

Trafalgar School

Preparing for September



Respect

Community

Resilience

Aspiration

Inclusion



Trafalgar
S c h o o l

Welcome

Dear Parents/Carers

We are really looking forward to welcoming your child back to school in September. This booklet is another part of our work to support you so that you can help your child as they prepare to return to school next term. As you read on, you will see full details of the steps we are taking to ensure that the school is as safe as possible next term.



Firstly, in preparation for your child's return to school, here is some top tips that you may wish to consider:

1. Re-establish a routine. During lockdown for many of us our routines will have changed. Some of us will have been waking up later and going to bed later. To help your child prepare, it would be beneficial to re-establish the routine of getting up at the right time for school as we get closer to their return in September
2. Put your child in control. Talk to them about how they can stay safe in school, for example washing their hands before and after eating. Please reassure them that the school are putting measures in place to help keep them safe, and details of all these changes are on the following pages.
3. Discuss worries. It would be completely normal for any child to have mixed emotions about returning to school and many people will be feeling exactly the same. Young minds have created a page with tips on 'starting a conversation with your child' <https://youngminds.org.uk/starting-a-conversation-with-your-child/>
4. Be prepared. Encourage your child to find their uniform, PE kit, school books, bags, drinks bottle etc. so that this is not left to the last minute, creating anxiety.
5. Share information. As you receive information from the school about the return, please discuss this with them so that they can visualise the arrangements. Details of how the school will operate are on the following pages so please go through this with your child now and perhaps look at it again later in August.
6. Seek support. The transition back into school may be more challenging for some students. If you feel that your child is struggling, please contact your child's tutor or Head of House, so we can work out together how best we can support them.

How we are keeping safe - overview

We are following the most recent advice and guidance and doing our utmost to make the school as safe a place as it can be for both the students and the staff.

A copy of the most recent guidance to schools can be found here: [Guidance to schools](#). The department for education have also released guidance for parents, which can be found here: [Guidance for Parents](#).

From the Department for Education there is clear guidance on essential measures that include:

- requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- 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

Therefore, at all times we will be reinforcing the advice and guidance with all staff and students that they should always be:

- 1) Washing their hands regularly preferably for at least 20 seconds, with running water and soap or if not with hand sanitiser.
- 2) Maintaining social distancing whenever possible
- 3) Trying whenever possible to not put their hands near their nose mouth or eyes.
- 4) Covering their mouth whenever coughing or sneezing, and using tissues to follow the 'catch it, bin it, kill it'.
- 5) If anybody has any symptoms then they should not come to school.

Whilst there will be many changes in the way we operate, lots of things will remain the same:

- Students will be studying the full curriculum with all their subjects as normal.
- Students will be taught in specialist rooms with specialist teachers as this is fundamental to their learning.
- Students will be staying in the vertical tutoring groups with the tutors with whom they have good relationships and who know them best.

There will, however, have to be alterations and significant changes to how we have operated previously so that we can best comply with the guidance from the Department for Education. The details of these are given on the next few pages and we would really appreciate you going through these with your child so they know what to expect when they arrive at school.

How are we keeping safe - further detail

A copy of the school's full updated risk assessment can be found on our website.

The actions we are taking in order to ensure safety of all students and staff are divided into the following categories:

- A. Arrival at school and end of day arrangements.
- B. Transition to and from lessons.
- C. Hygiene and hand washing throughout the day.
- D. Lunchtime, food and water.
- E. Classroom layout including tutor time.
- F. After-school clubs or detentions.
- G. Equipment.
- H. Other.

There will also be increased external and internal signage to support students in following the new protocols. Whenever possible we aim to have the students outside as there is a much lower chance of transmission when outside in fresh, open spaces.

Vertical tutoring will continue, as it is central to our school ethos and vital to our emotional recovery as a community. Students will attend lessons in their own year groups, as they usually would. To ensure all steps are taken to keep students safe, social distancing will be in place wherever possible, both during lesson time and within tutor bases.

A. Arrival at school and end of day arrangements

- Students should only arrive to school at their designated time slot (see staggered arrival times) wearing full school uniform.
- In order to ensure social distancing, we must insist that parents do not stand anywhere near the school entrance and if walking their child to school, they say goodbye well away from the school entrance.
- Wherever possible students are encouraged to walk or cycle to school safely. There are bike sheds available for students to use (see site map), if your child chooses to cycle to school, they should wear an appropriate helmet and bring a lock.
- Visitors will not be allowed on site (which includes parents) unless it is deemed absolutely essential; this will usually be at the end of the school day and for pre-arranged appointments only.
- Parents are not permitted to drop off or pick up their child in the school car park and we must insist that parents do not stand anywhere near the school. If you are meeting your child after school, we must insist that you arrange a meeting place to do this well away from the school.
- When students are dismissed from lessons at the end of the day they need to immediately leave the site unless they are staying for an after-school club or detention.

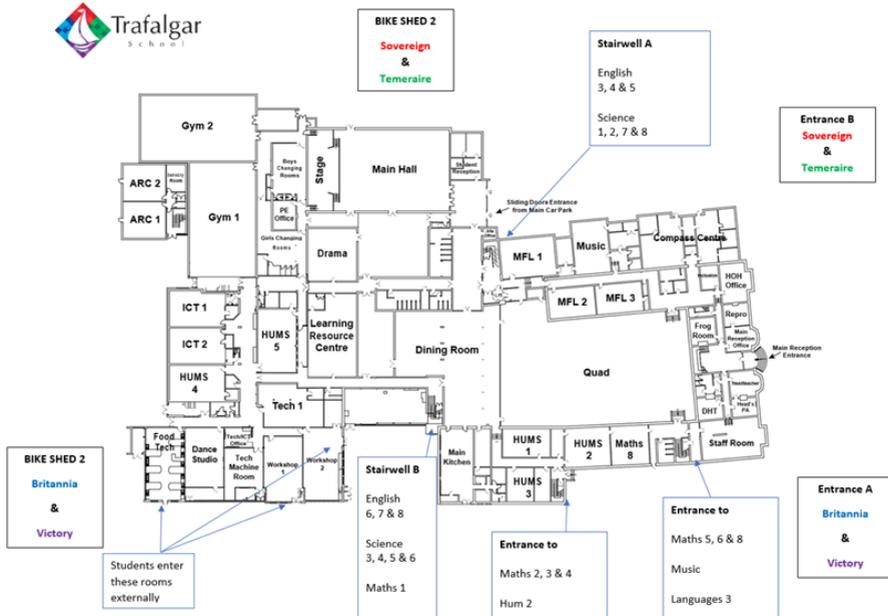
Staggered arrival times

When students arrive, after washing their hands, they will be expected to make their way to their tutor bases:

House	Entrance A (south drive)	Entrance B (main car park)	Arrival Time*
Britannia	/		8:35
Sovereign		/	8:35
Victory	/		8:45
Temeraire		/	8:45

* Please note start timings are different for the first two days.

Site Map



B. Transition to and from lessons

- There have been a number of external access points to classrooms created (see site map), as well as a one-way system, all designed to minimise contact between students.
- Students will be released from their tutor base one house at a time to stagger movement around the school.
- Students will be gathered at designated muster points at the end of break and lunchtime and staggered into their lessons.

- At the end of lessons students will be released in a stagger; a zone at a time (see school zone table).

School Zone Table

Zone	Areas of the School	Break Out	Break In	Lunch Out*	End of the day
1	Science, ADT, IT, PE, Dance, Geography, SEND/ARC	10.45	11.10	12.45	14.55
2	English and Maths	10.48	11.13	12.48	14.58
3	Hums, MFL, Music, Drama, LRC	10.50	11.15	12.50	15.00

*Year 7 will leave for lunch at 12:40 and be supervised by their teacher until 12:50

Muster Point Table

Zone	Year Group	Area of the School
1	7	Tennis courts
2	8	Tennis courts
3	9	Playground (outside technology)
4	10	Playground (Outside the ARC)
5	11	Basketball court

C. Hygiene and hand washing throughout the day

- Immediately upon arrival to school, students will be asked to wash their hands at one of the 12 handwashing stations.
- On entry to every classroom, students will be given a cloth, their desk will be sprayed by the teacher and students will then clean their work area. At the end of each lesson, students again will be asked to clean their work area before leaving.
- The teachers will have hand sanitiser that they can provide to students at the end of each lesson and students will be expected to wash hands at sinks at the end of break and lunchtime. In addition to this, there will be 24 hand sanitiser dispensers located in

'high flow areas' around the school building.

- In practical subjects, measures have been taken to ensure that equipment is thoroughly cleaned between any uses by different students, or that students have their own set of equipment.
- On the days your child has PE, they must wear their correct PE kit to school to avoid the need for changing.
- Students will not be able to share any of their equipment or borrow equipment from the teachers, other than in exceptional circumstances. Equipment can be purchased from Student Services using praise points.
- At lunchtime, if students are using the food serving points they will be asked to sanitise their hands before using the fingerprint payment system and then they will sanitise again before going to eat their food.
- We strongly recommend that students carry their own hand sanitiser which they can use whenever they need to.

D. Lunchtime, food and water

- Lunch times will be staggered, with Year 7 leaving first (10 minutes early) to reduce the number of students waiting for food.
- We have created a fourth food service point in the Main Hall for students in Years 10 and 11 and have allocated the other three serving points to students in Years 7-9.
- Students will be encouraged to be outside as much as possible and social distancing will be encouraged at all times. We would strongly recommend that where possible students bring their own packed lunch to school and this will save them spending time during their lunch time queueing.
- We also recommend that students have a large water bottle that they bring to school already full and then if necessary they will be able to refill this during lunchtime.

E. Classroom layout including tutor time

- In line with the guidance, classrooms will be set up wherever possible with desks facing towards the front of the room and the teacher.
- Within the classroom, desks will be spread out as much and as far as possible from each other using the whole space available.

F. After-school clubs or detentions

- Once after-school extracurricular clubs are up and running, or if a student is required to stay for a detention, they will follow the same social distancing and hygiene guidelines adhered to throughout the school day.

G. Equipment

It would really help if you could speak with your child about ensuring they are prepared for school especially in light of all the changes.

A few things you might want to think about are:

- Your child carrying their own hand sanitiser that they can use whenever they wish.
- They will also ideally bring their own pre-filled water bottle to school to avoid having to queue unnecessarily for water during the school day.
- Your child having a pack of tissues with them in their bag to catch any sneezes or coughs.
- Students will not be directed to wear face coverings at school, but are welcome to do so if they wish. If your child uses public transport to get to school and is wearing a re-usable face mask they will need to remove this on arrival at school and store it in a small plastic bag in their school bag so that it does not contaminate their equipment and books.
- We intend for the students to be outside as much as possible so they need to ensure they are correctly dressed for the weather such as having a warm coat or a waterproof with them.
- Students will not be able to share any of their equipment or borrow equipment from the teachers so it is essential that they come to school well equipped for the day so they may need support preparing their bags the night before.
- Bringing a packed lunch will maximise the time your child has to socialise during their lunchtime.

H. Other

- Visitors: We will be restricting visitors to the site and only essential visitors will be allowed access to the site by pre-arranged appointment and when possible, this will be done outside of school hours.
- Parents will not be allowed on site. They should contact the school in the normal ways by either phone or email and if necessary meetings can be arranged virtually.
- Track and trace: The guidance makes it clear that parents should engage with the NHS Test and Trace process. This is what the guidance says: 'Parents and carers can support by: engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform your school or college of the results of that test'.
- Staff Visors: As an added level of protection, staff will wear face visors as they move around the building and if they need to approach students closely within lessons to support them.

In September, we will provide full guidance and training to all students on their first day back to help them understand how we can keep each other safe. All staff and students will work together to ensure the emotional and academic recovery of our school. Further support will be available to students who require additional assistance with the emotional impact of Covid-19.