



**CULCHETH  
HIGH SCHOOL**

› THE BEST THAT WE CAN BE

# Culcheth High School

## September 2021

**Responding to the lifting of COVID-19  
restrictions and the DfE Contingency  
Framework Outbreak Plan**

› RESPECT  
› HONESTY  
› EXCELLENCE

## **Introduction**

This September 2021 Plan should be read in conjunction with our risk assessment and all the relevant guidance which is referenced below. It is intended as a guide and CHS' response will develop and evolve as the guidance progresses. All measures, procedures and protocols will be reviewed in line with national guidance, data and timelines.

While the government's ambition is to have all students back in full time education for September 2021, Culcheth High School has been agile and flexible in its planning to accommodate potential scenarios that may develop at any point in line with the DfE Contingency Framework.

All plans and risk assessments have considered mitigation to risks posed by some curriculum areas, staff and student well-being, staff and student safety as well as providing a broad and balanced curriculum.

## **Schools COVID-19 operational guidance (July 2021)**

[Guidance for schools](#)

## **DfE COVID-19 Contingency Framework (June 2021)**

[Contingency Framework](#)

## **DfE Parental Guide for September 2021**

[What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)

## **Key Control Measures for All**

1. Ensure good hygiene for everyone – **CHS will continue to promote and implement all hygiene measures that have been put in place during the pandemic**
2. Maintain appropriate cleaning regimes – **CHS will maintain all cleaning regimes implemented with the Site Team, Catering Team and Cleaning Team throughout the pandemic**
3. Keep occupied spaces well ventilated – **CHS will maintain operational plans for keeping all spaces well ventilated with open windows, open doors and good use of the building management systems**
4. **CHS will continue to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

## **DfE Contingency Framework (June 2021)**

All schools need to plan for developments that may affect educational provision. CHS will use the School Capacity Plan 2020 principles to respond to any changes in the following areas covered in the DfE Contingency Framework:

1. Asymptomatic testing and onsite testing
2. Face covering
3. Shielding
4. Remote learning and potential capacity limits of students attending face to face education

5. Educational visits
6. Open Evenings & Transition Events
7. Parent Evenings and other parental events
8. Performances & sporting activity in educational settings

### **Organisation of teaching/school spaces**

- Students will have full access to all teaching spaces as per the normal school timetable
- Learning Zones will cease to operate and teaching staff will be teaching in their own classrooms and departmental areas
- Learning Zones will only be reintroduced as part of any outbreak plan developments
- Floor signage will reinforce the 'Keep Left' message in street areas, corridors and stair wells
- Teaching rooms will remain organised in rows to support Class Charts seating plans and will remain in place until review dates remove the potential need to 'Track & Trace'
- Staff will need robust and updated Class Charts seating plans for every class and form group they have – this is essential for the NHS Test & Trace system as well as in-school behaviour management strategies
- Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is encouraged that staff try to maintain distance from students and colleagues whenever possible
- This will remain in place until further notice and will be reviewed regularly

### **Face Masks**

- From September 2021, staff and students do not need to wear masks/face coverings in school or on transport to and from school
- If staff or students wish to continue to wear masks then this should be respected by others
- If the DfE Contingency Framework or Public Health England guidance changes with regards to face masks, then parents, carers, staff and students will be notified

### **Asymptomatic Testing (LFTs)**

- It is expected that all school staff should resume home twice-weekly LFTs from September 2021. This will be reviewed at the end of September
- All students Y8-Y11 will be supplied with enough home testing kits to enable testing at home prior to returning to school from Monday 6<sup>th</sup> September. Families will be informed of this
- All students will be tested onsite twice in a 3-5 day period when they return in September
- A staggered start to the academic year will support this – see schedule below
- Onsite testing arrangements will be the same as March 2021

<b>Year Groups</b>	<b>Start of Year &amp; Onsite Test 1</b>	<b>Onsite Test 2</b>
Year 7 & Year 8	Monday 6 <sup>th</sup> Sept	Thursday 9 <sup>th</sup> Sept
Year 11 & Year 10	Tuesday 7 <sup>th</sup> Sept	Friday 10 <sup>th</sup> Sept
Year 9	Wednesday 8 <sup>th</sup> Sept	Monday 13 <sup>th</sup> Sept

- Students may be asked to continue with home testing
- CHS will retain a small onsite testing centre to support any students unable to test at home or to support any changes to contact tracing testing arrangements

### **Arrival to and departure from school**

- Students should wear full school uniform at all times
- School will only open for students at 8.15am and students will not be allowed in the school building
- All usual entrances to the school site will be open. They should proceed to their allocated year group line up point.
- No students will be allowed in to the school building before line ups have been completed except to access their locker
- Lockers will be available for all students throughout the school day
- Students will line up in their allocated area every morning, immediately after break and after lunch to control entry in to the school building at peak times
- It is strongly advised that students have their own hand sanitiser
- Upon entering school, students will be asked to use a hand sanitiser

### **Movement around school**

- Lifts should not be used unless absolutely necessary
- Students should walk on the left hand side at all times and in single file when moving around
- Students should move around the school site quietly and sensibly
- Students should line up quietly and in single file outside their classroom area
- Staff are encouraged to move students into the classroom as quickly and efficiently as possible, adhering to our 'Minimum Operating Standards' and ensuring that students are not crowded in corridor areas

### **Break & Lunch-time**

- Students will have the same break time and lunch time
- Students will be encouraged to be outside as much as possible
- Biometric Systems will be used and cleaned regularly
- Students will be asked to wash hands with soap and/or use hand sanitiser before and after break
- Students are encouraged to stay in their allocated outdoor areas and only use their allocated toilets
- Students will go outside for break and lunch time as much as possible and only be inside during poor weather conditions
- During break and lunch time, students will be supervised by their teaching staff
- Students should continue to have and use their own water bottle only
- Students should only purchase food from their allocated servery
- Other than their allocated break/lunch servery and queuing area, students are encouraged not to be in the building during break or lunch time
- The School Hall will be the KS3 allocated inside area as well as the new covered areas in year group allocated areas
- The Restaurant Area will be the KS4 allocated inside area as well as the new covered areas in year group allocated areas
- If the weather is poor, then the students will return to their allocated form rooms
- All tables will be wiped down with disinfectant regularly

### **Markers/Signage**

- Floor signage will be in place to remind students to walk on the left hand side at all times and in single file when moving around
- Subtle signage will remind students about handwashing, hand sanitising and other key hygiene protocols

### **BIC/IB/Lates Detentions**

- We will maintain separate year group IB/Lates detentions on a rota basis with TLR holders under close supervision/support from PL & SLT link
- Separate BIC areas will be used to better manage BIC students. The normal BIC will be used and additional venues in Brunel 2<sup>nd</sup> Floor used also

### **Toilets**

- When given permission during registration or lesson time, students should use the nearest toilet to their room
- During break and lunchtimes, students must use their designated toilets which is detailed in the tables below
- Only one student per cubicle should enter the toilets. During break and lunchtimes, SLT will assign one member of staff each day to supervise this, if needed.

### **Student Services**

- Student Services will return to normal from September 2021

### **Staff meetings, briefings & CPD sessions**

- All staff briefings, meetings and CPD sessions will resume face to face format from September
- Staff are encouraged to continue to be sensible and cautious with social distancing and the use of face masks

### **Parents' Evenings, parental meetings and visitors**

- CHS will be running through the School Cloud Parents' Evening format for the remaining year groups and will then consult with parents and staff regarding the long term arrangements
- All other events will return to face to face format including Open Evening and the Year 7 Parents' Information Evening
- On-site visitor protocols will return to normal

### **Classrooms, workrooms, workspaces and offices**

- TEACHING WALLS AND ICT EQUIPMENT SHOULD BE CLEAR AND EASILY ACCESSIBLE FOR ALL
- It is imperative that ALL STAFF maintain tidiness and cleanliness in all teaching rooms and communal areas
- Desks and chairs must not be moved from their location.
- Windows and doors should be left open during the lesson unless it disrupts the learning.
- Please do not leave resources, mugs, plates, packed lunches etc. in rooms or work areas
- Staff should wipe down the keyboard and mouse before and after use
- Staff should use a hand sanitiser regularly
- Staff will be provided with their own antibacterial wipes
- Staff are encouraged to continue to be sensible and cautious with social distancing and the use of face masks in communal areas such as work rooms and work spaces

## **Students**

- Students will have a normal timetable and will be taught in subject specialist rooms
- Students should walk on the left hand side at all times and in single file when moving around
- Students should move around the school site quietly and sensibly
- Students should line up quietly and in single file outside their classroom area
- Staff are encouraged to move students into the classroom as quickly and efficiently as possible adhering to our 'Minimum Operating Standards' and ensuring that students are not crowded in corridor areas
- Students need to maintain their allocated seats and not share personal equipment, food or drink
- Students will still be encouraged to adhere to social distancing measures wherever and whenever possible
- Students will need to adhere to all hygiene measures
- Normal classroom expectations and routines remain in place

## **Bells/School day timings**

- Bells will be set to the normal school day and Week 2 Monday will continue to operate on 50 minute lessons with students finishing at 2pm
- There will be no staggered start or finishes to the school day

## **School Buses**

- The school bus service will resume in September with updated timetables available to view on the school website. Timings and prices have not changed from last year
- There will be the use of hand sanitiser upon boarding and/or disembarking
- There will be additional cleaning of vehicles
- No food or drink should be consumed on the school buses at any time
- Students will be encouraged to wear face masks on school buses and public transport

## **PE/DT/Music/Food Tech/Art/Science/Drama Lessons**

- All practical lessons will return to normal operation from September including extra-curricular activities
- Practical elements of lessons can take place such as experiments, practicals etc. as long as staff take a pragmatic approach to the classroom arrangements
- Teaching rooms with 'pods' such as science laboratories and food technology rooms can maintain these layouts but should encourage students not to be sat face to face, should ensure good ventilation and ensure Class Charts is fully up-to-date and the room layout is correct as a template
- Continued cleaning and hygiene measures will remain in place for equipment
- Peripatetic music lessons will return in September

## **Extreme Poor Weather**

- Students will return and remain in their allocated form rooms if the weather is too poor for them to be outside
- Additional covered areas will be in place for September as well as allocated indoor spaces for each key stage
- Students should keep their coats in their bags or lockers

- If in the case of extreme bad weather, students will be able to enter the school building from 8.25am via their usual entrance, using social distancing, and go straight to their allocated desk in their allocated learning zone form room

### **Assemblies & Line Ups**

- Assemblies will take place as per the school schedule. Year groups should proceed to assembly from their line up area quickly, quietly and efficiently upon the first bell. PL/SLT link should decide the most appropriate route and school hall entry/exit points
- Students will need to return to their allocated year group line-up rendezvous point at the end of break and lunchtime so that PLs and SLT can dismiss students in an orderly fashion to their next lesson
- Form Tutors should accompany their form tutor group from the line up area to their form room each morning and support their PL with the registration line up and uniform checks etc.
- Teaching staff should wait at the teaching rooms to provide corridor support and ensure students arrive in an orderly fashion
- PLs/SLT/PSSOs and Mentors will organise the line ups and supervise the main street areas to support efficient line up transitions
- Students will exit classrooms and move to their next lesson in an orderly fashion walking on the left and side at all times

### **Student expectations**

- Students should not attend school if they or a member of their household have COVID-19 related symptom or have tested positive through asymptomatic testing
- If a student attends school and school staff believe that they have symptoms, the student will be asked to leave school immediately following discussions with parents/carers
- All of the usual school and classroom expectations should be adhered to #WeAreCHS
- All students should use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
- In the classroom, sit in the same place at all times. Do not move the table or chair.
- At break and lunchtimes, we encourage all students to go outside (if weather is good) or designated venue (if weather is poor). You must only use the social spaces in school if directed to.
- Please try not share belongings (stationery, food, etc.) with others.
- Use the toilet designated for your year group at break and lunchtime. Only enter the toilets if there is a free cubicle.
- Any blatant disregard for these measures and protocols could lead to serious sanctions

### **Remote Learning provision**

- In line with DfE guidance, all schools have the capacity to ensure that remote learning provision remains in place for the full academic year 2021/22
- CHS Remote Learning will be provided in line with our Remote Learning Principles and the DfE Remote Learning Provision which can be found on the school website
- Schools should be prepared to upscale or downscale remote learning to best suit the school community, context and the DfE Contingency Framework
- Staff will be informed regularly of the remote learning expectations in line with the number of live cases and number of students isolating

### **Actions if a student or staff member shows COVID-19 symptoms**

- If a student or staff member displays COVID-19 symptoms then they should not come in to school
- They should follow the most recent advice and inform the appropriate school staff
- Testing arrangements and isolating arrangements must be adhered to in line with current government guidance

### **Actions if there is a confirmed case of COVID-19 in school**

- If a student or staff member tests positive for COVID-19 then they should not come in to school
- If a student tests positive on an in school onsite LFT then they will be isolated and parents informed
- Parents/carers must follow the up-to-date government guidance following a positive LFT
- From Monday 19<sup>th</sup> July, contact test and tracing will be completed by the NHS and not the school
- Staff and students must adhere to the latest isolation guidelines following a positive test or notification of being a 'close contact'

### **Year Group Practical Arrangements for September 2021**

<b>Year Group</b>	Year 7 – 244 students
<b>Building Entry/Exit Point</b>	South Shakespeare Exit to the rear of school
<b>Line Ups, Stairwell &amp; wet Weather arrangements</b>	Fire Evacuation Point at rear of school South Shakespeare Stairwell to Form Rooms at AM line up Form Rooms – Shakespeare Second Floor
<b>Break/Lunch</b>	Catering Pod/Covered Area – rear of school School Hall available to KS3 students
<b>Toilets (Break/Lunch)</b>	Shakespeare Second Floor Girls Shakespeare First Floor Boys
<b>Site Entry Arrangements</b>	Main or Rear School Gate and proceed straight to rear of school line up area

<b>Year Group</b>	Year 8 – 240 students
<b>Building Entry/Exit Point</b>	Ground floor street entrance next to the School Hall opposite the serveries Travel along Main Street area into King Block and use the end of block stair wells to access form rooms on King 1 <sup>st</sup> Floor
<b>Line Ups, Stairwell &amp; wet Weather arrangements</b>	Astro Turf (Identified area only, not all of it) King end of block stair wells School Hall due to not being able to use science labs
<b>Break/Lunch</b>	Left Serving Point – Main Restaurant. Students will queue on Ground Floor Street adjacent to the white barrier/ICT room. Students will double back and exit the same way. School Hall available to KS3 students
<b>Toilets</b>	King Second Floor Girls King First Floor Boys
<b>Site Entry Arrangements</b>	Main or Rear School Gate and proceed straight to rear of school line up area



<b>Year Group</b>	Year 9 – 239 students
<b>Building Entry/Exit Point</b>	King Quad Student Services door. Proceed up the central stairwell by Student Services to Form Rooms
<b>Line Ups, Stairwell &amp; wet Weather arrangements</b>	King Quad Central stairs by Student Services Form Rooms – Shakespeare First Floor
<b>Break/Lunch</b>	Central Serving Point – Main Restaurant. Students will queue on First Floor Street and down the restaurant stairs doubling back in between stairwell and barrier. Then proceed to servery and straight out to the King Quad. School Hall is available for KS3 students
<b>Toilets</b>	Shakespeare Second Floor Girls Shakespeare First Floor Boys
<b>Site Entry Arrangements</b>	Main or Rear School Gate and proceed straight to King Quad line up area

<b>Year Group</b>	Year 10 – 233 students
<b>Building Entry/Exit Point</b>	King North Fire Exit – PoD Quad
<b>Line Ups, Stairwell &amp; wet Weather arrangements</b>	Curie Pod Quad King stairwells Form Rooms – King Block 2 <sup>nd</sup> Floor
<b>Break/Lunch</b>	PoD Quad. Students will queue in PoD area
<b>Toilets</b>	King First & Second Floor
<b>Site Entry Arrangements</b>	Main or Rear School Gate and proceed straight to King Quad line up area

<b>Year Group</b>	Year 11 – 233 students
<b>Building Entry/Exit Point</b>	Ground Floor Street door by ILC
<b>Line Ups, Stairwell &amp; wet Weather arrangements</b>	Shakespeare Quad No stairwell allocation needed Form Rooms – Shakespeare Ground Floor
<b>Break/Lunch</b>	Right Serving Point – Main Restaurant. Students will queue on Ground Floor Street adjacent to the lockers and Brunel Quad doors doubling back the same way then return to Shakespeare Quad.
<b>Toilets</b>	Ground Floor street
<b>Site Entry Arrangements</b>	Main or Rear School Gate and proceed straight to Shakespeare Quad