11	Break	1923 / English	Canteen	Sports Hall
12,13	6 <sup>th</sup> form	6 <sup>th</sup> form toilets	6 <sup>th</sup> form	6 <sup>th</sup> form toilets

## What Teaching Rooms are being used?

Each year group will have their own zone within the school as indicated in the table below

**Years 7/8/9** will all be taught in static classrooms except for subjects which require specialist rooms and then they will move to those rooms. All teaching will be mixed ability (except Maths in Y9 which will be banded in two)

**Years 10,11, Sixth Form** will have all their lessons in their zoned area but will move between classrooms to allow for setting in Maths, English and Science and lessons for individual option subjects. Learners will move to specialist subject rooms when required

Year	Block
7	L Block
8	Science
9	M 1,2,3 Inc 1,3,4
10	M 4,5,6,7,8 E 8
11	E1 to E7
12/13	Sixth Form

## General Health and safety measures

We have introduced a series of measures to try to ensure the health and safety of the whole school community and these are identified below. The measures are identified in three categories which are classrooms, social distancing and cleaning and hygiene

### Classrooms

- We will aim to ensure that contact between people is reduced as much as possible by placing different year groups in identified zones in the school that are located away from other groups. The classrooms that are used would be arranged so that there is at least 2 metres distance between the learners and the member of staff
- Specialist rooms will be used as far as is possible and when required. They will be cleaned between uses by different classes
- In all other rooms, we will maintain a 2 metres distance between the teacher and the class as far as is possible. PPE and screens may be used if this is not possible
- Classrooms will be stripped of unnecessary items to create maximum space

- At the end of each day the classrooms will be thoroughly cleaned and then locked and will remain locked until the following day. Any shared materials or surfaces will also be cleaned and disinfected
- All classrooms will be well ventilated using natural ventilation (open windows) or ventilation units. Doors to all classrooms being used will remain open to limit the use of door handles and aid ventilation
- We will aim to limit the amount of shared resources that are taken home and also limit the exchange of take home resources between staff and learners
- Classrooms will be provided with pedal bins for used tissues
- Learners will come to school in PE kit on the days they have PE lessons. Use of changing rooms will not be permitted
- Each year group will be able to use the library during their break times on one day of the week. Learners will be expected to use hand sanitiser as they enter and exit the library.

## **Travel Arrangements**

- Learners are advised that the use of public transport may be difficult and at reduced capacity and should leave plenty of time to complete their journey. Staff and learners are encouraged to travel to and from school by foot, bicycle and car. We will ask all learners and staff to give careful consideration to which mode of transport they choose.
- If learners wish to cycle we will make provision to store their bicycle, but learners must bring a bicycle lock.

## **Lockers**

Lockers will not be available to use and learners should only bring to school the items they need for that day.

## **Social Distancing**

In addition to the social distancing measures that have already been identified in the classrooms we would ensure that the following additional social distancing measures are put in place:

- During lessons, toilets will be locked and learners will only be allowed to visit the toilet if the member of staff who is teaching them calls for Learning Walk – only one learner will be allowed in the toilet at any one time.
- In corridors used by years 10 and 11 there will be arrows on the floor to indicate a one way system is in use
- All doors in classrooms and in corridors will be propped open to ensure that there is a smooth flow of corridor traffic
- On arrival at school learners will be directed straight to their identified classroom so they will not have the opportunity to meet up with their peers. There will be a staggered start and finish to the school day with year groups using different entrances and exits
- At break times the year groups will use different stairs to exit and enter the building. They will have a designated area where they will spend their breaks (see table)
- There will be identified areas for the year groups to move to in the event of the fire alarm sounding.
- Rules and Guidance on social distancing measures will be issued to all staff and learners
- The Behaviour Policy will be amended to identify what course of action will be taken against learners who do not follow the social distancing rules

## Face Masks

Government guidance recommendation is that the wearing of face masks in school will be optional in communal areas where social distancing cannot be safely managed, if schools believe that it is right in their particular circumstances. We have made arrangements to minimise the movement and mixing of learners across different year groups, however, if you feel that you wish your child to wear their mask during breaks and whilst moving around the school, we will allow these to be worn in communal areas. They cannot be worn in classrooms. It is vital that face coverings are worn correctly.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Full information about the correct wearing and safe disposal of face masks can be found here:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Learners who use public transport will have to use face masks to do so. These must be removed before school and should be kept safely. Learners should not use the same mask in school as the one they use on public transport.

*Please note that government guidelines may change and we reserve the right to change our policy in line with government recommendations on the wearing of face masks.*

## Health Advice

If a learner in school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If a learner has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms

If a learner has symptoms of COVID-19 however mild, they must self-isolate for at least 10 days from when the symptoms started and arrange to have a test for COVID-19 – <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Please do pay full attention to the government rules around quarantine if returning from abroad as you will be required to quarantine from certain destinations. Please contact the school to let us know.

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#updates-to-the-travel-corridor-list>

Please advise us immediately in the normal way if your son/daughter is unwell.

## Cleaning and Hygiene

The following measures will be put in place to ensure the best possible cleanliness and hygiene in the school:

- A team of cleaners will be in place to operate throughout the school day. During each lesson they will wipe down handles/communal points and clean after each lunch session. This team will clean equipment, computers and other resources in specialist subject rooms before they are used again
- Learners should wear clean uniform every day
- Hand sanitiser dispensers will be located on the door of every classroom and in other identified areas of the school. Learners and staff will be required to use this when entering and leaving the classroom
- The hand sanitiser dispenser will contain the correct alcohol gel
- Each member of staff will have their own individual hand sanitiser
- All surfaces that staff and learners are touching such as books, desks, chairs, light switches, doors and bannisters will be cleaned at the end of every day.
- Frequent washing of hands with soap and water will be encouraged for all staff and for learners
- Boxes of tissues will be available in each classroom and learners will be encouraged to 'catch it, bin it, kill it'. Bins for tissues will be emptied at regular intervals during the day
- There will be a daily deep clean of each classroom after it has been used. All areas that may have been touched by any individual will be thoroughly cleaned with anti-bacterial agents
- Toilets will be cleaned after each break time