

Information for Students and  
Parents/Carers about Higham Lane  
School Full Re-Opening  
September 2020



# Introduction

- Thank you for taking the time to read this information. We hope that you will find it helpful and reassuring. This presentation contains some new information and some information that was in the letter and 'frequently asked questions' sent to parents/carers in July.
- We appreciate that Covid-19 is a challenging situation and that you may be feeling a little anxious. That is entirely understandable.
- We are doing everything we can to ensure that the School is safe for students to return to in the autumn term.
- We are really looking forward to welcoming our students back to school!



# Before your child returns to school, please:

- **Read this guidance** document together and discuss it.
- Check your child's **uniform** and remind them that our expectations on uniform and **personal appearance** remain unchanged.
- Ensure your child has the **equipment** required (see later slides).
- Note the **changes to our Behaviour Policy** and discuss these with your child (see later pages).
- Decide what your child is going to do for **lunch** each day.
- Let the School know **if you think your child is feeling particularly anxious** about returning to school, so staff are aware of this.



# If your child is showing signs of Covid-19

- **If your child is showing any of the symptoms associated with COVID-19 then you must not send them to school.** Please keep the School informed about this.
- A test should be arranged as soon as possible. For more information visit:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Remember, the symptoms of Covid-19 are:

- **a new continuous cough.** This means coughing a lot for more than an hour /three or more episodes of coughing in a day.
- **a high temperature.** This means you feel hot to touch on your chest/back.
- **a loss/change of taste or smell.** This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.



# Travelling to and from school

- All students are reminded to remain at a social distance of 1 metre from others, especially from students who are not in their year group. Excellent and safe conduct is expected on the way to and from school.
- Students are encouraged to **walk or cycle** to school where possible.
- Students who are **cycling** should ensure they wear a helmet and bring a bike lock. They will be issued with a bike permit. They will use the cycle racks as indicated on the year group maps (see later slides).
- Students who are **dropped off/collected by car** should arrange to do this away from the gate they are entering by. Please be considerate to our neighbours and do not wait or park on restricted areas.
- **Parents/carers who are walking with and/or collecting students** should not gather at the gates please, as we have to ensure social distancing. Instead, please arrange a suitable place to meet near by.
- Students **travelling by public bus and/or train** are reminded that face coverings are compulsory on public transport.
- Students arriving by **Local Authority taxi** will be dropped off at the School.



# On the first day back, Thursday, 3<sup>rd</sup> September

Your child will spend the morning with his/her form tutor who will:

- check on the **wellbeing** of students after such a long period of school closure.
- share **new arrangements** regarding the areas of the School your child will be based in, timings of the day and break and lunch arrangements.
- share with students how we will implement the **safety control measures** at school and what part they have to play.
- ensure that students are familiar with changes to the **Behaviour Policy** due to COVID-19 and reiterate our high expectations for behaviour and conduct.
- check **uniform and equipment**. Students are not required to bring PE kit on the first day back.
- issue **student organisers and timetables**.







Updated 11/10/18

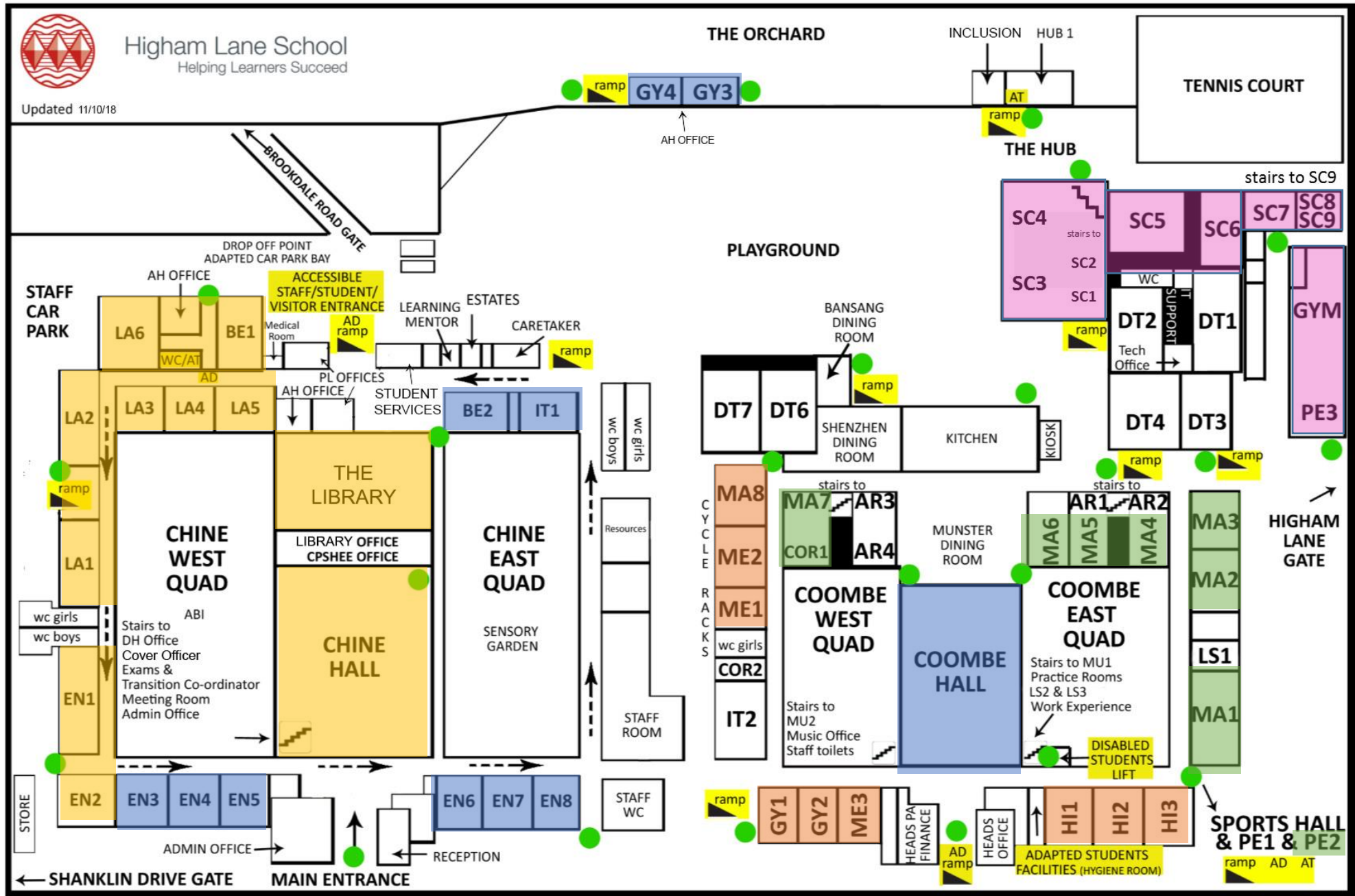
Year 7

Year 8

Year 9

Year 10

Year 11



STAFF / VISITOR  
ASSEMBLY POINT

1153

STUDENT ASSEMBLY POINT

10H1

953

8H1

753

7H1

FRONT FIELD

ONE WAY SYSTEM  
ramp/AD - AUTOMATED DOOR  
AT - ACCESSIBLE TOILET

AH - ASSISTANT HEADS OFFICE  
DH - DEPUTY HEADS OFFICE  
● FIRE EXITS



Updated 11/10/18

Year 7

Year 8

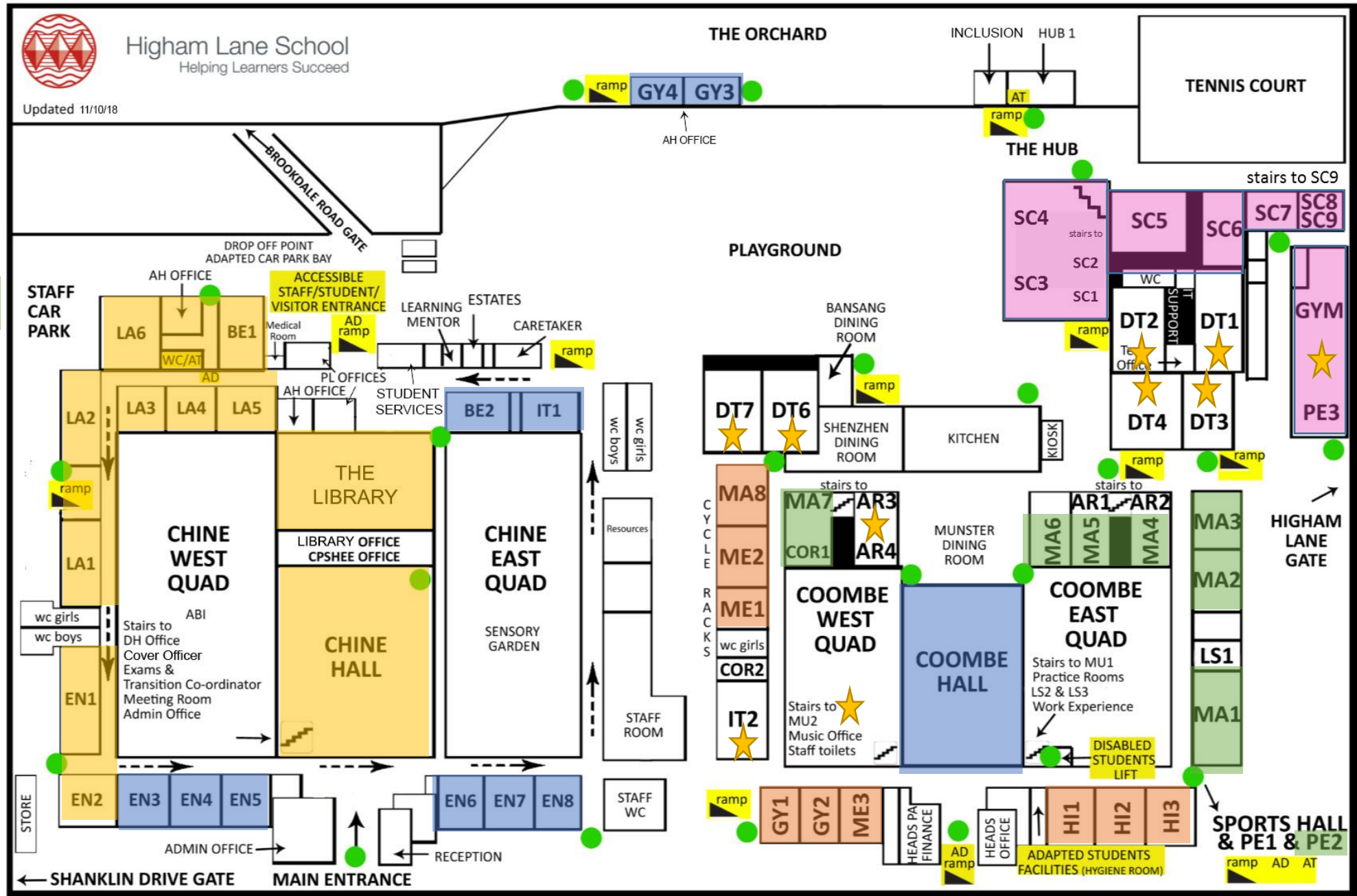
Year 9

Year 10

Year 11



Year 9-11  
Specialist  
rooms  
will be  
used for  
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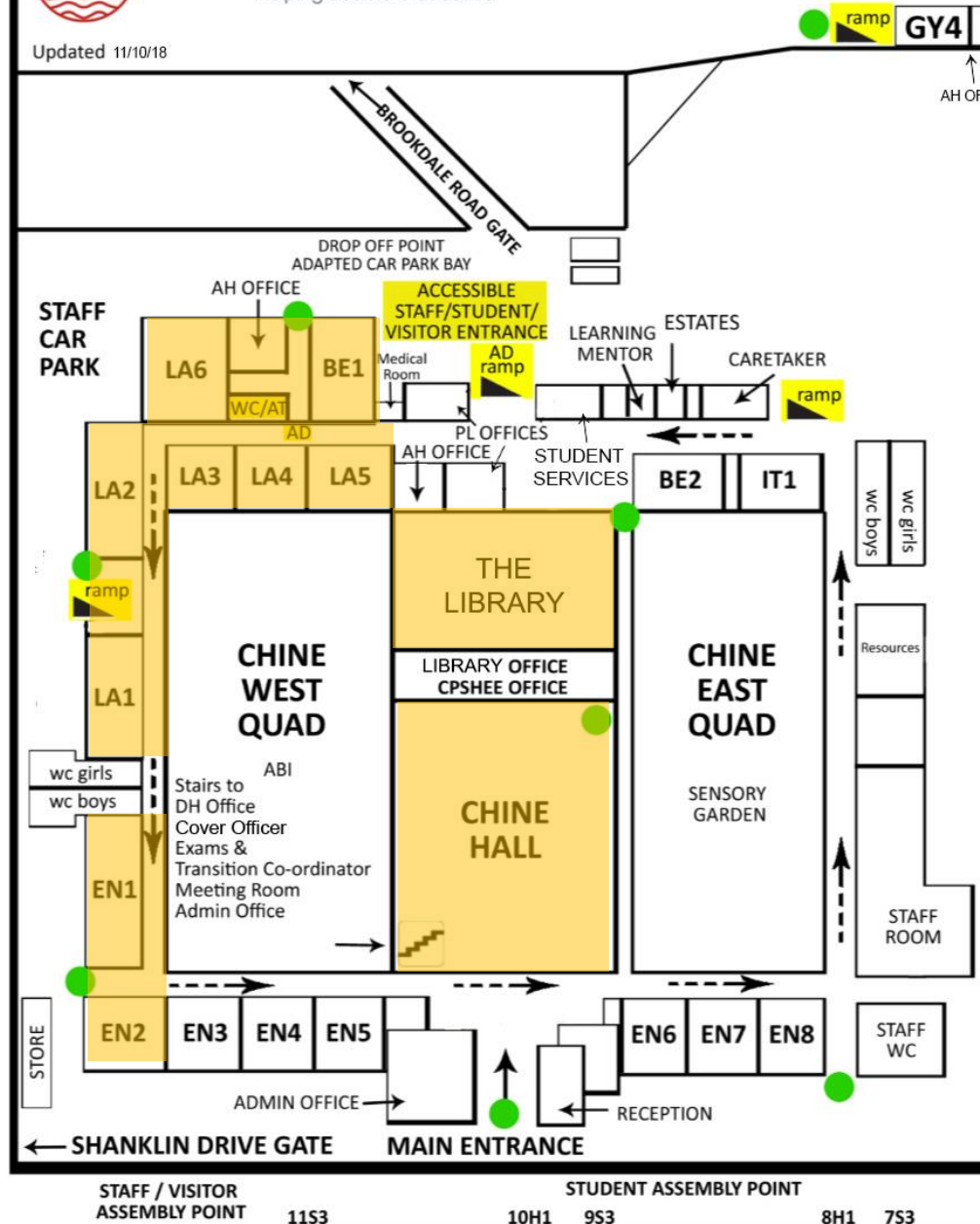
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FRONT FIELD

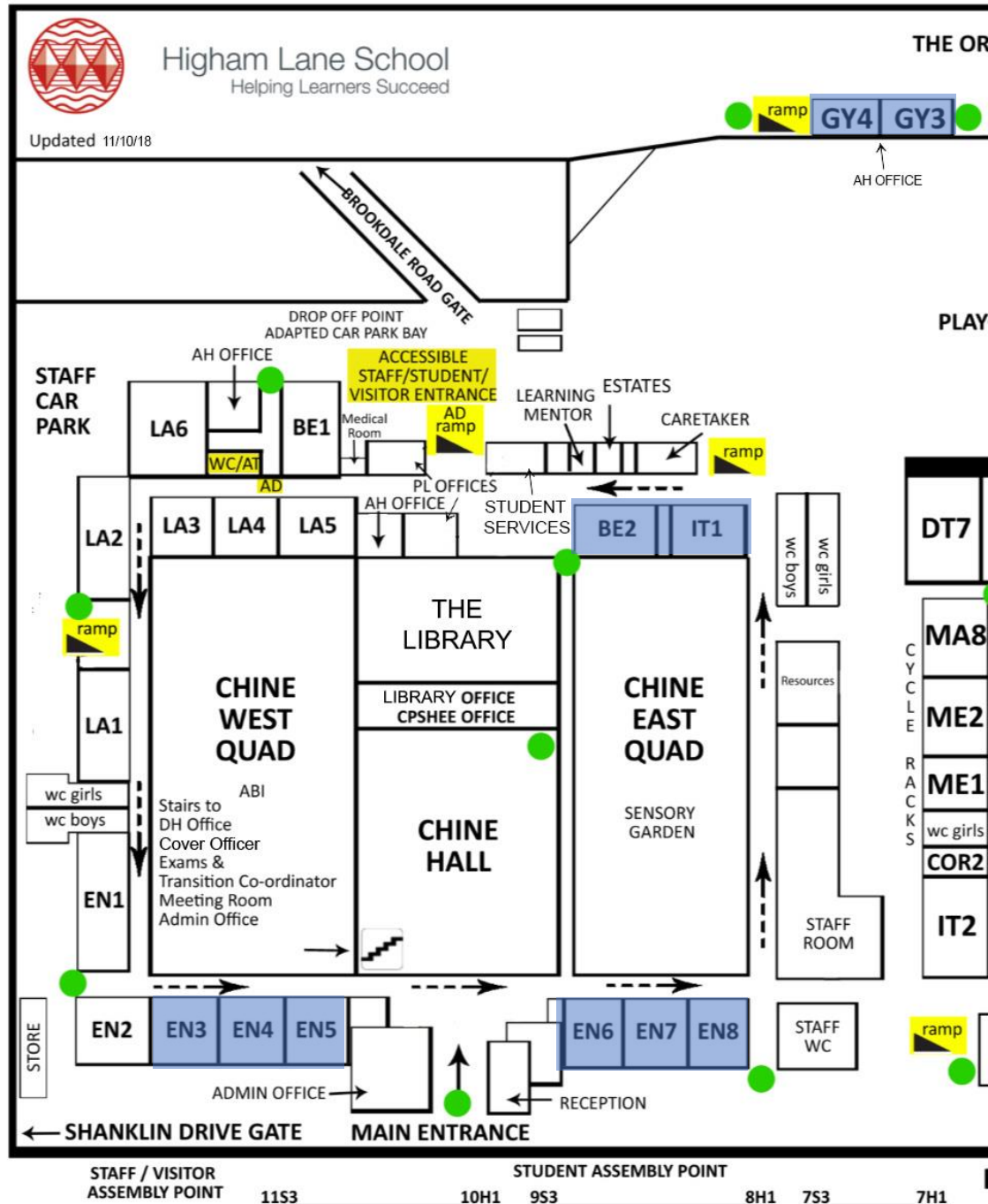
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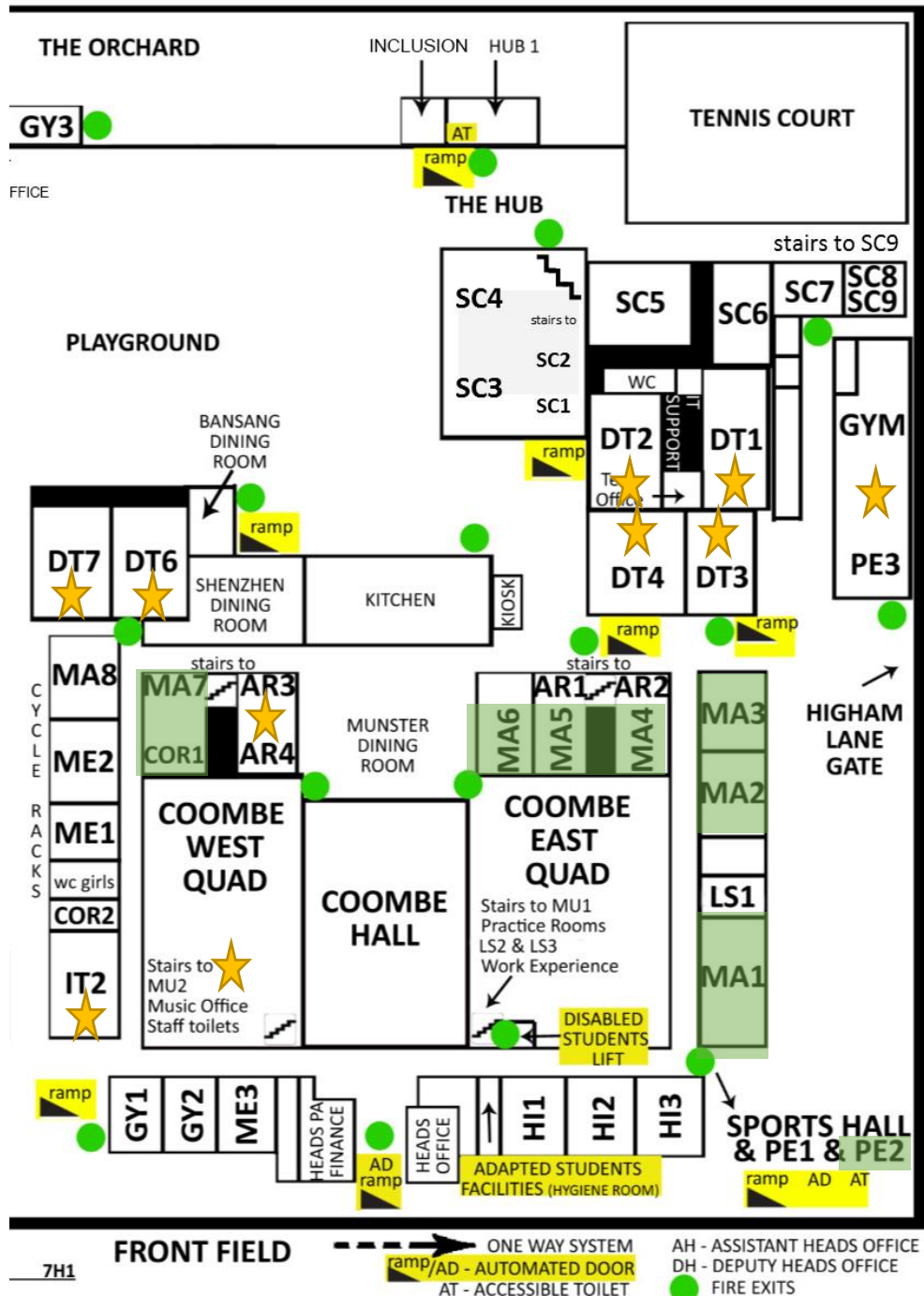
- Enter and exit school via Shanklin Drive gate only. Staff will be there to help direct you
- Next go to Chine Hall at 08.40
- Bicycle racks are provided outside the Chine building entrance
- Chine Hall and Chine quad are your home bases – you will be collected from here for form time and all your lessons and escorted back here; you will spend break and lunch here and you will be dismissed from here at the end of the day (3.10pm)
- Teachers will take you from Chine Hall to your classrooms using the doors in the quad by EN1 and LA3
- Year 7 toilets are opposite the quad between EN1 and LA1
- Anyone requiring a school lunch will be escorted to the Shenzhen dining hall to collect this
- All students will eat lunch in Chine Hall or Chine quad
- Your Progress Leader, Mr Emery, will be based in his office by Student Services
- Evacuation position will be the back playground



- Enter and exit school via Brookdale Road gate only
- Enter the school via the ramp and doors by IT1, walk down the corridor to EN8 and exit the building here. Walk outside to Coombe Hall
- Go to Coombe Hall at 08.40
- Bicycle racks for you are the normal bike racks
- Coombe Hall and Coombe quad are your home bases – you will be collected from here for form time and all your lessons and escorted back here; you will spend break and lunch here and you will be dismissed from here at the end of the day (3.15 pm)
- You will enter and leave your zone of classrooms using the doors by EN8 (and IT1 if you have lessons in GY3 or GY4)
- Year 8 toilets are between Resources and IT1
- Anyone requiring a school lunch will be escorted to the Munster dining hall to collect this
- All students will eat lunch in Coombe Hall or Coombe quad
- Your Progress Leader, Mr Emery, will be based in his office by Student Services
- Evacuation position will be on the front field

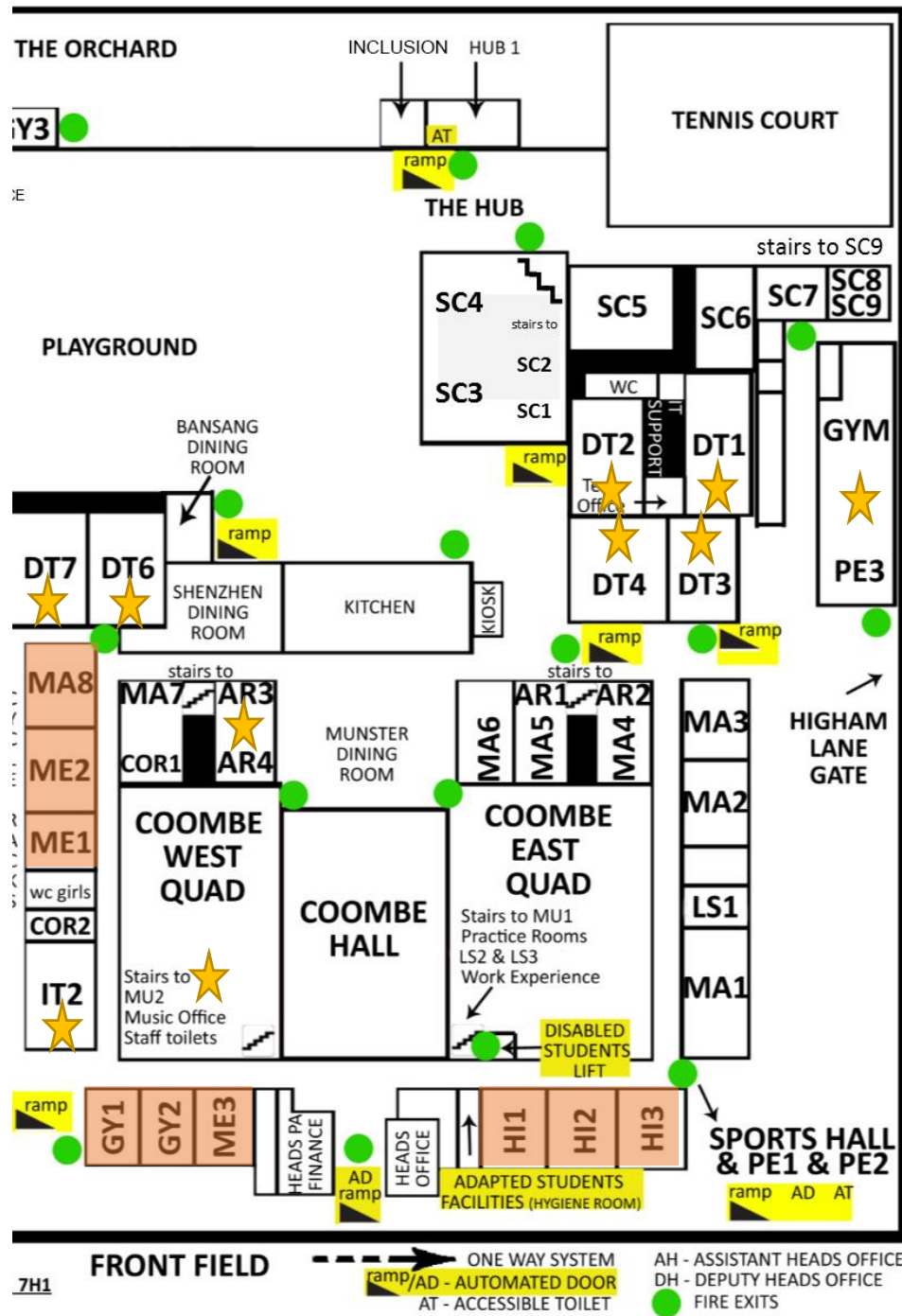
Year 9

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Year 9-11  
Specialist  
rooms  
will be  
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option  
subjects



- Enter and exit school via Higham Lane gate only
- Go to the Sports Hall – entrance by PE2 - at 08.40
- Bicycle racks are provided outside the Gym
- The left hand side of the Sports Hall and the front of the front field are your home bases – you will be collected from here for form time and all your lessons and escorted back here; you will spend break and lunch here and you will be dismissed from here at the end of the day (3.15pm)
- You will enter and leave your zone of classrooms using the doors by MA1 (for MA1-3) and the doors by DT3 (for MA4-7 and COR 1)
- Lessons in specialist teaching areas may use other doors as decided by the class teacher
- Year 9 toilets are those in the Sports Hall – you access these via the main Sports Hall entrance only
- Anyone requiring a school lunch will be escorted to the Munster dining hall to collect this
- All students will eat lunch in the Sports Hall or on the front field – front half
- Your Progress Leader, Mr Davies, will be based in his office- in the Gym
- Evacuation position will be on the back playground

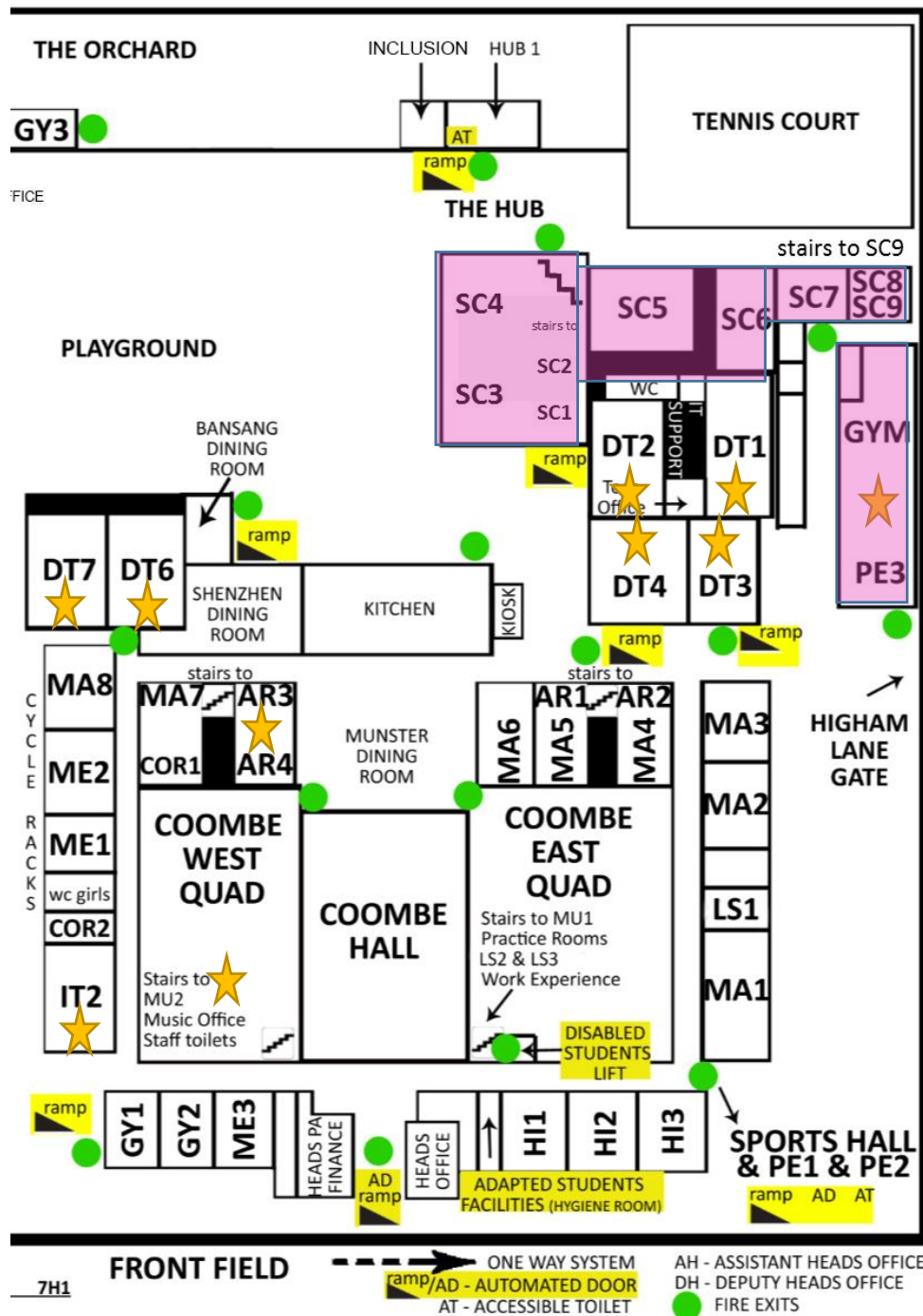




- Enter and exit school via Shanklin gate only
- Go to the right hand side of the Sports Hall at 08.50 – enter by the side next to the Sixth Form Centre
- Bicycle racks are provided between Chine and Coombe on the left hand side
- The right hand side of the Sports Hall and the back of the front field are your home bases – you will be collected from here for form time and all your lessons and escorted back here; you will spend break and lunch here and you will be dismissed from here at the end of the day (3.15pm)
- You will enter and leave your zone of classrooms using the doors by GY1 (for GY1-2, ME1-2 and MA8) and the doors for Coombe Hall (for HI1-3)
- Lessons in specialist teaching areas may use other doors as decided by the class teacher
- Year 10 toilets are by COR2 (girls) and outside GY1 (boys)
- Anyone requiring a school lunch will be escorted to the Shenzhen dining hall to collect this
- All students will eat lunch in the Sports Hall or on the back of the field
- Your Progress Leader, Mr Morris, will be in the Careers office above Coombe Hall
- Evacuation position will be on the front field

Year 10

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Year 9-11  
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Year 11

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Year 9-11  
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- Enter and exit school via Higham Lane gate only
- Go to the Gym at 08.50
- Bicycle racks are provided outside the Gym
- The Gym and the tennis courts are your home bases – you will be collected from here for form time and lessons and escorted back here; you will spend break and lunch here and you will be dismissed from here at the end of the day (3.18pm)
- You will enter and leave your zone of classrooms using the doors by The Hub (for SC1, 2 and 4) and the doors at the front of the Science block (for SC3, 5 and 6) and the doors by the Gym (for SC7, 8 and 9)
- Lessons in specialist teaching areas may use other doors as decided by the class teacher
- Year 11 toilets are those in the Gym and Science block
- Anyone requiring a school lunch will be escorted to the Kiosk to collect this
- All students will eat lunch in the Gym or on the tennis courts
- Your Progress Leader, Miss Hemmings, will be in her office at the back of SC9
- The Learning Mentor, Miss Ayliff, will be based in the office opposite SC8.
- Evacuation position will be on the back playground



# Supporting students to find their way around

- Signs, barriers and cones will be placed around the site as appropriate.
- The one way system currently in place in the Chine building will not operate.
- Staff will be in position to direct and supervise students. We appreciate that our new Year 7s in particular and any other newly-arrived students, will be unfamiliar with the layout of the site. The fact that they will be working within a small part of the School will actually make their transition to a new school more straight forward.



# Students cannot arrive early at school

- Due to the Covid-19 situation and the need to keep year group bubbles apart, students will not be able to arrive early at school and wait on the school playground. The canteen will also not be open to students before school. Students will instead need to arrive to be at their base area on time, following the routes indicated on the earlier slide:
- Year 7 - at Chine Hall at 8.40
- Year 8 - at Coombe Hall at 8.40
- Year 9 - at Sports Hall at 8.40
- Year 10 - at Sports Hall at 8.50
- Year 11 - at Gym at 8.50



# School day timings

Monday/Tuesday/Thursday/Friday

	Arrival on site/Form time	Start of lesson 1	Start of lesson 2	Break	Start of lesson 3	Start of lesson 4/lunch		Start of lesson 5	End of lesson 5	Dismissal
Y7	8.40	9.25	10.20	11.15-11.35	11.35	12.35-13.25 lesson 4	13.25-14.15 lunch	14.15	15.10	15.10
Y8	8.40	9.25	10.20	11.15-11.35	11.35	12.35-13.25 lesson 4	13.25-14.15 lunch	14.15	15.10	15.15
Y9	8.40	9.25	10.20	11.15-11.35	11.35	12.35-13.25 lunch	13.25-14.15 lesson 4	14.15	15.10	15.15
Y10	8.50	9.25	10.20	11.15-11.35	11.35	12.35-13.25 lunch	13.25-14.15 lesson 4	14.15	15.10	15.15
Y11	8.50	9.25	10.20	11.15-11.35	11.35	12.35-13.25 lunch	13.25-14.15 lesson 4	14.15	15.10	15.18
Y12/13	8.55	9.20	10.20	11.15-11.35	11.35	12.35-13.25 lesson 4	13.25-14.15 lunch	14.15	15.05	15.07



# School day timings

Wednesday

	Arrival on site	Start of lesson 1	Start of lesson 2	Break	Start of lesson 3	Start of lesson 4/lunch		Start of lesson 5	End of lesson 5	Dismissal
Y7	8.40	8.45	9.50	10.50-11.10	11.10	12.15-13.05 lesson 4	13.05-13.55 lunch	13.55	14.50	14.50
Y8	8.40	8.45	9.50	10.50-11.10	11.10	12.15-13.05 lesson 4	13.05-13.55 lunch	13.55	14.50	14.55
Y9	8.40	8.45	9.50	10.50-11.10	11.10	12.15-13.05 lunch	13.05-13.55 lesson 4	13.55	14.50	14.55
Y10	8.50	8.55	9.50	10.50-11.10	11.10	12.15-13.05 lunch	13.05-13.55 lesson 4	13.55	14.50	14.58
Y11	8.50	8.55	9.50	10.50-11.10	11.10	12.15-13.05 lunch	13.05-13.55 lesson 4	13.55	14.50	14.58
Y12/13	8.55	9.00	9.50	10.50-11.10	11.10	12.10-13.05 lesson 4	13.05-13.55 lunch	13.55	14.55	14.55



# Hygiene measures

- Due to the size and layout of our school and the large number of students who attend, it is not practical for students to wash hands at regular intervals at the basins in the toilets.
- **The main way that students will ensure effective personal hygiene is by sanitising their hands using their own hand sanitiser bottle.** They will do this as they arrive at their base area at the start of the day, at the start and end of every lesson, at the start and end of every break and lunchtime and before they leave at the end of the day.
- Hand sanitiser stations will be placed in appropriate positions around the site, but students will use their own sanitiser bottles primarily.





# Hygiene measures

- Students who visit the toilet will be expected to wash their hands thoroughly for at least 20 seconds using soap and water.
- Students will be reminded to follow the 'Catch it, bin it, kill it' method to catch coughs or sneezes and to dispose of tissues safely.
- A system will be put in place to ensure any face coverings that are being discarded, can be disposed of, safely.



# Hygiene measures

- We have increased the amount of cleaning that will be taking place.
- We will follow national guidance regarding cleaning to an appropriate standard and with suitable materials such as detergents and bleach.
- Particular care will be taken in the cleaning of toilets, regularly-touched surfaces and specialist rooms, which will be used by different year group bubbles in Years 9-11.
- The whole school will also be thoroughly cleaned before the start of the autumn term.



# Face coverings

- The Government has said that these are not required in schools, except when the school is in a 'lockdown' area, but that a school can make its own decision on this.
- We have said that students and staff may choose to wear a face covering if they wish to. It is entirely optional. They don't have to. Our thinking on this is based on the fact that we are keeping year groups separate from one another and limiting movement around our site, which some schools are not.
- Students wearing a face covering must wear a plain colour covering made from a material that is comfortable and breathable, such as cotton. Bandanas, scarves or face masks with lettering and logos should not be worn. Face coverings must be worn appropriately. They must be removed in lessons. Students must bring a clear plastic bag to place the face covering in, when it is not being worn.
- Disposable face coverings can be worn. We will provide bins for the safe disposal of these.
- We are asking parents/carers to ensure that face coverings are washed on a daily basis.
- We will keep this matter under review.



# Essential items that must be brought every day by students to enhance safety

- A bottle of hand sanitiser
- A pack of tissues
- A bottle/container of water (enough to last for the whole school day as this cannot be refilled)
- Headphones (to be worn in IT suites)
- The student's school fob (issued previously to the new Year 8-11 students for printing). This will now be adapted so that students can buy food and drink with it (and not have to use thumb scans). New fobs will be issued to the new Year 7s. All year groups will receive colour-coded lanyards



# Standard equipment for learning

- a school bag
- pencil case containing blue/black pens, purple pen, pencils, ruler, rubber, sharpener, highlighter pens, protractor, scientific calculator, set of compasses
- student organiser
- exercise books that students will need for each lesson that day (teachers will issue these) and homework (when it is due)
- a reading book





# Additional equipment for learning required by students

- whiteboard pen
- small cloth/whiteboard rubber
- pack of coloured pencils
- glue stick

Please remember that staff will not be handing out this equipment and students cannot share this equipment.



# Social distancing

- The main way that we are maintaining social distancing is by keeping year groups apart, so that students only mix with other students in their year group bubble.
- Transitory contact (eg walking along the same corridor) is considered to be very low risk. However, we are still minimising this by keeping year groups apart.
- When moving, students should move with purpose, facing the front and avoiding stopping and chatting on corridors.



# Social distancing

- We will avoid gathering students together for year group assemblies. These will instead be done remotely while students are in their form rooms.
- Students will only use toilets used by their own year group.



# Classroom arrangements and social distancing

- In line with the Government guidance, we will be seating students side by side and facing forwards. Social distancing between students is not possible in classrooms.
- We will follow the guidance which says:
- ‘Staff should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.... We know this is not always possible....but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone’.



# Classroom arrangements and social distancing

- We are not putting distance markers on classroom floors as our classrooms are all different shapes and sizes and the guidance does not require this. Teachers will remain at the front of classrooms and apply common sense.
- Learning Support Assistants (LSAs) will be at the back or in other parts of the rooms and aim to follow the guidance above, but there is some flexibility within the guidance about this, where they need to support particular students.





# Behaviour Policy in relation to Covid-19

- Whilst on the school site, students are expected to follow the instructions from staff at all times. If they have a problem, they must put their hand up.
- Students will be expected to safely move around corridors, facing the front and walking with purpose to limit the time spent on corridors.
- Students should avoid any physical contact with other students.
- Any behaviour which threatens the safety measures that the School has put in place or which risks staff or student safety, will not be tolerated. If such incidents occur, they will be treated as serious behavioural incidents and this may result in exclusion from school.



# Behaviour Policy in relation to Covid-19

- Examples of such misbehaviour includes:
  - Any incident of spitting on school grounds, including at others.
  - Deliberate touching of others (as an act of horseplay).
  - Deliberately coughing at another student or member of staff or pretending to do so as an act of horseplay.
  - Behaviour or language that is intended to cause alarm or distress to staff or students about the current situation.
  - Students not remaining with their class or year group bubble, truancy or walking off from a member of staff.
  - Students wearing a face covering inappropriately or wearing a face covering that is inappropriate in style and/or colour.



# We will support students who are finding it hard to be back at school by:

- Providing opportunities for students to talk about their feelings to their form tutor and with their peers in form time.
- Sensitively discussing the pandemic and school lockdown situation.
- Using suitable specialist educational resources in CPSHEE lessons.
- Discussing with students strategies for enhancing mental wellbeing and resilience.
- Offering particular students the opportunity to speak to professionals with expertise such as our full-time school counsellor.
- Other specialist support, depending on the needs of the individual student.



# How will students with special needs be supported?

- Our Support for Learning Department staff will prepare those students with LSA key workers for the changes in routine by talking to students and their parents/carers about these.
- Our LSAs will still work with specific students within lessons and in small group situations.
- The Government guidance accepts that maintaining social distancing is sometimes difficult with particular students with special needs.



# Food and drink

- Students will be unable to fill water bottles at Student Services so they will need to bring sufficient water to last them for the whole day.
- Unfortunately, students will not be able to purchase food or drink at break, so they will need to bring their own.
- Students will need to bring a packed lunch and a drink or buy lunch and a drink. The School cannot accommodate students just buying drinks or snacks. When purchasing from the canteen, they will need to buy a full meal and drink.
- Students purchasing food and drink will be using their fobs, as we can no longer use thumb scanning. Year 7s will be issued with fobs as soon as possible. Students receiving Free School Meals will also use this system.



# ParentPay

- Please can parents/carers ensure that they have topped up their ParentPay account.
- Parents/carers of our new Year 7 need to refer to the letter which they should have received about setting up a ParentPay account.





# PE kit

- Students who have PE on a particular day will need to come to school in PE kit on that day and wear it for the entire day, as we cannot allow students to change in the changing rooms.
- A reminder that as an alternative to shorts, plain, black tracksuit bottoms can be worn by boys or girls and girls can also wear black leggings with the HLS logo on if they prefer. Boys are allowed to wear plain black joggers as part of their PE kit.
- Students must ensure that they have a waterproof coat with them which they can wear for PE during wet weather.



# What about students who are shielding or self-isolating?

- **The updated Government Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 was issued on 10th August 2020.**
- The guidance states the following:
- If you're clinically extremely vulnerable you should have received a letter confirming this or have been told directly by your GP or hospital clinician.
- If you're clinically extremely vulnerable you were advised to take extra precautions during the peak of the pandemic in England. This is known as 'shielding'.
- **The government is advising that you do not need to shield at the moment.** This is because the rates of transmission of coronavirus (COVID-19) in the community have fallen significantly.
- There is specific guidance we will follow if there is a lockdown in our local area.



# Student Services and visiting the School

- Student Services will not be operating in its usual way, as we cannot allow students to cross into other year groups' bubbles.
- Staff will not be sending students to Student Services.
- If a student is ill or requires first aid, the first aider will come to their room.
- We have to limit the number of people visiting the School due to the Covid-19 situation. Parents/carers should contact the School regarding any queries or concerns they have. They should not arrive at the School unannounced. Most matters can be resolved by a phonecall or email. Thank you for your understanding on this.



# What happens if someone becomes unwell at school with possible Covid-19 symptoms?

If anyone (whether student or staff member) in the School becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

This person should arrange to have a Covid-19 test as soon as possible as part of the Test and Trace process and inform the School of the outcome.



# What happens if someone becomes unwell at school with possible Covid-19 symptoms?

- If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.



# What happens if we have a case of Covid-19?

- We will remain calm and follow the specialist advice contained in the Government guidance document and follow local health protection scheme advice.
- We will engage with the NHS Test and Trace process.
- In addition, we will inform parents/carers as soon as possible and provide all relevant information about next steps.
- In the event that the School had to close, we would revert to on-line learning using Google Classroom and send out further instructions about this to students and parents/carers.



# Working together to keep everyone safe

- Thank you for taking the time to read this information document.
- We appreciate that this is a challenging situation for students, parents/carers and staff.
- Working together, we are confident that we can ensure the School will operate safely and students can enjoy their learning and being back together at school with their friends and our staff.
- We cannot eliminate the risk of someone contracting the virus on site. We CAN do all we can to reasonably mitigate the risk. We will continually review our procedures and listen to your feedback on them.
- Thank you for your support. If you have any further questions, please email the School on [contactus@highamlaneschool.co.uk](mailto:contactus@highamlaneschool.co.uk)
- We are looking forward to welcoming students back to school!

