



## September Opening Plan

Purpose The objective of this plan is to share with parents and stakeholders, how Oak Lodge School will manage the full reopening of school on 3rd September 2020

### Back to School Summary

We are looking forward to welcoming all pupils back, full time in September. Over the final week of this term, Oak Lodge School will be finalising the finer details of the reopening, but are pleased to share with you the following details of how school will function on your child's return.

Please do take time to read the document carefully and it will be useful to keep it to one side, ready to refresh yourself and your child before the return. The Government have stated that on 11th August, they will make a final announcement around the schools reopening. We are not expecting any major changes, but on or just after this date, it would be prudent to check the school website noticeboard and Twitter. Any important messages will be shared here.

The school office and email system will be closed for the majority of the summer holiday due to building works. Although some staff will be working from home for a part of the summer break, please do not expect any response until the 2nd September.

Our online learning platform will also not be updated until September. If you have any concerns or questions, please therefore contact school by Tuesday 21st July.

### Autumn Term

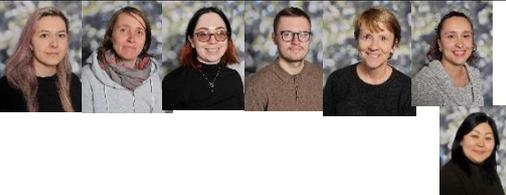
<b>Wednesday 2<sup>nd</sup> September</b>	<b>School closed to pupils – Staff training</b>	
Thursday 3 <sup>rd</sup> September	8.30am -3.30 pm	Year 8-11 return. Pre-voc and Skills for life groups
	9.30am -3.30 pm	Year 7 arrive with families at 9.30 am
Friday 4 <sup>th</sup> September	8.30am -3.30 pm	Normal timetable for Years 7-11 6 <sup>th</sup> form Skills for Life no Pre Voc
Monday 7 <sup>th</sup> September	8.30am -3.30 pm	All Pupils in School

### First Day Back Routine Autumn Term

Pupils arrive 8.30

- Classes A – G - Go straight to pastoral Room for registration and 'Breakfast snack' followed by pastoral time 8.30 - 12.25 including break time form 10.10 for 20 minutes. Afternoon activities in Houses.
- 6<sup>th</sup> Form – All students at 8.30 to 6<sup>th</sup> form for 'Breakfast snack' followed by pastoral time 8.30 - 12.25 including break time form 10.10 for 20 minutes

## Pastoral Groups September 2020

Year/ Class	7	8B	8C	9	9/10	10/11	11	Pre Voc 1	Pre Voc 2	Skills 4 Life 1	Skills 4 Life 2
Pastoral Teacher											
Name	Mr Bedford	Ms Nawroka	Mr Fudge	Ms L'episcopo	Mr Greive	Ms Day	Ms Luczak	Mr Holdsworth	Ms Mortimer	Mrs Moore	Ms Lipowska
Pastoral TA											
Pastoral TA	Mrs Francis	Ms Delgado/ Mr Hoyte	Ms Connolly	Mr Stanton/ Ms Stephens	Ms Gbadebo	Mr Bray/ Mr Vasant	Ms Wherry	Ms Mason, Ms Sunshine, Ms Maidrig, Ms Little, Ms Donohue, Mr Jaskus, Mrs Henschley,			
Contact details	<a href="mailto:dbedford@oaklodge.wandswoth.sch.uk">dbedford@oaklodge.wandswoth.sch.uk</a>	<a href="mailto:snawroka@oaklodge.wandswoth.sch.uk">snawroka@oaklodge.wandswoth.sch.uk</a>	<a href="mailto:dfudge@oaklodge.wandswoth.sch.uk">dfudge@oaklodge.wandswoth.sch.uk</a>	<a href="mailto:blepiscopo@oaklodge.wandswoth.sch.uk">blepiscopo@oaklodge.wandswoth.sch.uk</a>	<a href="mailto:jgreive@oaklodge.wandswoth.sch.uk">jgreive@oaklodge.wandswoth.sch.uk</a>	<a href="mailto:iday@oaklodge.wandswoth.sch.uk">iday@oaklodge.wandswoth.sch.uk</a>	<a href="mailto:iluczak@oaklodge.wandswoth.sch.uk">iluczak@oaklodge.wandswoth.sch.uk</a>	<a href="mailto:kdugganstevens@oaklodge.wandswoth.sch.uk">kdugganstevens@oaklodge.wandswoth.sch.uk</a>			

## The New School Day

We have made some changes to the school day. These are outlined below:

### Key Changes

- Lessons are an hour long
- Lunch is earlier
- Registration is in the morning
- Move from 6 to 5 lessons per day

Activity	Time
Breakfast	8.30 – 8.40
Registration	8.40 – 9.10
Lesson 1	9.10 – 10.10
Break	10.10 – 10.25
Lesson 2	10.25 – 11.25
Lesson 3	11.25 – 12.25
Lunch	12.25 – 1.25
Lesson 4	1.25 – 2.25
Lesson 5	2.25 – 3.25
Registration	3.25 – 3.30
Hall & Dismissal	3.30

## **Essential COVID 19 Measures**

We will be following the Governments Guidance ensuring essential measures are followed. These include:

- Following Catch it, Bin it, Kill it – parents to provide personal tissue box for pupils. <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>
- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene- use of wash stations and hand sanitiser regularly throughout the day.
- enhanced cleaning arrangements – additional cleaning of surfaces
- active engagement with NHS Test and Trace
- 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 – observance of one way system.

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

- grouping children together (Class groups)
- avoiding contact between groups (where possible)
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

**Risk assessment** – we have been operating a risk assessment since the 23<sup>rd</sup> March – this will be revisited to ensure that it has sensible and proportionate control measures to reduce the risk to the lowest reasonably practical level. Our risk assessment can be found at: <https://www.oaklodge.wandsworth.sch.uk/web/covid - 19 parent information /486281>

### **Bubbles Children will now be in class Bubbles.**

There will be no mixing of classes in September.

This means that lunch and break times will still need to be carefully managed and staggered. There will be no daily whole school assemblies. Within the class Bubbles, there will no longer be the requirement for strict social distancing between children, although hygiene guidance will still be followed and no physical contact permitted.

It is advised that all desks should be faced forward in order that the 'breath zone' sharing is limited, when pupils talk. Whilst the guidance suggests that most children should be seated at forward facing desks, sat side by side, with distancing, exceptions exist to allow a different approach for some of our learners.

Adults will need to keep to social distancing guidance when possible, and will still be asked to limit close contact with the children.

There are three key protective measures that schools must take. Where one measure cannot be adhered to strictly, then one or both other measures should. These measures are:

1. Bubbles – keep groups of children separate/not mixing
2. Hygiene – extra hand washing, cleaning, sanitizers, catch it-kill it-bin it

3. Distancing – 1m+ wherever possible.

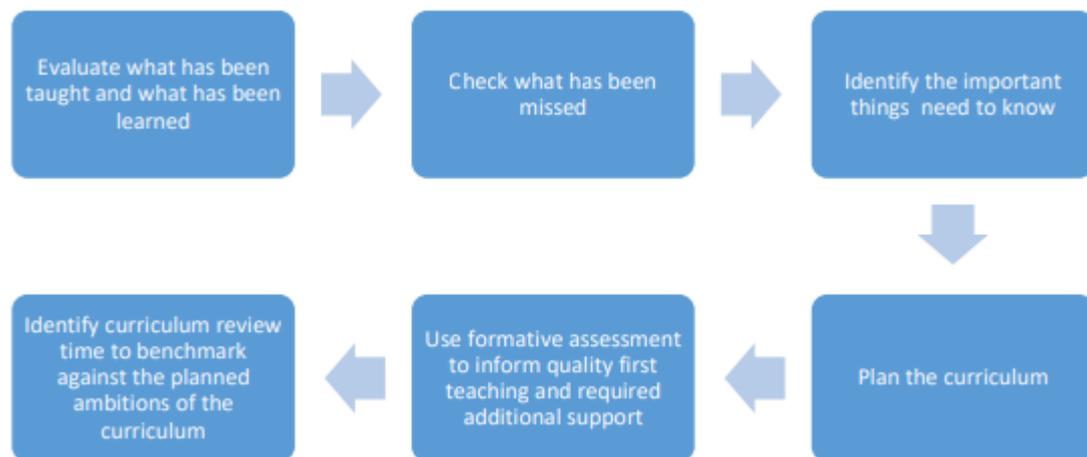
### **Online Learning – Plan B**

If there is another National or more likely, a local Lockdown, then school will revert to providing online learning through zoom sessions and Seesaw. If a Class Bubble has to isolate then these children will revert back to learning online. This will also be the case for any pupil who is shielding.

### **Curriculum Offer**

During the first few weeks of term, Teachers will capture what pupils have learned through on-site education, the remote learning offer, and what has been achieved at home. We know that pupils keep on learning even when they are not taught. Some pupils will have gone beyond expectations because of the activities they have carried out at home and there will be some pupils who have struggled to complete any work.

The school will be following this model:



The school will be continuing with its curriculum maps but these will need to be adapted, particularly in the autumn term, to ensure priority is given to the core subjects to support any catch up required by pupils. These will be shared with parents in the Autumn term.

Our continued review of the curriculum plans/maps includes having clarity over the things we want pupils to learn - to teach the key concepts that they need to know to achieve national curricular end of year goals. To support this, we are identifying where subjects may be linked, or where skills and knowledge are transferrable across the curriculum

Interventions will be provided where needed for individual and groups of pupils. Teachers will evaluate what has been taught and what has been learned Check what has been missed Identify the important things need to know.

Class Teachers will send home curriculum maps, in September. As with our summer term curriculum offer, we will continue with our emphasis on rebuilding relationships and supporting wellbeing of all pupils and staff. We will continue to allow space within our school week to explore any concerns and give necessary support. After all, without emotional well-being pupils are unable to work to the best of their academic ability. It is now more than ever that oak Lodge's nurturing community (inside and

outside of school) need to demonstrate strength and compassion in order to help pupils thrive once more.

## **Pupil Requirements**

### **Uniform**

Children are expected to wear normal school uniform.

[https://www.oaklodge.wandsworth.sch.uk/web/useful\\_info/443184](https://www.oaklodge.wandsworth.sch.uk/web/useful_info/443184)

Although we no longer need to request that the children wear clean uniform each day, we do advise that personal hygiene be strictly monitored to prevent cross contamination of germs.

Equipment Children must limit what they bring to school. A pencil case to leave in school is required. A coat and water bottle should be the only items to come back and forth from school. Small book bags/back packs are permitted but large ruck sacks are not.

If your child has a packed lunch, Lunchboxes made of washable fabric or plastic are also advised.

### **Attendance**

DFE guidance states: School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools are expected to immediately offer them access to remote education. Schools should monitor engagement with this activity.

Where a pupil is unable to attend school because parents are following clinical and/or public health advice, absence will not be penalised. Parents will need to advise the school attendance officer – Jennifer Benjamin via the school office phone number.

All other pupils must attend school.

### **First Aid**

Please do not send a child to school with any symptom of Covid-19. This can be anything from mild cold symptoms, to upset tummy and a rash or indeed the most prevalent symptoms of persistent dry cough and high temperature.

In the event of your child becoming unwell at school, they will be taken to the medical room and will wait there until they can be collected. They will need collecting as quickly as possible. The supervising adult is required to wear a disposable apron, gloves and facemask. If a child cuts themselves or has an injury, we will administer first aid but taking the additional precautions of:

- Adults will need to wear disposable gloves, apron & mask if a wound needs attending. If possible, we shall ask pupils to clean and dress their own wounds (put on a plaster).

- For bumps, a disposable ice pack will be given.

## **Covid -19 Symptoms**

### **Suspected case**

If a pupil or adult is ill and they display symptoms similar to Covid-19,

Schools must:

- wear PPE when dealing with the pupil/staff
- isolate the pupil/staff to a dedicated space (Headteachers office)
- contact home for staff/ pupil to be collected. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school
- parent/ individual – book a test: online via NHS testing system or Call NHS 119
- all children can be tested

### **Test returns as negative:**

- inform the school immediately.
- if the test is negative and if pupil/staff member feels well and no longer have symptoms similar to coronavirus (COVID-19) then they can stop self-isolating.
- they could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.
- other members of their household can stop self-isolating.

### **Test returns as positive:**

- inform school immediately
- individual must isolate for at least 7 days from the onset of their symptoms

They can return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. These symptoms can last for several weeks after the infection has gone.

The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

Their household should self-isolate for the full 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’

Any positive result will be shared with the child/adults Bubble who will all be asked to self-isolate and seek testing. The Bubble will only return to school once the period of 14 days self-isolation (from the last date they were in contact with the infected person) has ended, or a negative test result has been given.

### **Links to Government Guidance**

<b>Title of Guidance</b>	<b>Link</b>
School attendance: guidance for schools	<a href="https://www.gov.uk/government/publications/school-attendance">https://www.gov.uk/government/publications/school-attendance</a>
Guidance for full opening: schools	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>

What parents and carers need to know about early years providers, schools and colleges in the autumn term	<a href="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">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</a>
Government launches NHS Test and Trace service	<a href="https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service">https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service</a>
COVID-19: guidance for households with possible coronavirus infection	<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>
Supporting your children's education during coronavirus (COVID-19)	<a href="https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19</a>
Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus (COVID-19) pandemic	<a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a>
Staying alert and safe (social distancing)	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a>
Coronavirus outbreak FAQs: what you can and can't do	<a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a>