



# Keeping Everyone Safe

Preparations and Arrangements for September 2020

Be a Bede  
Bede Safe in School

## COMING TO SCHOOL



### COME PREPARED

**All pupils will need to wear full school uniform correctly.**

It is important that pupils check their timetables to make sure that they have the correct equipment for each day. **On the day that pupils have PE, they should come to school in their PE kit and blazer.**

As pupils will not be able to borrow or share equipment, it is important that they **have their own complete set of stationery and a calculator.**

For subjects that required specialist equipment and clothing e.g. art, food preparation and nutrition and design technology, specific guidance will be provided by staff at the start of term.

To meet current guidelines, pupils should bring a mask to school if they use a school or public bus together with a plastic bag to store it in while they are in school if it is reusable.

We also ask that they **bring a small bottle of sanitiser gel and packet of tissues for personal use.**

**As food will only be served at lunchtime, pupils may bring in suitable snacks and water for personal use only.** These may only be consumed in outdoor areas or in classroom bases in the event of bad weather.



### TRAVEL SAFELY

If a pupil or member of that pupil's household has symptoms of coronavirus (COVID-19), they must not board a bus or travel to school.

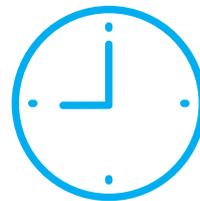
Current government guidance stipulates that **masks are to be worn on all public and school buses.** Pupils will be asked to dispose of non-reusable masks upon arrival at school in the bins provided.

Pupils should not board a public bus if no space is available and must wait until the next available bus with sufficient space. It is important that social distancing is observed when queuing with a minimum gap of 1 metre between each person.

To safeguard the health of other passengers and the bus driver, we ask that pupils follow instructions given by drivers or displayed on signs.

If pupils share a public bus used by pupils from other schools, it is important that they sit next to other pupils from Saint Bede's to minimise the risk of virus transmission.

Pupils are reminded of the importance to wash/sanitise their hands before and after travel.



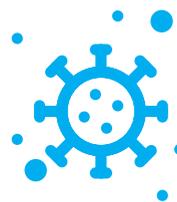
### ARRIVE AT THE RIGHT TIME FOR YOUR YEAR GROUP

As there is a much narrower window during which pupils can arrive at school, there will be a significant increase in traffic and congestion in and around school.

**Where possible, we would ask that parents do not drive via Talbot Road** but drop pupils within walking distance of either the front or Mythop Road entrances.

**To ensure that we are following government guidelines on staggered starts and finish times for different year groups, pupils should only arrive at the times indicated below:**

|                | ARRIVAL     | BREAK       | TOILET      | LUNCH       | END OF SCHOOL |
|----------------|-------------|-------------|-------------|-------------|---------------|
| <b>YEAR 7</b>  | 08.45-09.00 | 11.40-12.00 | 11.40-11.50 | 13.00-13.30 | 2.40PM        |
| <b>YEAR 8</b>  | 08.45-09.00 | 11.40-12.00 | 11.50-12.00 | 13.00-13.30 | 2.40PM        |
| <b>YEAR 9</b>  | 09.00-09.10 | 10.10-10.30 | 10.10-10.20 | 13.10-13.40 | 2.50PM        |
| <b>YEAR 10</b> | 09.10-09.20 | 10.30-10.50 | 10.40-10.50 | 12.00-12.30 | 3.00PM        |
| <b>YEAR 11</b> | 09.10-09.20 | 10.30-10.50 | 10.30-10.40 | 12.00-12.30 | 3.00PM        |



### IF YOU HAVE ANY OF THE SYMPTOMS OF CORONAVIRUS

Keeping our school community, our families and the local community healthy and safe is our main priority.

**Pupils should not come to school if they or a member of their household has symptoms of coronavirus (COVID-19).** These symptoms include: a high temperature; a persistent cough and/or a new, continuous cough and/or a loss of smell or taste.

## SOCIAL DISTANCING



### KEEP TO YOUR YEAR GROUP 'BUBBLE'

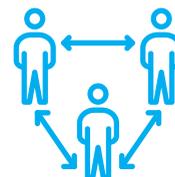
The school will be organised so that pupils remain in their year group 'bubble'.

They will be taught mainly in a specific area or zone of the school.

Each teaching group within Years 7 to 9 will be allocated a single classroom base for the majority of their subjects; although PE, Design Technology and some Science lessons will be taught in specialist rooms.

In Years 10 and 11, pupils will be taught in a combination of classroom bases and specialist areas based largely on option choices.

Each year group will have a designated outside space for the start and end of the day, as well as for break and lunch times. Table and benches will be in each outside space. **At the end of the school day, pupils can use their designated area to wait until siblings leave school.**



## STAY WITH THOSE IN YOUR TEACHING GROUPS

Pupils in Year 7 will be taught initially in form groups. We have worked very closely with Year 6 teachers in organising these groups.

In Years 8 and 9, pupils will be in temporary classes, broadly based on existing sets in English and maths. Each class in these years will be called after a Saint: John Paul II, Kolbe, Romero, Stein, Teresa and Bakhita.

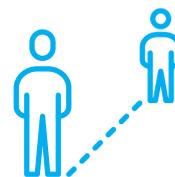
In Years 10 & 11, pupils will be in sets in core subjects, aiming to limit the movement of pupils as much as possible. In order to ensure that all pupils can continue studying the courses they have chosen, they will remain in their existing groups for option subjects.

When pupils are in their outside space, they should keep a safe distance from others and should aim to spend as much time as possible with a common group of friends.

The dining room has been arranged to encourage social distancing.

## YEAR GROUP ZONES AND SPACES

|         | ENTRANCE TO SCHOOL     | OUTSIDE AREA         | MAIN DOOR                | ZONE   | ROOMS                          |
|---------|------------------------|----------------------|--------------------------|--|--------------------------------|
| YEAR 7  | Front via side gate    | All Weather Pitch    | Door 3 (Girls' Toilets)  | English Corridor & Science Lab 1             | 1, 2, 3, 5, SLC1, L1           |
| YEAR 8  | Rear via tennis courts | Front of Sports Hall | Door 4 (SEN)             | History/ Geography Corridor & Science Lab 2  | 13, 15, 16, 17, 18, L2         |
| YEAR 9  | Front via side gate    | Behind the BEC       | Door 2 (Boys' Toilets)   | Maths Rooms & Science Lab 3                  | 8, 9, 10, 11, 12, L3           |
| YEAR 10 | Rear via tennis courts | Tennis Courts        | Door 1 for Main Building | Art, Music, BEC, Science Lab 5, SLC & Room 6 | 6, A1, A2, MU, BEC, SLC2, L5   |
| YEAR 11 | Front via side gate    | All Weather Pitch    | Drake Building           | Drake Building                               | 19, 20, 21, 22, 23, 24, 25, L4 |



## KEEP YOUR DISTANCE MOVING AROUND SCHOOL

It is a priority to avoid year groups overlapping and also to prevent congestion within a year group.

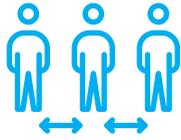
As outlined above, pupils will have staggered arrival, break, lunch and departure times.

At the start of the day, the end of break and the end of lunch, Year Leaders or other teachers will signal for pupils to enter the school building a group at a time.

**Pupils should access and leave through the doors identified for each year group.**

When moving through the school, **pupils will be asked to keep to the RIGHT OF corridors and stairs. Notices will remind pupils to maintain a safe distance from others.**

Classes will be released by their teachers one at a time through a 'tag' system; this will help prevent congestion and cross-over of groups.



## KEEP YOUR DISTANCE WHEN QUEUING

Matting is in place to help ensure social distancing, particularly as pupils queue for lunch in the dining room or at the Qube. Pupils should **stand either in the middle of the colour block or at the join between the two colours** – this encourages a 1m gap between students.

When queuing for the toilet, pupils will be asked to **stand on one of the floor markings** – again this helps maintain a 1m gap.



## GOOD HYGIENE



### SANITISE OR WASH HANDS THROUGHOUT THE DAY

Pupils will be reminded to wash or sanitise their hands: before travelling to school; at the start of the school day; before and after eating; after using the toilets, after touching 'frequent touch points' and at regular intervals during the day or when directed by staff.

Although additional handwashing stations and hand sanitiser dispensers have been installed, we ask that pupils also bring their own personal hand sanitiser into school.

Pupils should **follow the 20 second rule** (the length of time it takes to sing 'Happy Birthday to You' twice) when washing or sanitising their hands. Six large trough sinks have been installed in areas around the site; in addition, there are 20 hand sanitiser dispensers throughout the building.



### BE AWARE OF 'FREQUENT TOUCH POINTS'

Throughout the school, and where it is safe to do so, doors will be kept open. This will limit the number of surfaces that will be touched by many people; it also helps ensure that the school is well-ventilated.

Some other surfaces will inevitably be touched frequently. Stickers will be placed near these areas to remind pupils to wash or sanitise their hands.



## MASKS AND FACE COVERINGS

At the time of writing, the government's advice is that face coverings will be mandatory for secondary schools in areas that are subject to additional lockdown measures. Schools in other areas will be able to choose whether pupils wear them in communal, potentially congested, areas such as corridors and dining rooms.

The staggered lesson and break times we have introduced, the system of measured entry and exiting of classrooms and the organisation of movement around the school will help prevent many of the concerns around communal spaces.

**At this stage, we will not insist on all pupils wearing masks in school but will keep the situation under constant review.**

Any pupil who wishes to wear a mask outside of the classroom/lessons can do so, but they should also bring a small plastic bag to store the mask when not in use.

**If masks are worn, they should be plain and without markings.**

Advice will be given to pupils on how to address the hygiene problems associated with taking masks on and off.



### FOLLOW 'CATCH IT, BIN IT, KILL IT' FOR SNEEZES AND COUGHS

Pupils are asked to bring a packet of tissues and, as outlined above, a small bottle of hand sanitiser to school for personal use.

They will be reminded of the importance of using a tissue to catch any coughs or sneezes and of the need to dispose of it carefully in one of the bins provided.



Be safe in school

Protect those at home

Avoid another lockdown