

Cambridge House Grammar School



Return to School Information All Year Groups Effective from Monday 12 April 2021

This information incorporates the principles and expectations set out in the Department of Education's *Education Restart: Guidance for Schools and Educational Settings in Northern Ireland, 4th Edition* received on Friday 5 March 2021.

The school has in place a Risk Assessment Document which will be used to determine any changes needed as the term progresses.

Social Distancing

1. Strict social distancing requirements between pupils will be relaxed but will remain in place between adults (at 2m) and between adults and pupils. Pupils must not approach teachers within the 2-metre range.
2. Key Stage 3 pupils will be in 'protective bubbles' throughout the school day. They will remain within the same classroom with designated seating arrangements in place. Teachers will move to classes rather than pupils to teachers.
3. At break time, Key Stage 3 pupils must go outside to their designated outdoor areas unless the weather is inclement, in which case pupils must remain in their classrooms. At lunchtime, Key Stage 3 pupils should eat their lunch **either** in their classrooms **or** in the Dining Hall/AH2 (see School Meals Catering Services below), and then go outside to their designated outdoor areas. If the weather is inclement they will remain in classrooms.
4. The designated outdoor areas for Key Stage 3 pupils are:
 - Year 8: Lower Playground
 - Year 9: All Weather Pitches
 - Year 10: Hockey PitchesPupils must remain strictly within these zones.
5. Years 11-14 will be expected to maintain social distancing as far as possible. Movement and interactions within these year groups will be minimised. Designated fixed desk places will be applied in subject rooms.
6. Pupils should not enter school before 8.30am.
7. Parents/Guardians/visitors are discouraged from entering the premises for any reason; however, where it is felt necessary, permission is required from a member of the school's senior staff. This may be done by ringing the school office and identifying the reason. Parent/visitors must follow the school's COVID-19 protocols; these are signposted at the front entrance.
8. Key Stage 3 pupils will use the side entrance to go to their rooms; Key Stage 4 & 5 will use the front entrance. On arrival at school, all pupils are required to wash their hands thoroughly before going **directly** to their first timetabled/designated classroom and sit at their personal workplace. Hand washing will be a repeatable discipline throughout the day.
9. A one-way system will operate within the school buildings; this will be clearly signposted.
10. Classrooms will be arranged to optimise distance between pupils. The opening of windows will be encouraged to increase natural ventilation.
11. All pupils will remain on-site during the school day, apart from those travelling to other schools (KS5) and individual pupils in KS5 who have permission to leave early.

12. School Evacuation procedures will be revised to provide for the maintenance of social distancing.
13. Pupils whose behaviour is contrary to the social distancing measures in place will be sanctioned under the school's Positive Behaviour for Learning Policy (COVID-19).
14. Pupils who need to remain after school to be collected by parents/guardians must follow the following guidelines:
 - Pupils in Key Stage 3 should remain in their 'bubble' rooms until collected;
 - Pupils in Key Stage 4 should go to the Library until collected.

A senior member of staff is on duty until 4.30pm. Pupils must be collected before this time. If pupils are to be collected after 3.20pm on a regular basis, school must be notified before term starts.

Hygiene and Physical Protection

Regular and thorough attention to hygiene is essential to deter the spread of the virus. Adequate handwashing facilities will be available for all pupils; pupils will be reminded about the importance of thorough handwashing. Pupils, staff, contract users and visitors will be required to maintain personal hygiene throughout the day.

1. Pupils and staff must wash their hands thoroughly on arrival at the school setting. This requires washing for 20 seconds and drying thoroughly, particularly when entering /leaving areas of the building and always before eating.
2. Hand sanitisers will be available at each school entrance to facilitate initial entry.
3. Bins with bags, will be provided in classrooms and other key locations around the school for the hygienic disposal of tissues and other waste.
4. Measures are in place to ensure statutory and technical compliance with health and safety guidance.
5. Key points in the school will be cleaned more regularly by Building Supervisors during the school day; this will include toilet areas, light switches, bannisters and door handles.
6. Staff and pupils should bring their own individual and frequently used items, e.g. pens and pencils.
7. Every effort will be made to ensure there is no sharing of resources within classrooms. Pupils should bring their own materials into school and only touch their own materials over the course of the day.
8. Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.
9. Pupils to bring only essential items to school each day, e.g. lunch boxes, coats, books, stationery.
10. Pupils are permitted to bring bags to school; only the materials needed for the specific timetable of the day should be included. Bags must be retained by the pupil over the complete duration of the school day. Locker facilities will not be available.
11. Any shared resources which need to be touched by numerous stakeholders, e.g. high control Controlled Assessments, will be appropriately cleaned or used as part of a controlled rotation.
12. Pupils are required to have their own personal sanitisers, anti-bacterial wipes and tissues.
13. Pupils will be expected to take responsibility for the hygiene of their own classroom workspace. This is of importance at KS4&5, where pupils will be moving to subject specialist areas.
14. Wipes are available for staff to clean staff keyboards, mouse and desk at the end of each period.
15. Teachers and classroom assistants must wear face coverings when a physical distance of 2 metres from other staff and students cannot be maintained.
16. It is compulsory for post-primary pupils to wear face coverings in school and at drop off pick up areas unless an exemption applies.
17. Face coverings are compulsory for pupils/young people in post-primary schools in classrooms and when moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain.
18. In line with the current arrangements for public transport, it is mandatory for all pupils of post primary age to wear a face covering on public transport or school transport unless they have a reasonable excuse not to.

19. If a parent believes their son/daughter should be exempt from wearing a face covering, they are required to notify the Principal in writing giving full details of the reason for the exemption. Please include a doctor's note where relevant. Alternative arrangements will be agreed which may require pupils to work remotely.
20. Outside classrooms, face coverings must be worn by adults where they cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people; and by all adults visiting the school site.
21. Face coverings must:
 - Cover both nose and mouth;
 - Be changed when they become moist or damaged;
 - Be worn once (if single-use) and then discarded, and hands must be cleaned after use;
 - Not be placed on surfaces (if re-useable) due to the risk of possible contamination;
 - Not be dangled around the neck;
 - Not be shared;
 - Not be touched once put on, except when removed carefully before disposal.
22. Pupils whose behaviour is contrary to control infection measures in place will be disciplined in line with the school's Positive Behaviour for Learning Policy (COVID-19).
23. Pupils are encouraged to arrive with a clean uniform everyday with regular washing of shirts and blazers.

School Transport

1. Full services will be available from Monday 12 April 2021.
2. It is mandatory for all pupils to wear a face covering on public transport, buses, trains or taxis for the journey to school.
3. Year groups will exit the school at different times. Pupils should be prepared for all weather circumstances. Parents need to be aware that, while there will be a Patrol Person at the end of Cambridge Avenue, extra care is needed by pupils crossing over the Old Galgorm Road junction. Pupils will be reminded of the need for personal safety care; it is crucial that parents reinforce Road Safety with their children.
4. Pupils who arrive in school having used school transport (e.g. morning shuttle buses) must dispose of their face coverings in a covered bin, available at each entrance. Pupils using reusable face coverings must carry an appropriate plastic bag they can take home with them. Pupils should complete all this prior to washing their hands. A further face covering should be used when travelling home on public transport.
5. Parents/guardians must ensure that their child knows that if they become aware of Covid-19 symptoms, while on board a vehicle, they should either inform the transport driver and school staff **immediately** on arrival at school. The school will then activate the procedures to deal with a pupil who may be showing Covid-19 symptoms. This process is detailed in section 7.
6. It is the responsibility of parents/guardians to ensure that their young people travelling to school clean their hands before leaving their home. Where transport providers have made a sanitiser available on board a vehicle, this should be used.
7. In order to minimise potential risks in pupils sharing foods or drinks while on board transport, no pupil should eat or drink, while on board transport, unless it is for medical reasons.

School Meals Catering Services

1. From Monday 12 April it is preferred that all pupils bring a packed lunch, but school meals will be available for those who wish to purchase food in school and for pupils eligible for Free School Meals.
2. There will be two sittings in the Dining Hall: 12.35 – 1.05 (Years 8-10) and 1.05 – 1.40 (Years 11-12). Sixth Form pupils should use the Olive Tree provision in the Sixth Form Centre.
3. In Sitting One, Year 8 will place their orders at the start of each week and their meals will be served in their bubble classrooms. Year 9 will be served from the left-hand area and Year 10 from the right-

hand area. The same provision will be available from both sides including hot food and a salad bar.

Year 9 will eat in the Dining Hall and Year 10 will eat in AH2.

4. In Sitting Two, Year 11 will be served from the left-hand side and Year 12 will be served from the right-hand side. Year 11 will eat in the Dining Hall and Year 12 will eat in AH2.
5. All pupils must stay on-site policy during lunchtime.
6. Vending machines will not be available.
7. Staff should use their own crockery and cutlery which must be cleaned straight after use.

Curriculum Delivery

1. Pupils in KS3 will remain in bubble classrooms throughout the day; however, it may be possible to deliver some practical lessons in specialist accommodation. This will be kept under regular review and a return to “normal” classrooms will be facilitated as soon as it is deemed safe to do so.
2. Pupils in KS4 & 5 are encouraged to maintain a social distance, where possible, within the capacity and delivery of their subjects.
3. PE will remain in place for all year groups. Where weather permits, this will take place out of doors. For KS3 pupils it will provide a welcome change from their constant classroom environment.
4. Pupils may come into school in their PE uniform on the relevant days to minimise the need for changing.
5. Pupil work should be submitted electronically where appropriate.
6. Pupils who must isolate will be able to follow class using on-line access.
7. Mobile devices may be used for learning purposes at the teacher’s discretion. Any misuse of such devices will be sanctioned under the school’s normal protocols.
8. In the event of local or wider school closures we will revert to the delivery of remote learning.
9. Some Music lessons will resume in school, with measures to reduce the risk of infection implemented. However, singing, brass and woodwind lessons must be delivered remotely until further notice.
10. Extra-curricular activities will be organised following agreement by the Senior Leadership Team. Parents will be informed of the developments and details.

Pupil Attendance

1. Attendance at school is mandatory for all pupils from Monday 12 April 2021.
2. Attendance codes outlined in the Department of Education Circular 2020/08 (*Revised Attendance Guidance & Absence Recording By Schools*) will be used until further notice.
3. There may be pupils who have health conditions or who live with people who have health conditions. It may be possible for pupils to continue to learn from home due to being clinically vulnerable, if they are able to provide evidence of an underlying medical condition.
4. If evidence cannot be provided in terms of either the specific medical condition or that learning is not being completed, then school will record attendance as unauthorised absence.
5. Pupils who are extremely reluctant or anxious to return to school must be identified by parents/guardians to allow individual return to school plans to put in place. These can only be as a short- term measure and must be part of a blended learning approach.

People who become Symptomatic onsite

1. The school will follow the guidance outlined in the Department of Education’s *School Information Pack on Managing Covid in the School Setting* (updated on 26 January 2021).
2. Anyone displaying **any** Covid-19 symptoms **must not attend school**.
3. Where an individual in the school community **tests positive** for coronavirus, the Principal will contact the Education Authority and PHA immediately.
4. School will work with the relevant agencies to manage the response.
5. Anyone who displays symptoms of coronavirus, or who has tested positive in the last seven days must not enter the school grounds.

6. Staff, pupils and parents that if they or anyone they are living with, displays signs of coronavirus, they must self-isolate, seek a test and follow the test and trace protocol as made clear in Government Guidelines.
7. Any unwell individuals in school will be sent home immediately. Contact with school must be maintained and regular updates provided by parents/guardians.
8. The school does not routinely take the temperature of pupils; however, it is advisable that this be undertaken at home.
9. Parents/Guardians of an unwell pupil are informed of the situation as soon as possible by a member of staff.
10. Where contact with a pupil's parents/guardians cannot be made, the pupil will remain isolated, in a designated location, used only for this purpose, until a named contact can collect the pupil.
11. Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. The First Aid Room 2 has been re-designated as an isolation room. If, for some reason, it is not possible to isolate the pupil, they will be moved to an area that is at least two metres away from others.
12. Pupils requiring the toilet during this time will use the gender-neutral toilet facilities on the first floor. Post use cleaning will be in place.
13. PPE will be worn by supervising staff, if they cannot maintain a two -metre distance.
14. All areas used by the individual pupil will be cleaned by the Building Supervisors as soon as the pupils has left the premises.
15. No medication will be given to ease any symptoms, in line with school policy.
16. Individuals at school, including staff, who have been in close contact with someone, **who has tested positive**, will be sent home immediately.
17. In the context of a case in a school, a close contact is anyone who has been close to a confirmed case of Covid-19 from 2 days before the person was symptomatic to 10 days after the onset of symptoms (i.e. the infectious period) and fulfils any of the following:
 - lives in the same household
 - has been within one metre and had face-to-face contact (including being coughed on or having a face-to-face conversation) or skin-to-skin contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - has travelled in a small vehicle with the case
 - travelled in a large vehicle / plane near the case

An interaction through a Perspex (or equivalent) screen with someone who has Covid-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

*If the person who has tested positive for Covid-19 did not have symptoms, then their infectious period is counted from 2 days before their test was taken to 10 days after their test was taken.

18. A record is maintained of pupils and staff and any close contact between individuals at school.
19. If required, all parents/guardians, are informed of a confirmed case; however, the name of the individual is not shared.
20. The school requires evidence of test results or other medical evidence before admitting a pupil back after a period of self-isolation.
21. If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence, where coronavirus is suspected, the school will work with local agencies to advise on additional actions.

Mental Health, Well-Being and Safeguarding

1. Opportunities will be provided for pupils to talk about their mental health and experiences during the pandemic.

2. School Counsellor appointments may be reduced to allow for thorough cleaning between sessions.
3. Pupils will have access to pastoral support and activities e.g. opportunities to renew and develop friendships.
4. Relevant staff will liaise with the parents/guardians of pupils who are deemed more vulnerable to infection and discuss alternative arrangements, where required.
5. The school will provide opportunities to reassure pupils that gaps in their skills and knowledge are acknowledged by their teachers. We will further seek to support pupils as they re-engage with learning in the classroom and enable them to build their confidence as learners.

This guidance will be kept under review and will be updated as circumstances change or new information is received from the Department of Education and/or the Public Health Agency.

Mr P Elliott

Principal

Thursday 8 April 2021