



Covid-19 Expectations & Protocols

September & October 2020



The following information is aimed at providing a consistent approach to the operating of DCC during the Covid-19 lockdown. This document aims to clarify our expectations of all students when accessing education at Denton Community College during September & October 2020. These expectations address the systems and procedures we expect students to adhere to as well as the behaviours they should adhere to whilst in school to ensure the safety of all stakeholder is maintained.

EXISTING POLICIES

Please note that this document has been developed to support our existing school policies (available [here](#)) to ensure the health and safety of all stakeholders is maintained at all times. This document will be used to support and underpin our existing policies in response to the Covid-19 government guidance for schools. Where appropriate the systems, procedures and responses set out in document will supersede those in the original policy.

YOUR INVITE

During the week beginning 31st August 2020, students are invited into College for a re-engagement session. During the session this document will be explained to students as will the consequences of not adhering to the expectations and protocols set out within it. The rationale of the document will be explained, in particular how the systems and procedures set out within it aim to ensure the safety & wellbeing of all students & staff.

From Monday 7th September students will return to school to once again engage in their learning by following the timetable shared with them during their re-engagement session. This document sets out the systems, procedures and protocols that will be implemented and they will be required to follow upon their return.

JOURNEYING TO & FROM SCHOOL

- Wherever possible students should travel to and from school on foot or by bicycle.
- Where this is not possible and public transport is to be used students must remember that face masks must be worn at all time and they should follow the social distancing guidance of that transport provider.
- Where school buses are used students must remember that face masks must be worn at all time and they should follow the social distancing guidance of that transport provider.
- When travelling to and from school students should remember that they are ambassadors for the school and behave in an appropriate manner at all times.
- When accessing shops on the way to school students should adhere to the social distancing guidance of that establishment. Students should give consideration to the additional time this may add to their journey.
- When leaving for their Home Learning afternoons, students will be dismissed

ARRIVING AT SCHOOL

- During the first half term students will not be admitted to the school building before 8.30am.
- Students should access the school grounds via the Taylor Lane and Crown Point North entrances (please note that the Crown Point North entrance will be locked at 8.40am).
- Once students have arrived on the school site they should remain in the school yard and when invited to do so only access the building via their Homebase doors.
- Whilst waiting to enter the building students should give consideration to their peers and adhere to social distancing guidance.
- Whilst accidental contact is inevitable, deliberate unwanted physical contact is not acceptable. The 'Only Messing' & 'It was just a laugh' excuses will not be tolerated.
- Upon entering the building students should make arrangements to wash and/or sanitise their hands at the earliest opportunity.
- The first lesson of the day will start promptly at 8.40am. This will not be registration so students arriving late to school will be late to learning.

MASKS

- Current government guidance says that in our area face coverings should be worn when in the building but outside of lessons. Please ensure you bring something suitable, it must cover your nose and mouth securely.
- Students must bring a small plastic bag so that you can store masks securely when you are not wearing them.
- Students must clean your hands after touching your mask. If students wish to bring a small bottle of hand sanitiser to school they can do so.
- Face coverings should be plain with no visible logos or patterns. Anyone with an inappropriate mask will be asked to remove it and will have to wear one given to them by school.
- Students must not remove or loosen a mask to talk to someone as this will stop the mask from working.
- If students have a medical reason for not wearing a mask, please contact their form tutor or head of year as soon as possible.
- Anyone messing around with masks will be considered to be posing a health & safety risk and therefore breaking the school behaviour policy.

IN CLASSROOMS

- All classrooms and learning areas have been grouped into discrete learning zones.
- When students arrive at a classroom they must wait outside until invited to enter by a member of staff.
- Upon entry students must use the hand sanitiser located on the wall located on the wall by the door, inside each classroom.
- Each teacher will have a seating plan and students will be allocated a seat accordingly (the allocation of seats is non-negotiable).
- Students must remain in their seat at all times unless they are invited to move by their teacher.
- All tables in classrooms now face forwards in line with government guidance.
- Students will be sat two to a table and class sizes will not exceed 30 students.
- Whilst contact with other students is inevitable, deliberate unwanted physical contact is not acceptable. The 'Only Messing' & 'It was just a laugh' excuses will not be tolerated.
- Students must bring their own equipment with them and not share / borrow equipment from other students.
- Students must not leave the classroom during the lesson unless directed to do so by their teacher.
- If leaving a classroom students are not permitted to leave the timetabled learning zone.
- When the lesson ends students must not leave the classroom until invited to do so by the teacher.

BREAK TIME

- There will be two breaks of up to 15 minutes each day. These will be between lessons 1 & 2 and then 3 & 4.
- During these breaks students will be expected to remain in their timetabled learning zones.
- Students will not have access to the boulevard at break.
- Each learning zone will have its own allocated toilet block.
- Students are expected to use break as an opportunity to wash and re-sanitise their hands.
- Food and drink will **not** be available for purchase during breaks.
- During break students will be allowed to consume food and drink they have brought with them.
- There will be no warning bell at the end of break and students will be expected to be ready to enter their next lesson promptly.
- Students must only move to their next learning zone using the agreed routes around school. They must not go into an area with another student bubble in it.

LUNCH TIME

To ensure all students receive sufficient time to eat their food, lunch will be split into two half hour slots. Depending on their year group students will either have their lunch break or receive a 30 minute Tutorial / PHSE with their form group. This will then be reversed for the second half hour slot. Any shared areas will be cleaned between lunch sittings.

Slot A :

- Years 8, 9 & 11 will be in their tutor sessions.
- Year 7 will be on lunch. They will have access to the Year 7 & 9 Servery (and boulevard) as well as the KS3 outside space up to the Year 9 Homebase.
- Year 10 will be on lunch. They will have access to the Year 10 servery (and boulevard) as well as the KS4 outside space down to the Year 9 Homebase.

Slot B :

- Years 7 & 10 will be in their tutor sessions.
- Year 8 will be on lunch. They will have access to the Year 8 servery (and boulevard) as well as the KS3 outside space up to the Year 9 Homebase.
- Year 9 will be on lunch. They will have access to the Year 9 servery (and boulevard) as well as the Oasis.
- Year 11 will be on lunch. They will have access to the Year 11 servery (and boulevard) as well as the KS4 outside space down to the Year 9 Homebase.

Please note we ask that:

- Students do not access other homebases during lunch and stay in their own homebase.
- Students do not access areas on the non-homebase side of the building during lunch as these are being used as classrooms.
- Students do not access the top walkway above the boulevard.
- Students access outside spaces via their homebase not the boulevard.
- Whilst outside we ask that students do not use the spaces between the homebases at break as this will disturb lessons taking place.

MOVEMENT AROUND THE BUILDING

- Students and staff should wear masks when moving around the building and when in communal areas.
- Students must walk around the school building in single file.
- Students must move straight to their next classroom – there can be no stopping to talk to friends, particularly in other year group bubbles.
- Stay on the left side of staircases and walk in single file. Overtaking is not allowed due to the risk of having close contact with another person.

When moving to the other side of the building students must adopt the following routes.

Years 11 & 10:

- Upstairs theatre to art, CEPA and technology
- Downstairs theatre to science

Year 9:

- Oasis to science and the art / graphics staircase to the upper floor

Years 7 & 8:

- upstairs gym for art, CEPA & technology & CEPA
- Downstairs (kitchen) corridor for science

All year groups:

- Exit the Homebase and use the school yard to access Explore (E Block)
- Use the boulevard and downstairs (kitchen) corridor to access PE

GENERAL BEHAVIOUR

The majority of students at DCC behave impeccably at all times, and our school behaviour system mainly remains as it was. We expect students to follow the school rules when on site and when working online. We will follow up all behaviour issues as before, though with some changes.

- If students are asked to move to a different room by a member of staff they must do so without discussion.
- On the playground students must maintain social distancing. They cannot move into another year group's area.
- Students are encouraged to bring tissues to school should they need to cough or sneeze.
- Students should follow the Catch It, Bin It, Kill It approach to sneezing and coughing. There are lidded bins in all classrooms and around school where tissues must be placed.
- During a fire evacuation, students must face the front and, if they have them with them, wear face masks as social distancing cannot be maintained.
- Water bottles can be refilled from the water fountains. Students must not attempt to drink directly from the fountain as this is a health and safety risk.
- There will be no detentions involving students from different bubbles.

- The Covid-19 rules are in place to keep all members of our school community safe. Deliberately breaking them is not a joke, it will be considered a health and safety risk, no matter what the 'intention' was. It is essential that all students understand this, and that families support any decisions.

WHAT IF A STUDENT IS UNWELL?

If any student shows symptoms of having Covid-19 we will not take any chances and they must go home and isolate for the required period of time. We are realistic that this may well happen and expect parents to work with us in all cases.

- If a student or one of their friends feels like they have any of the symptoms they must immediately inform a member of staff.
- They will be moved by a First Aider to a space away from other students and parents will be called to collect them.
- If they need the toilet whilst unwell one will be made available. There will be no further use of that toilet until it has been thoroughly cleaned and sanitised by the site team.
- The student must only go where directed by the member of staff.
- The student must be booked in for a test as soon as possible.
- The student will not be allowed back into school until their isolation period is complete.
- If a student has any symptoms they must **not** come into school.
- School will inform Public Health of any suspected or confirmed case.
- If a student later says they were claiming to have symptoms as a 'joke' or they were 'faking it' they will still not be allowed back into school until the isolation period is complete. Once they are back, it will be dealt with as a breach of health and safety and therefore a serious behaviour issue.

HOME LEARNING

Afternoon Home Learning Session

Whilst we all want our young people to be in school all of the time, 'Home Learning' has been implemented to isolate individual areas of our building so that the necessary deep cleaning and sanitisation of our learning zones can take place each week.

Each year group will be required to work from home one afternoon on the same day each week. This will be a structured period of learning that will be supported by online and paper resources. 'Home Learning' will be a formal part of the curriculum and the work set will be monitored by classroom teachers and quality assured by the senior leadership team.

This will enable us to build on the good home learning habits developed during lockdown and further develop students' independence and resilience using our Google platform should we experience more enforced closures. In addition to this, we intend to use technology to better prepare our students for their future studies.

- It is essential that students know their login details for Google Classroom and any other apps e.g. Mathswatch and GCSEpod.
- The work that is set is essential to success in school and must be completed on time and to the best of their ability. It is not optional.
- Students must behave respectfully online, as set out in our user agreement.
- Please contact your child's form tutor if you need any support with online learning. We are here to help. You can also find further guidance on the college website.
- Students will be fully prepared for their afternoon home learning session through the pastoral session at KS3 and personal study sessions at KS4.
- Students will leave school at the end of lunchtime on their Home Learning afternoons. They will leave via the side gate of the playground out to the front of school and not onto Crown Point North.

Please Note – These expectations and the guidance set out in this document is aimed at ensuring the health and safety of stakeholders (students and staff) is maintained at all times. If at any time the actions of students contradicts the expectations and instructions set out in this document, these will be considered a deliberate breach of health and safety. The parents / carers of students will be contacted and the student will be asked to leave the premises immediately, the student will then receive a fixed-term exclusion.