



Looking Forward to September 2020

Student information and guidance for full re-opening

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1. Introduction

On 2nd July, the Government announced that all students should return to school in September.

We are now working hard at school to make sure that we all stay safe and can return to our learning in the best way possible. This booklet contains all of the information you will need to be ready to join us in September.

We are very much looking forward to seeing everyone!

Year 7 and 12: Return to school on Thursday 3rd September 2020

Year 8, 9, 10, 11: Return to school on Friday 4th September 2020

Year 13: Return to school on Monday 7th September 2020

2. Before returning to school

Is attendance at school important for everyone?

Everyone is returning to school across the country in September and all students should aim for 100% attendance as you have always done.

It is equally important for you to attend school on time each day.

Form Tutors and year teams will continue to talk to you about attendance and punctuality to help you settle back into school.

How do I stay safe and healthy?

There are important actions that you and your family can take to help prevent the spread of the virus.

Do not come to school if:

- you have the virus
- you are displaying any symptoms of the virus
- anyone you live with, or have close contact with has or displays the symptoms of the virus

Clean hands more often than usual:

- wash hands thoroughly for 20 seconds with running water and soap
- dry them thoroughly or use alcohol hand rub or sanitiser

Ensure good hygiene:

- Cough or sneeze into a tissue
- dispose of the tissue immediately (the 'catch it, bin it, kill it' approach)
- avoid touching your mouth, nose and eyes with hands.

How should I travel to school?

If you can, avoid using public transport (buses and trains).

Walk or cycle to school if you can, or get a lift from parents/carers.

You should always be keeping 2-metres apart from everyone. At all times. Both at home, travelling to school and whilst you are in school.

If you do have to use a bus or train, you must use a face covering (mask).

Your face covering must be removed and disposed of before entering the school. There will be bins at the entrances into school for you to use.

Do I need to wear a face covering in school?

Public Health England says that you **do not have to** wear a face covering in school. They do not think it is necessary. They also think that wearing a covering could have a negative effect on communication and therefore, your education.

But you can wear one if you want to.

If you decide to wear one, then the following rules apply:

- The face covering must be a face mask, not a scarf or other clothing.
- It must be plain and either white or light blue in colour.
- It must be a disposable and single use covering.

A new face covering must be used upon entering the school.

You should not touch the front of your face covering during use or when removing it.

Dispose of your face covering in the bins at the entrances to school.

You should wash your hands after removing the face covering and before heading to your classroom.

Do I come to school at the normal time?

The start and timings of the school day are different.

The time you are due in school, depends on which year group you are in.

**Look at the timetable at the back of this booklet for details related to your individual year group.*

Do I wear normal school uniform?

Yes please. There are no changes to the uniform rules.

School will be asking you to wear formal shoes and knee length skirts. All of your parents and carers will receive a letter saying this, and more about getting uniform right. Please read this carefully together before you buy your new uniform.

Please don't ask parents/carers if you can wear informal footwear (casual shoes or trainers) as these are not school uniform and you will be asked to change them.

Please buy a skirt which is the correct length.

Your coat should be a plain, dark colour.

Please do not wear socks or shoes with bows or other decoration such as logos.

If your hair is long it should be tied back.

It is compulsory for you to wear your Deyes High School blazer at all times.

Uniforms do not need to be cleaned any more often than usual.

What if I am anxious about returning to school?

We understand that you might feel nervous or anxious about returning to school. In these cases, your parents/carers should contact the respective Head of year as soon as possible in order for the right support to be in place to help reassure you that it is safe and that we are going to make sure you are happy to be here!

There will be staff on hand to help you feel reassured throughout the day for as long as you need this. There will also be safe spaces for you to spend time in.

3. Whilst in school

Will I have all of my normal lessons?

Yes. You will all follow your new school year timetable. These will be given out on your first day back. You will have all the lessons you are used to studying.

Where can I go when I'm in school?

Each year group has been given a 'zone' of the school, in which the year office will also be.

All students in your year group will remain in this zone for the whole of the school day, including form time.

All lessons, break and lunchtime will be spent in the zone. You won't be mixing with other year groups at the moment.

Within this zone, you are still encouraged to keep your distance. Please don't touch staff or other pupils.

Each zone will be assigned a toilet. Only one student will be allowed in each cubicle at any one time. Others will need to wait and queue outside the toilet, along the corridor, staying clear of others as much as possible.

You will receive personalised timetables in September which indicate which classrooms you will use within your 'zone' each day.

This table shows the zone for each year group. Don't worry if this is hard to understand at the moment. We will show you all of this when you return to school.

	Year 7	Year 8	Year 9	Year 10	Year 11
Classrooms	M5 M6 M21 M23 M24 M31 M32 M33 M34	U6 S10 S11 S13 A1 A2 A21 A22 A23	MC1 MC2 MC3 MC4 MC5 MC21 MC22 MC24 MC25	S1 S2 S3 S4 S5 S6 S7 S21 S22 S23 S24 S25	L3 L7 L8 L10 L11 L12 L13 L21 L22 L23 L24 L25 L26
Social area	Sefton quad	Sports quad	Maths Centre quad	Tennis courts	Molyneux quad

Will movement around school be different?

It will be different when we move around school. To travel to or from your designated zone, we will ask you to use the new one way system.

There are signs on walls, doors and arrows on the floor to help you get it right. This signage includes reminders that 2-metre social distancing must be maintained on the corridors.

Please walk in single file in the corridors.

The doors will be wedged open so that you don't need to touch door handles. Please leave the doors open to help everyone move safely around our school.

Please queue calmly and quietly outside classrooms, whilst observing the 2 metre social distancing rule. When you go into a room, please do this carefully so that you all have space to enter safely.

What are the arrangements for food and drink?

You can either:

- bring snacks for break time and a packed lunch from home
or
- purchase a school packed lunch (grab bag)

If you are bringing your own lunch, try to make it as healthy as possible.

Remember that fizzy, energy or caffeine based drinks are not allowed in school.

If you order a 'grab bag, it will be delivered to your classroom at lunchtime. We won't be able to use the canteen for the time being.

Lunches will be eaten in classrooms within your zone. You will then have time to go outside for some fresh air in your zone social area.

What equipment do I need?

Please bring your own stationery to school. Bring everything that you might need in a lesson such as pens, pencils, colours, ruler, eraser, pencil sharpener, glue stick, scissors, calculator, protractor etc. Try to avoid sharing any equipment such as pens, pencils and

other stationery. This also includes drinking bottles. There will be some school equipment that you need to use.

This will be done safely and we will only do this when we really need to.

What will the behaviour expectations be like?

It is even more important now, that everyone settles into their school work and has respect for everyone around them in our school community. Our priority is learning. That is why our normal expectations for good behaviour still apply.

Please:-

- ✓ Attend school on time
- ✓ Enter and leave school using the allocated entrances and exits
- ✓ Wear full and accurate school uniform
- ✓ Have all appropriate equipment, making sure it is placed on the desk, ready to learn, at the beginning of the lesson
- ✓ Move around in the designated zone calmly, adhering to the 2 metre social distancing rule
- ✓ Line up for lessons quietly and in single file
- ✓ Enter classrooms quietly, moving straight your own seat
- ✓ Raise your hand for all questions
- ✓ Refrain from shouting out
- ✓ Treat everyone with respect and courtesy
- ✓ Listen to and engage fully with the lesson
- ✓ Pack equipment away quickly and quietly

What happens if someone doesn't follow the rules?

To make sure that everyone is safe, happy and focused on learning we will still use the normal sanctions, but will move down the list more quickly if needed. Please think about this carefully.

These are the actions we can take if someone chooses not to follow our school rules:

Verbal reminder
Verbal warning
Removal to the faculty 'buddy' classroom
Isolation
Detention
Parental meeting/contact via phone call/email/text
Behaviour contract
Internal exclusion
Fixed term exclusion
Permanent exclusion.

In the very unlikely case that anyone deliberately acts maliciously in ways that could affect, hurt or upset others such as intentionally coughing on someone or spitting at them, they will be sent home immediately, earning a Fixed Term Exclusion. They will be expected to complete school work whilst at home and when they return to school we will have a meeting with parents to discuss their future behaviour.

What happens if anyone displays symptoms of COVID-19?

There is full guidance about what need to happen if anyone displays symptoms of COVID-19. Your parents and carers will know what to do next and where to find the information they need. To help everyone we have put this on our website. If you need it please go to Menu/Covid-19 Updates/Covid-19 policy addendums/2019-20 Behaviour Policy Addendum.

Will extra-curricular clubs be running?

Unfortunately not at first but as soon as we have settled into our work and routines and it is safe to do so, they will be organised for you again. Details of all of the clubs will be shared with you as soon as they are available.

4. Working from home

Will I be expected to learn from home if I am not in school for any reason?

If you are not in school for any reason, unless you are very unwell, we expect you to:-

- ✓ Complete all work to the deadline set by teachers.
- ✓ Seek help if you need it, from teachers or teaching assistants.
- ✓ Alert teachers if you are not able to complete work.
- ✓ Use proper online conduct: appropriate background, dress, language and conduct.

If you think you might not be able to follow any of the expectations, then your parents/carers should contact your Head of Year so we can support you whilst you are at home.

7. Helpful information

Who do I go to if myself or another student is in danger?

Any trusted adult outside of school such as a parent or carer.

Any member of staff in school can help or take you to another member of staff who can.

The school safeguarding team will be on hand to help. They are;

- Mrs Armer
- Mrs Richards
- Mrs Rens
- Mr Pascoe
- Mrs Haines
- Mrs Illingworth



Mrs A Armer
Designated Safeguarding Lead



Mrs J Richards
Designated Safeguarding Deputy



Mrs A Illingworth
Designated Safeguarding Officer



Mrs A Haines
Designated Safeguarding Officer



Mrs S Rens
Designated Safeguarding Officer



Mr C Pascoe
Designated Safeguarding Officer

What if I usually get support from Student Support Services of the SEND department?

Please don't worry! This support will continue.

Student Support Services will be in the same place and Mrs Haines still works in there. She will either come to see you within your year group 'zone' or you will access the original space from the outside door which will be clearly signposted.

The SEND department will be located in M3 and M4. Miss Duffy is now the new SENCO (Special Educational Needs Co ordinator) and her office is in M3. When you return to school Miss Duffy will speak to you about how you will work with your support teachers.

Are there any organisations outside of school that could help and support me?

Yes of course and we know that we've mentioned them before but they have been listed again for you on page 9. There are also links on our website. Use them if you need to or help a friend out by telling them where they can find this support.

We look forward to seeing everyone after the summer break.

Enjoy your holiday and stay safe!

Young Minds Crisis Messenger

Provides free, 24/7 crisis support across the UK if you are experiencing a mental health crisis
If you need urgent help text YM to 85258
All texts are answered by trained volunteers, with support from experienced clinical supervisors
Texts are free from EE, O2, Vodafone, 3, Virgin Mobile, BT Mobile, GiffGaff, Tesco Mobile and Telecom Plus.



Childline

Comforts, advises and protects children 24 hours a day and offers free confidential counselling. Phone 0800 1111 (24 hours) Chat 1-2-1 with a counsellor online

The Mix

Information, support and listening for people under 25.
Phone 0808 808 4994 (24 hours)
Get support online



Samaritans

24 hour confidential listening and support for anyone who needs it. (Adults included.)
joesamaritans.org or Phone 116 123 (24 hours)



Kooth

Kooth provides online support for children and young people in Sefton. The site is staffed by fully trained and qualified counsellors and is available until 10pm each night, 365 days per year. It is free, safe, confidential and provides a way for young people to receive counselling, advice and support on-line



Every Mind Matters

A nationally available set of free resources and has some good advice regarding Covid-19 and mental health



Year 7:

Timings of the day:

08:30am-09:00am	Reg/Reading
09:00am-10:00am	Lesson 1
10:00am-10:15am	Break
10:15am-11:00am	Lesson 2
11:15am-12:15pm	Lesson 3
12:15pm-13:00pm	Lunch
13:00pm-14:00pm	Lesson 4
14:00pm-15:00pm	Lesson 5
Leaving at:	3:00pm

- You must enter and leave school at **Gate A**
(When you look at the main building, it is the left hand side entrance)
- Your year group zone is **Molyneux**
- Your outdoor assigned space is **Sefton quad** (in between Sefton and Molyneux buildings)
- When you arrive on day 1, go straight to Sefton quad, where you will be met by your form tutor.
- There will be lots of signs, and teachers to make sure that you go to the correct location
- If you are arriving and leaving with a sibling and need to wait until 3.15pm or 3.30pm to leave school, please use M21 between 3pm and 3.30pm, which will be supervised.

Year 8:

Timings of the day:

08:30am-09:00am	Reg/Reading
09:00am-10:00am	Lesson 1
10:00am-10:15am	Break
10:15am-11:00am	Lesson 2
11:15am-12:15pm	Lesson 3
12:15pm-13:00pm	Lunch
13:00pm-14:00pm	Lesson 4
14:00pm-15:00pm	Lesson 5
Leaving at:	3:00pm

- You must enter and leave school at **Gate B**
(When you look at the main building, it is the right hand side entrance)
- Your year group zone is **Allen**, S10,11,12, and U6.
- Your outdoor assigned space is the **Sports quad** (in between Sports Hall and Allen buildings)
- When you arrive on day 1, go straight to **Sports quad**, where you will be met by your form tutor.
- There will be lots of signs, and teachers to make sure that you go to the correct location
- If you are arriving and leaving with a sibling and need to wait until 3.15pm or 3.30pm to leave school, please use U6 between 3pm and 3.30pm, which will be supervised.

Year 9:

Timings of the day:

08:45am-09:00am	Reg/Reading
09:00am-10:00am	Lesson 1
10:00am-10:15am	Break
10:15am-11:15am	Lesson 2
11:15am-12:15pm	Lesson 3
12:15pm-13:00pm	Lunch
13:00pm-14:00pm	Lesson 4
14:00pm-15:00pm	Lesson 5
15:00pm-15:15pm	Reg/Reading
Leaving at:	3:15pm

- You must enter and leave school at **Gate B**
(When you look at the main building, it is the right hand side entrance)
- Your year group zone is **Maths Centre**
- Your outdoor assigned space is **Maths Centre quad** (in between Maths Centre, dining room & hall)
- When you arrive on day 1, go straight to **Maths Centre quad**, where you will be met by your Form Tutor.
- There will be lots of signs, and teachers to make sure that you go to the correct location
- If you are arriving and leaving with a sibling and need to wait an extra 15 minutes before or after school, please use MC1, this will be supervised.

Year 10:

Timings of the day:

08:45am-09:00am	Reg/Reading
09:00am-10:00am	Lesson 1
10:00am-11:00am	Lesson 2
11:00am-11:15am	Break
11:15am-12:15pm	Lesson 3
12:15pm-13:15pm	Lesson 4
13:15pm-14:00pm	Lunch
14:00pm-15:00pm	Lesson 5
15:00pm-15:15pm	Reg/Reading
Leaving at	3:15pm

- You must enter and leave school at **Gate A**
(When you look at the main building, it is the left hand side entrance)
- Your year group zone is **Sefton** (Humanities), S6 and S7
- Your outdoor assigned space is **Tennis courts**
- When you arrive on day 1, go straight to **Tennis courts**, where you will be met by your Form Tutor.
- There will be lots of signs, and teachers to make sure that you go to the correct location
- If you are arriving and leaving with a sibling and need to wait an extra 15 minutes before or after school, please use S1, this will be supervised.

Year 11:

Timings of the day:

09:00am-10:00am	Lesson 1
10:00am-11:00am	Lesson 2
11:00am-11:15am	Break
11:15am-12:15pm	Lesson 3
12:15pm-13:15pm	Lesson 4
13:15pm-14:00pm	Lunch
14:00pm-15:00pm	Lesson 5
15:00pm-15:30pm	Reg/Reading
Leaving at:	3:30pm

- You must enter and leave school at **Gate A**
(When you look at the main building, it is the left hand side entrance)
- Your year group zone is **Lydiate**.
- Your outdoor assigned space is **Molynuex quad** (Between car park, and PE Changing room entrance).
- When you arrive on day 1, go straight to **Molynuex quad**, where you will be met by your Form Tutor.
- There will be lots of signs, and teachers to make sure that you go to the correct location
- If you are arriving and leaving with a sibling and need to wait before school for 15 or 30 minutes, please use L3, this will be supervised.

Additional Detail for Y12 and Y13

Timings of the day:

08:50am-09:00am	Reg	Entry/Exit Window	Entry/Exit Point
09:00am-10:00am	Lesson 1		
10:00am-10:15am	Break - Entry/Exit	Window 1	Lydiate Pedestrian Gate
10:15am-11:15am	Lesson 2		
11:00am-11:15am	Entry/Exit	Window 2	Lydiate Pedestrian Gate
11:15am-12:15pm	Lesson 3		
12:15pm-13:00pm	Lunch - Entry/Exit	Window 3	Lydiate Pedestrian Gate
13:00pm-14:00pm	Lesson 4		
13:45pm-14:00pm	Entry/Exit	Window 4	Lydiate Pedestrian Gate
14:00pm-15:00pm	Lesson 5		

You must enter and leave school at Gate A (When you look at the main building, it is the left-hand side entrance) via the pedestrian gate.

To reduce numbers in KS5 zone at any given time, a more flexible “College” approach to attendance will be implemented:

- If you are timetabled to start Period 1 you should attend form period as normal at 8:50am.
- If you are timetabled to start Period 2, you, can attend registration as normal at 8:50am. Or attend school during **Window 1 (10:00am-10:10am)** and enter via Lydiate Pedestrian Gate
- If you are timetabled to start Period 3, you can attend registration as normal at 8:50am.

Or attend school during **Window 1 (10:00am-10:10am)** and enter via Lydiate Pedestrian Gate

Or attend school during **Window 2 (11:00am-11:10am)** and enter via Lydiate Pedestrian Gate

- If you are timetabled to start Period 4, you can attend school during **Window 3 (12:15pm-12:55pm)** and enter via Lydiate Pedestrian Gate

Students will be able to enter/exit via the Lydiate Pedestrian Gate at:

- 10:00am
- 11:15am
- 12:15pm
- 14:00pm

For Fire Safety Purposes – students will sign out using a Year Group Attendance register which will be located in the common room. This will be collected when exiting the building during a fire alarm, as per main office procedure for paper registers.

“Lesson absence texts” will be sent out at during each lesson to parents to establish absence If appropriate.

“Empty” rooms (connected to Year Group Bubbles) will be allocated to students who choose to study in school during study periods.