

The Kibworth School

Student Reintegration Handbook



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Introduction

In line with the Department for Education's instruction, it is our plan that all students, in all year groups, will return to school full-time from the beginning of the autumn term. Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all students to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping students together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from students and other staff as much as possible"

Please note the following Handbook was written in accordance with the guidance listed below:

Reopening of Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-forfull-opening-schools>

Guidance for Schools

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educationalsettings>

Planning Guide for Early Years and Childcare Settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcareclosures/coronavirus-covid-19-early-years-and-childcare-closures>

Information for Parents and Carers

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Cleaning of non-Healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

A Message from Mrs Merry



Dear Parents/Carers

I do hope you are all having a great summer and managing to take some time to rest and relax.

Despite the challenges of COVID, I have been so proud of students and families within our community, and the ways in which you have supported the school and your children throughout these difficult periods. As a school, we exceeded all national averages for various groups of students returning back to school just before the Summer holiday, which was fantastic to see. I am looking forward to creating our future together when the students return at the end of August and seeing them all back in school, learning, seeing friends and having fun!

The Government has made it clear that all secondary children are expected to return to full time education. I know that after such a long break, many families and students will be anxious about returning to school, therefore, we have decided to stagger the return for various year groups. We also hope that this booklet, and the virtual tours and videos we will be placing on our website from the 24th of August, will reassure both you and your child and provide you with an insight into the detailed risk assessments we have in place. We have been working hard to make the site, routines and expectations as safe as possible for everyone.

Reintegration days are on the following dates:

- * Year 11 – 26th of August (Only Year 11 attends on this day)
- * Years 10 & 9 – 27th of August (only Years 9 & 10 attend on this day)
- * Years 8 & 7 – 28th of August (only Years 7 & 8 attend on this day)

The students are only expected to come in on their allocated day, in full school uniform. This will allow them time to go through the new routines and expectations carefully in their Tutor groups. Students' Tutor groups are available on our website (<https://www.thekibworthschool.org/News/2020-21-Tutor-Groups/>) Due to the successful work our Tutors undertook during the lockdown period, we have tried to keep the Tutor groups the same moving forward. In case of emergencies and/or collecting an ill child, please ensure the school has up to date contact details. This is so important considering current circumstances. If you need to update your details please email: office@thekibworthschool.org

We are excited to meet our new intake of students. Progress Leaders have already spoken with them and their families, providing them with updates and our revised 'Fact Pack'. There will also be a lovely surprise waiting for our Year 7 students when they arrive on their first day, showing casing their work during Year 6.

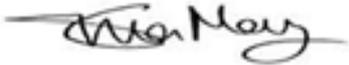
During the first few days of our students returning to school we will be focussing on their wellbeing, mental health and assessing their learning. We will do this through a variety of Tutor based and PSHE activities, and will ensure the assessments are not too demanding. We recognise the importance of ensuring our students feel as secure and positive about returning to school as possible, whilst supporting and adhering to Government guidance.

Overall, our students have shown great resilience and have adjusted exceptionally well to the changes we

have all undertaken in our everyday lives. We are committed to following the Government guidance closely, whilst creating a positive and productive learning environment for all. If you have any questions or are unsure about any of the information in this booklet please do not hesitate to contact the school, we will endeavour to reply before the students return.

Stay safe, stay healthy, stay positive!

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs Merry', written in a cursive style.

MRS EMMA MERRY

Headteacher

Staying safe

If you your child or someone in your household, shows any of the symptoms of Coronavirus they MUST NOT come to school.

Check if you or your child has coronavirus symptoms:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

Get a free NHS test today to check if you have coronavirus:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

You can have a test (swab test) to check if you have coronavirus (COVID-19) now. You can choose to take the test:

- at a test site near you today and get your result tomorrow
- with a home test kit

There is another test, the [antibody test to check if you've had coronavirus](#). This is not widely available yet.

Who can get a test?

You can get a test:

- for yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- for someone you live with, if they have symptoms
- if you live in England and have been told to have a test before you go into hospital, for example, for surgery
- if you live, work or study in these local council areas: Leicester, Luton, Pendle, or Blackburn with Darwen
- if your local council has asked you to get a test

If a child has symptoms at school

Each zone of the school has 'Safety Check Areas' in place, these have been carefully considered in line with Government guidance to isolate your child and keep them cared for whilst we are waiting for you to collect them. To support and protect each other we expect families to collect their child within at least 45 minutes.

Response to any infection

Engage with NHS Test and Trace.

Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.

They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.

Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.

Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.

If the test result is negative, the child can return to school assuming they would do so under normal circumstances.

If the test result is positive, the child and family need to follow the 'stay at home' guidelines.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Manage confirmed cases of coronavirus (Covid-19) amongst the school community.

School should contact the local health protection team:

PHE East Midlands Health Protection Team
Public Health England, Seaton House City Link
Nottingham
NG2 4LA

- [View on Google Maps](#)
 - [View on Open Street Map](#)
- Phone: [0344 2254 524 option 1](tel:03442254524)

Out of hours for health professionals only: please phone 0344 2254 524 (select option 1. School must provide the details of those students/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.

The admin team will prepare a report that shows the contact details of each member of zones to support the contact tracers.

School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.

Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to, unless the child shows symptoms. At that point, the household will need to go into full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.

The Kibworth School will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting students back after a period of self-isolation. However, the School will welcome voluntary evidencing of a negative result.

Contain any outbreak by following local health protection team advice.

The school will keep in contact with our health protection team. If school has two or more confirmed cases within a 14-day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout. This could result in a zone lockdown, a school closure or/and a mobile testing station being established in school. Testing will focus on the affected classes, then their year groups and then the remainder of school, if required.

Uniform and Equipment

Uniform

All students are expected to wear full uniform (<https://www.thekibworthschool.org/Useful-Info/Uniform/>). In order to reduce the spread of Coronavirus, it is expected that students' clothes will be regularly cleaned.

NO spare uniform or ties will be issued at any point. If you have any questions regarding uniform please email: Mr Holmes (lholfmes@thekibworthschool.org), Mr Stanton (mstanton@thekibworthschool.org) or Mr Holligan (sholligan@thekibworthschool.org).

Students will now enter classrooms from outside doors, where possible. Please make sure your child has the appropriate outdoor coat.

Only lost property items that are clearly named will be returned to the child. Please check your child's name is still readable after washing. Lost property will be kept for ten days and then disposed of.

We are recommending all students have a full labelled water bottle (no larger than 500ml) with them every day. Cups and water fountains will not be provided. Fizzy drinks/milkshake bottles or cans will not be allowed in classrooms.

When students have P.E. on their timetable, they will be expected to come into school in their P.E. kit and remain in this for the day. In exceptional circumstances, students will be allowed to change if this is agreed with the Head of P.E. Miss Murley rmurly@thekibworthschool.org

There will be no P.E. activities during the reintegration days 26th, 27th and 28th August. Students will receive their timetables when they are with their Tutors. There will be no PE outdoors in wet weather, where possible.

Lockers

Please note any previous lockers will be needed to be cleared. Arrangements for this can take place during the reintegration days for students to clear lockers. Lockers will NOT be available until further notice, to support the reduction in movement across the school.

Students should ensure they come equipped for school with a black or blue pen, red pen, pencil, rough note pad, green and orange highlighter, scientific calculator (recommended Casio or Sharp), protractor, compass and ruler. Unfortunately, students will be unable to borrow items.

Mobile Phones

Students can bring their mobile phones and Smart watches to school; however, it is at their own risk and the school will not accept liability for loss, damage or theft. The school will not provide any safe storage for mobile phones.

Students are not allowed to use mobile phones during any other times than directed by a member of staff. If a student is seen using a mobile phone during the school day, a member of staff will confiscate it and it will be stored in a safe for 48 hours, in line with quarantine guidance. Students should keep their phones in their bags, switched off or on mute.

Any student who has their phone confiscated will have their parent/carer informed, to ensure they can make arrangements to get home safely. Any mobile phone confiscated cannot be returned until the quarantine period is completed. Any phone confiscated will be returned to the student in their registration period. If the

student is not in school during this time, it will be returned to the safe until collected by either the student or parent/carer.

PPE (Personal protective equipment)

Students are not required to wear PPE in school. We know that this is a very worrying time and you will want to protect your child from the virus, but we are following the government guidance that states: "Wearing a face covering or face mask in schools or other education settings is not recommended." If you have any questions please email the Deputy Headteacher, Mrs Watts nwatts@thekibworthschool.org

PPE whilst travelling on the school bus or minibus

In line with Government guidance, we are asking for students to wear face masks whilst travelling on any school bus or minibus. We are also asking any staff and students who travel by Public transport to wear face masks. Clearly, children with specific medical needs will need to seek advice from their GP or appropriate medical professional.

Will staff be wearing PPE?

In line with Government guidance, staff will be wearing PPE when administering First Aid or when caring for a child or member of staff who may be displaying COVID related symptoms. PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).

The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill students or adults is as follows:

- Face masks
- Aprons
- Gloves of various sizes
- Face shields (limited quantities)

Students need to know that some adults might be wearing PPE and that it is 'ok'.

In light of the changing guidance in the wider community, we are now providing staff with protective visors for use whilst teaching, this is optional.

Staff members with individual medical conditions may also choose to wear additional PPE.

PPE across the school

We have taken matters very seriously and have invested in numerous plastic screens for our staff and students across the school. All of our plastic screens meet the recommended British Standards and Government guidelines. They are strategically placed to protect both staff and students; for example, there are screens placed in offices, on every teacher's desk, within the library and in all ICT suites for each

computer.

What additional hygiene measures are there across the school?

We will be following the government guidance of:

- Regular cleaning of settings
- Minimising contacts and mixing as best we can
- Frequent hand cleaning and good respiratory hygiene practices

We will make every attempt as a school to encourage children and staff to adhere to social distancing, however, we cannot guarantee this. We have to accept that, despite rigorous risk assessment and careful planning and consideration, our students will not always distance themselves from each other or the staff.

Classroom Organisation

Adults are to encourage students to maintain a distance between one another whilst inside, and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from students and one another.

Students with additional needs should receive as much support as normal, but adults are to be extra vigilant and mindful of their face-to-face time with the students and reduce this where possible.

Classrooms have been adapted to support distancing where possible. Tables face the front and students will sit side-by-side, not facing one another. Classrooms will be prepared as such ready for September. In ICT spaces, screens are being installed as rooming configurations cannot be adapted.

Arriving at and leaving school

Due to the significant proportion of students who arrive by bus, staggering the start of the school day is not practical. Instead, we have adapted our entry and exit procedures:

- Students arriving on site will go straight to their form rooms upon arrival.
- Our dedicated service buses have been asked to zone students, so they maintain zoned whilst travelling to and from school and are encouraged to sit in the same seat for each journey – we are awaiting updates from the local authority regarding these matters.
- Students are encouraged to walk or cycle to school to relieve the pressure on Public Transport and reduce the risk of infections. **We have a new cycle store, so bikes will be secure during the school day, we encourage you to bring your own lock too.**
- No visitor cars will be allowed access to the school site. Do not park on the road alongside the school. Parents/carers are encouraged to drop their students 0.2 miles away from school, to ease congestion and reduce the risk of groups forming.

- Each year group will be provided with a badge, and these will correspond with their zones they should be in at break and lunchtime. Students must wear their badges at all times, so staff can ensure that students are in the correct zoned areas.
- At the end of the school day there will be designated waiting zones on the playground and tennis courts for each of the service buses, and these will be staffed.
- The driveway will not be accessible by vehicles from 2.50 pm, until all buses have left the site, to allow for greater space to exit the site and distancing of the service buses.

Transport

There is a distinction between dedicated school transport and wider public transport.

- By dedicated school transport, we mean services that are used only to carry students to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school students only.
- By public transport services, we mean routes which are also used by the general public.

Dedicated school transport

Students on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using coaches can still occur, as long as the students travel in their consistent bubbles. **As an organisation, we strongly encourage the use of masks whilst using service buses.**

If students are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.

School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.

Wider public transport

Students should not attend trips or visits if they are required to use public transport to get there. This seems like an unnecessary risk for The Kibworth School to instigate.

Movement around School

The school has a one-way system, which students must adhere to; this will reduce congestion in corridors and pathways.

Movement time has been built into the school day to ensure that students move safely to lessons, with opportunities to go to the toilet if required and follow hygiene guidance. Different year groups will move to

their next class on three different bells. Tutors will ensure all students are fully aware of the movement time routines.

Break and Lunchtime

The expectation is that the school kitchen will be open, though the offer will be reduced to ensure service is quick and does not result in long queues. Students will continue to use their biometric payment system (cleaned after each use). We would encourage students to bring a suitable packed lunch.

We have designated separate dining/kitchen spaces for each year group, and are exploring the option to pre-order food to reduce the queue times.

There will also be clearly defined areas for each Year Group so that zones do not mix, during break or lunchtime.

Curriculum

The curriculum remains broad and ambitious: all students will continue to be taught a wide range of subjects, maintaining choices for further study and employment. The Kibworth School will not have a 'recovery curriculum'. We will instead apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to 'catch-up'.

Students will be reminded of all of their hard work during the previous year, and we will 'reset' the expectations so that students know that what we are expecting of them on their return to school i.e. great learning behaviours.

Our September 2020 curriculum will be, as far as possible, as planned. Adaptations to Schemes of Learning may be needed in practical subjects that are awaiting further guidance. Our intention is clear to run the full depth and breadth of our planned curriculum and we will do this as far as possible.

Remote education will become a focus in the sense that it will become integrated into the school curriculum. Class Teachers will retain the use of Virtual lessons and upload resources in case this is required in the future.

Music

Given that there could be an additional risk of infection in environments where students and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, students need to be side-by-side and not facing one another. This has implications for our music curriculum and adjustments will need to be made.

Physical activity in schools

PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors.

The systems of control will still need to be applied during these sessions. Students will be kept in consistent groups, and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount, due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.

Contact sports are to be avoided.

Planning is still underway within PE, but initial measures will include:

- Arriving to school in PE kit on days when students are timetabled PE sessions.
- An emphasis on fitness and athletics based activities, that do not require the use of specialist equipment
- The rotation between different activities, so zones do not share equipment and it can be cleaned at the end of the day

Pastoral Support

The pastoral team will ensure that appropriate materials are on hand to support students' wellbeing. PSHE sessions will need to provide students with the opportunity to rebuild friendships and social engagement, and address issues linked to coronavirus.

Behaviour Expectations

The current approved behaviour policy coronavirus amendment will still apply.

During September, expectations of behaviour will be revisited, and the school's Values and Standards will be widely discussed, so that the ethos of the school does not change.

Assessment

At this time, the government has made clear its intention to run a full examination series in the summer of 2021. The consultation around what adaptations may be needed has just finished, and we are awaiting further guidance. This is another reason why we have sought to ensure students follow their normal timetables, so they are not disadvantaged any further moving forwards. We will respond to the findings of this guidance accordingly. We will continue to make use of the full range of assessment opportunities to identify gaps in learning and knowledge, and ensure appropriate intervention is put in place.

Attendance

Now that the circumstances have changed, it is vital for all students to return to school to minimise as far as possible the longer-term impact of the pandemic on student's education, wellbeing and wider development.

School attendance will therefore be mandatory again from the beginning of the autumn term.

The school will monitor attendance as we did pre-COVID, and any absence will be followed up. Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending students (in line with the local authority's code of conduct).

Students who are shielding or self-isolating

If rates of infection in the local area rise, then some parents who have students who were once shielding due to medical advice may wish to isolate their students again. The Kibworth School will support those parents through dialogue with the Pastoral Team, so that appropriate advice can be offered and leeway afforded. Where students can't attend school, as parents are following clinical and/or public health advice, absence will not be penalised.

Additional considerations

In terms of classroom resources, for regularly used stationery, students must all have their own individual set that is not to be shared. Other classroom resources, like books and keyboards, can be used within the zone, which will be cleaned following use.

Shared resources, like Art/Science equipment, will be cleaned between uses, or rotated to allow 72 hours between use, to ensure they are safe.

Students should not bring anything additional from home. However, students can now take library books home and return them as normal. Books are to be returned as normal, but taken out of circulation for 72 hours before being returned to the library. We feel it is vital that students still have access to the library and reading is encouraged at all times. We will therefore have a designated day that each Year Group may access the library resources. We also ask that your child brings any books they have borrowed back to school on the reintegration day.

Contacting School

The school office is not to be accessed by parents, unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.