



# STUDENT & PARENT GUIDE FOR RETURN TO SCHOOL

DHS PROTOCOL FOR STUDENT & STAFF SAFETY FROM 3RD SEPTEMBER 2020 (Correct at 14-7-20, subject to amendments)

As students and staff return, we aim to ensure the highest level of safety for all. In line with advice from the DfE and medical professionals, the following expectations are in place as of 15<sup>th</sup> June.

**Please discuss this with your son/daughter before they return.**

**Thank you**

**Ms Staples, Principal**

**Attendance:** We have been instructed by the government to treat attendance as normal from September, which means parents can potentially be fined for their child's non-attendance. However, students who have symptoms **MUST NOT** come to school and that is logged separately.

**Support:** We are aware that students will have had very different experiences in lockdown and have different feelings about their return. If you think your son or daughter will struggle with coming into school and you need our support, email: [attendance@dinningtonhigh.co.uk](mailto:attendance@dinningtonhigh.co.uk) and we can make a plan together.

Staff will take account of any other support issues students may need; we will ensure students are cared for appropriately. We encourage you to reinforce with students feeling anxious that we will all feel like this at first but by getting on with it together, that anxiety will reduce.

## Preparing for Return

Prior to re-opening, we have been doing a lot of preparation.

- ⇒ Risk assessments that have been checked by our Trust. And this document effectively is based on those.
- ⇒ Reminder signage around the site to help keep students safe.
- ⇒ Preparation of sanitising units for every classroom.
- ⇒ Ensuring soap is in every toilet block and we have a rota for checking and re-filling through the day as well as cleaning through the day.
- ⇒ Purchase of a huge amount of sanitiser, antibacterial cleaner, PPE equipment for key staff who will have close proximity to students, and digital contactless thermometers for if students are unwell.

## Safe Movement around site

As you would expect, with the change to having all year groups back on site, we are making some changes. The key is having Year Group bubbles.

There is now a **one-way system** for movement around the site so students do not have to cross each other's paths from different year groups. [See the [separate site plan document](#).]

Each year group is allocated to a specific area of the school for their form time – this is nearly all in new build. Students will have lessons that do not require specialist rooms in that same area (English, maths, history, geography, French, Spanish, Life and some other options subjects). They may move rooms but without interacting within their year group zone.

Specialist rooms for other subjects will have a specific area to line up prior to their teacher taking them to the room. This systems allows for the clean down before year groups swap over. All staff and students will be involved in cleaning their work area when necessary.

# 10 KEY THINGS

## SUMMARY FOR STUDENTS, PARENTS, CARERS

1. Students must not come to school if they are symptomatic. Ring the attendance line; it is quicker than us calling you.
2. Students must queue up at their allocated gate at a safe distance and comply with expectations for hand sanitising through the day.
3. Students must follow the government guidance at school and off school site. In school, they MUST keep to year group bubbles and not mix with other year groups. They must respect the 2 metres distance from staff as staff work across bubbles.
4. Students should avoid touching face and mouth. They should sneeze or cough into a tissue and use the 'catch it, bin it, kill it' method. If a tissue is not to hand they should do it into the crook of their elbow and wash it at the first opportunity.
5. Students should shower/bath and put their clothes in the wash as soon as they get home. All items will dry overnight if hung up.
6. Students should follow the usual behaviour expectations as well as the additional expectations to keep everyone safe. [See page 8](#)
7. Students must look after their equipment packs and leave them at school at the end of each day.
8. Parents/carers MUST not come to the school site unless invited/agreed in advance. Please do not just turn up as reception will not be able to allow you onto site.
9. We ask that any students who become symptomatic have the test as soon as possible and parents/carers inform us of the result. (The whole family needs to self-isolate until the test result comes back and only continue to self-isolate if the test is positive.)
10. If we inform you a student in your child's year group or a member of staff they have been near tests positive, you will need to follow government guidance, which we will remind you of at the time.

# WELCOME



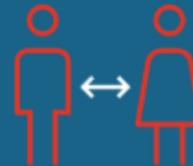
**PLEASE READ** TO PROTECT YOURSELF AND OTHERS...



**Tell a member of staff immediately** if you (or member of your household) feel ill - do not come into school



**Wash/sanitize hands** on arrival and throughout the day



**Social distance** – keep 2 metres apart at all times from staff & other year groups



**Follow the direction arrows and notices** to get to your classroom/around the site



**If you sneeze or cough** – use a tissue and bin it, then sanitize your hands



**Do not share** equipment or drinks/food

**THANK YOU FOR FOLLOWING INSTRUCTIONS**  
**THE FIRST TIME OF ASKING TO KEEP US ALL SAFE.**

# BEFORE THE START OF TERM

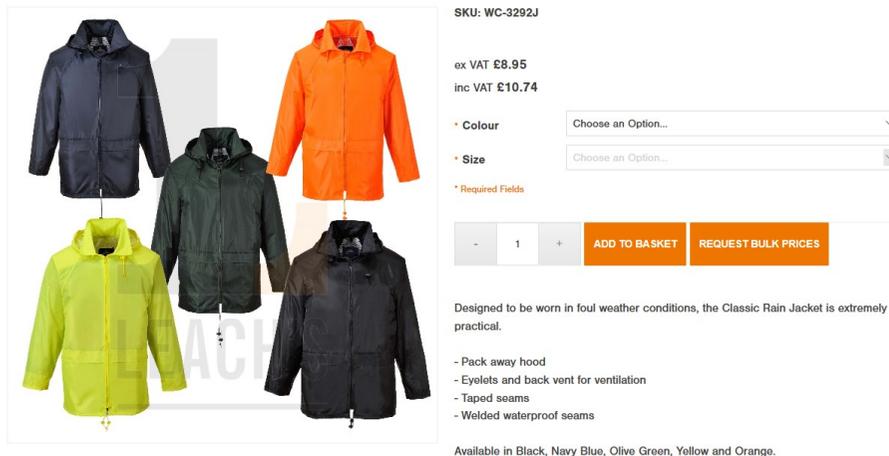
## Key Information

### Uniform

#### Additional items: Advisory

- ◆ When students have PE, it will be outside as much as possible as that is safest, we recommend students purchase a cheap blue or black light-weight waterproof coat in case of showers (we will not be outside in pouring rain). For example one like this from <https://leachs.net/>

#### CLASSIC WATERPROOF JACKET - CHOOSE YOUR COLOUR & SIZE



SKU: WC-3292J

ex VAT £8.95  
inc VAT £10.74

\* Colour Choose an Option...

\* Size Choose an Option...

\* Required Fields

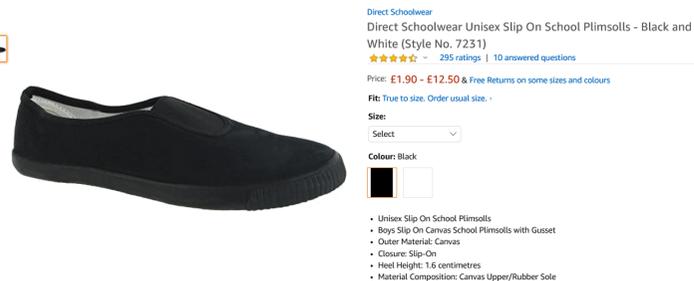
- 1 + ADD TO BASKET REQUEST BULK PRICES

Designed to be worn in foul weather conditions, the Classic Rain Jacket is extremely practical.

- Pack away hood
- Eyelets and back vent for ventilation
- Taped seams
- Welded waterproof seams

Available in Black, Navy Blue, Olive Green, Yellow and Orange.

- ◆ For students in Y7 & 8 who all do Performing Arts and students taking Performing Arts as an option, in older year groups, they need a foot covering just for that lesson — we can provide plastic foot coverings



Direct Schoolwear  
Direct Schoolwear Unisex Slip On School Plimsolls - Black and White (Style No. 7231)  
★★★★★ 295 ratings | 10 answered questions

Price: £1.90 - £12.50 & Free Returns on some sizes and colours

Fit: True to size. Order usual size.

Size: Select

Colour: Black

- Unisex Slip On School Plimsolls
- Boys Slip On Canvas School Plimsolls with Gusset
- Quater Material: Canvas
- Closure: Slip-On
- Heel Height: 1.6 centimetres
- Material Composition: Canvas Upper/Rubber Sole

but you may prefer to buy a simple plimsoll or pump.

- ◆ Some students will have something suitable at home already.

### Uniform General Information

- ◆ Students must wear freshly washed uniform for school each day and the uniform should be washed as soon as they return home. Virus particles can be transmitted through talking and these particles may land on and live on clothing for up to 24 hours.
- ◆ Students are asked to wear full school uniform with shoes (not trainers) including their tie. Blazers must be worn. Ms Staples will decide each day if it is warm enough to be a no blazer day. Students must not wear another second layer instead of their blazer and should bring a coat if it is really cold or wet. If it is raining, bear in mind students will have to line up at the gate so will need a waterproof coat or umbrella.
- ◆ Blazers and ties can and should be washed in the washing machine or by hand at the end of each day in school and will dry if hung up overnight. That manufacturer was chosen because they can be washed and dry overnight.
- ◆ Students with long acrylic nails must consider that this increases transmission risk as the virus can remain under the nail. Students will need to cut the nails or ensure they wash very thoroughly behind each nail as hand sanitiser may not reach these areas.
- ◆ PE Kit: students must ensure that they know which days they have PE kit and bring it with them. The expectations have not changed. If students forget their kit, they will be expected to borrow one. We have a routine to ensure it is always clean and sanitised.
- ◆ We are maintaining our uniform expectations as they have always been. So if you need to order something for the new term, please ensure you have done so in time.
- ◆ We have spare uniform in school that students will be expected to borrow if they do not have the required items.
- ◆ Please contact your child's year leaders if there are any problems and we will help resolve them.

## Keeping safe before arrival

- ◆ Students with any one of the following symptoms (for any reason) will not be allowed on site: coughs, fever, loss of sense of taste or smell. If symptoms begin, students will need to be sent home urgently so parents must be contactable.
- ◆ If we think a student has a fever, we will use a contactless thermometer to check.
- ◆ Students must be following government guidance within the community so that when they come to school they are not putting other students or staff at risk. This helps to keep all students, staff and families safe.
- ◆ If students arrive with students from other year groups who they do not live with, they must be at a 2m minimum distance. We expect students to follow the government guidance on the way to school as that will keep them safe and students and staff at school safe too. This will only change in line with government guidance.
- ◆ For those entering by the main drive, the road-end gates of the main drive will be closed so that cars do not take up queuing space. Students will queue to enter the double gates by the bike shed using the 2m marks on the drive to space out if they are in different year groups. (If in an emergency you need access to the main drive, call 01909 550066.)



A safe and well box is in every classroom. So staff and students can ensure they sanitise on entry to EVERY classroom. There will be cleaning products for specialist areas. Form tutors will have spare facemasks for those using public transport.

## Arrival on Site

### All students **MUST** arrive on time

### Arriving at school process

- ◆ Students must arrive in their 20 minute window (8.15 to 8.35) as staff on the gate have to put on PPE to admit them. Late arrivals will cause disruption. This applies to 6th form too.
- ◆ If you are dropping your son or daughter off by car, please use the coach park rather than blocking the road. The coach park will be open to students in any year groups arriving by bus, car or walking from that side of Dinnington.
- ◆ Any year group, can also enter using the Throapham gate.
- ◆ Years 12, 13, 8 & 9 should use the service road gate between the school and the college, and Year 7, 10 & 11 should use the main gate if they are not using the coach park or Throapham.
- ◆ At the school gates, all students will be given some sanitiser and, without exception, must sanitise their hands thoroughly at whichever gate they arrive under the supervision of staff before entering the school site. Students will not be allowed on site until they have done this. Students who refuse will not be permitted on the school site.
- ◆ Students on bikes and scooters will queue with other students at whichever gate they use but only be allowed in the bike sheds one at a time, which will be supervised, and they should sanitise hands again on leaving the bike shed. The bike shed will also be supervised on exit.



If a student needs to be sent home, parents will be contacted via text message or phone call. Ensure your details are up to date. Email [info@dinningtonhigh.co.uk](mailto:info@dinningtonhigh.co.uk) or leave a phone message.

## Safe through the day

- ◆ Sanitiser will be provided around the site but students may wish to bring their own bottle of hand sanitiser and tissues.
- ◆ Students may wish to wear a face covering or face mask. Any students coming by public transport must wear a mask/face covering on the bus; we recommend they have a clean one for the return journey. We will be able to provide disposable face masks for students using public transport if they need one for the return journey. At the point of writing this guidance, the government had announced face coverings are required in shops. No update for schools has yet been received.
- ◆ **Toilets:** Toilet blocks in New Build, Hatfield and Osborne will be available to students; they should aim to go at break or lunchtime NOT in between lessons. In exceptional circumstances, students can go to the toilet in lesson time but NOT straight after a lunch or break. They must go to the lesson first, and ask permission.
- ◆ In lesson time, they should use the nearest toilet to their classroom. They all have soap. Staff will also ask them to re-sanitise their hands when they return to the classroom. The toilets will be cleaned and soap checked regularly through the day to reduce risk.
- ◆ In specialist rooms, students will wipe their area down at the end of the lesson. Students can choose to bring additional sanitising wipes.
- ◆ Students will be able to socialise at break and lunch with their year group. They will be allocated different areas of school.
- ◆ Students cannot go off site during the day and return. They will only go off site if they develop symptoms, they have an appointment that could not be organised for a different time, or if they are unfortunately excluded. [Exception: Y12s/13s with permission to leave after their last lesson before Period 5.]
- ◆ Students must inform a member of staff if they feel ill or are experiencing the symptoms of coughing, fever, loss of sense of taste or smell or generally unwell.
- ◆ If a student is unwell with potential symptoms of the virus, they will be

taken immediately to an isolated room while parents are called. We would be very grateful if parents can ensure that their contact details are up-to-date with school and ensure that calls from school are answered as soon as possible.

- ◆ If you need to update us email [info@dinningtonhigh.co.uk](mailto:info@dinningtonhigh.co.uk).

## Entrance & Exits from classrooms

Students will be expected to sanitise their hands on entry to each classroom. In some rooms, they will also sanitise when they leave the classroom too.

Staff will have a protected area at the front of each classroom so they can maintain as close to 2 metres distance as possible. This is because staff will be working across year groups. Students will be expected to respect this distance as they enter and exit the room.

## Student equipment & packs

All students will be given a work pack that will be kept at school and used in most lessons. It will include: mini-whiteboard, whiteboard pen, black pen & purple pen, ruler and eraser. Students can bring any additional equipment. This work pack will stay in school and be returned to their year group corridor for the next day if they finish in a different area.

We strongly encourage students, particularly Y11 students to have their own calculator. We recommend this one as an affordable scientific calculator that is suitable for exams: <https://www.amazon.co.uk/Aurora-AX-582BL-Scientific-Calculator-Black/dp/B00G3861JM> It is £6.99 directly. We are optimistic we can get it cheaper going direct to the suppliers.

# STRUCTURE OF THE SCHOOL DAY

Students will have a designated house base to collect food from – see below. We will sanitise the thumb print reader for each use. Students will not sit in the house base but eat outside in their year group area while the weather is good. If the weather is bad, we will open up form rooms in New Build.

8.15 Gate open	8.35 am	8.50 am	8.55 am	9.55 am	10.00 am	10.15 am	10.30 am	10.45 am	11.00 am	11.15 am	11.20 am	12.15 pm	12.20 pm	12.40 pm	12.50 pm	1.15 pm	1.20 pm	1.25 pm	1.45 pm	2.40 pm	
Y7	Form Time	Mov eme nt	Period 1	Mov eme nt	Period 2		Break Hatfield, Hatfield quad Front Lawn	Period 2		Mov eme nt	Period 3	Move	Period 4		Lunch	Period 4		Period 5	End of Main School Day		
Y8			Period 1		Break Osborne Memorial Garden & Tennis courts	Period 2					Period 3	Lunch		Period 4			Move	Period 5			
Y9			Period 1		Break Hatfield, Hatfield quad Front Lawn	Period 2					Period 3	Lunch		Period 4				Period 5			
Y10			Period 1		Mov eme nt	Period 2					Break Osborne Memorial Garden & Tennis courts	Mov eme nt	Period 3	Move	Period 4			Lunch		Period 5	
Y11			Period 1			Period 2					Break Hatfield, Hatfield quad Front Lawn		Period 3		Period 4			Lunch		Period 5	
Y12			Period 1		Mov eme nt	Break Common Room 6 <sup>th</sup> form block	Period 2				Mov eme nt	Period 3	Move	Lunch		Period 4		Move		Period 5	
Y13			Period 1			Period 2						Break Common Room 6 <sup>th</sup> form block		Period 3	Mov eme nt	Move	Period 4			Lunch	Period 5

# Rooming

## Y7-11 form rooms & subjects using non-specialist rooms

Students will be in zones for the majority of their lessons. Years 7-11 will be in new build as follows:

<b>New Build Area</b>	Upstairs, Drive end English 101-105 & 126-129	Downstairs Drive end MFL/Life rooms	Upstairs & downstairs middle block of new build English & Media 106+ Pe & library	Upstairs Maths corri- dor	Downstairs History & Geog corridor
<b>Year Group</b>	Y8	Y9	Y7	Y10	Y11

Students will have a designated form room in their zone; students will be told this when they arrive for their academic review on 3rd or 4th September. Their lessons in English, history, geography, Life, maths, and MFL could be in any room within their year group zone. They will be on their timetable, which they will get when they come in on 7th September.

## Sixth Form

Sixth form students will have designated rooms for lessons that do not require a specialist area and for form time. We will confirm these when they come for their academic review/induction. They will use specialist rooms as per Y7-11, and will have to wait in designated areas until students in the lesson before have vacated the zone.

Year 12 & 13 can mix in the sixth form areas; however, they have different break and lunch times so that we can cope with the arrangements for food.

## Specialist Rooms

Students will move to specialist rooms in the usual areas of the school for: art, food, ICT, performing arts & music, science, PE, technology, applied learning options (business, ICT, childcare, health & social care, sociology & some psychology). They will line up in a designated area before the lesson. Students will wipe their area down as the end of the lesson. Staff will wipe down door handles and banisters as students leave the area.

# Prepared for the Future

## Local Lockdown

Like all schools, we have to have a local lockdown plan so students can continue to learn. This will be similar to the way we ran prerecorded and live sessions in the last few weeks of the summer term. Students will have a home learning timetable and specific guidance on what to access for their year group. If there is a local lockdown, students will be sent home with a booklet of key information so you and they know what to do.

## Recovery Curriculum

Each department is reviewing its curriculum for each year group to identify the most important work to focus on. The academic review meeting is important in helping staff to prepare in a bit more detail.

We will not be doing whole-school exams on our return in September, rather we will focus on having as much learning time as possible and staff will assess where students are in their learning through this.

We do NOT intend to narrow our curriculum so students focus on English and maths at the expense of other subjects as we still firmly believe students need a rounded and engaging curriculum.

Only some Y11 students may have discussions about reducing their option subjects from four to three so they have more time to be successful in the 8 subjects they will continue to study. This will be reviewed student by student.

## After School Activities

We will be able to offer some after-school activities. Students will have to be in year group bubbles for these so there will be some limitations. There are also some limitations on staff availability as they will have to clean down equipment at the end of the day if a different year group is going to use it the following day. We will increase our clubs as government guidance allows.

# Students with symptoms

---

## Crucial information to keep everyone safe

If a student or member of staff develops symptoms during the day, we will remove them from contact with others as soon as possible to a designated safe area, and get them home as quickly as possible.

We ask that parents/carers or the member of staff, book a test as soon as possible. This is free of charge.

### Booking a test

Follow this link: <https://www.nhs.uk/ask-for-a-coronavirus-test>

Currently, there are three testing sites: Doncaster airport, Meadowhall car parks and Rotherham New York Stadium; by the time this is sent to you there are likely to be more. Children over 12 can self-administer. It is very straightforward, and results come back typically within 48 hours. You can usually get a test done on the day you book at one of the centres. You can also get a home testing kit but this will take longer to process.

Please let school know the result as soon as possible not least because we will be worried about the safety of other students and staff. If a student or member of staff tests positive, then all the students/staff who have been in close contact with that person (in the same Team) will have to go home and self-isolate for 14 days. That area of school will then have a deep clean before it is used by anyone else.

**We will inform students and parents if someone in their year group or one of their teachers has a positive test; we will not disclose who it is.**

# Behaviour Expectations

---

## All students MUST be familiar with these

- ◆ The usual standards of behaviour are expected and good behaviour and effort will be rewarded in the usual ways. Everyone will need to be kind and respectful.
- ◆ Staff may issue a C1,2,3 if students do not cooperate with the expectations, including the specific expectations to keep students safe.
- ◆ The C3 room has been moved to the hall so that we can ensure there is plenty of space between students. Staff will endeavour to understand why the student has misbehaved so we can address any underlying worries or concerns that are affecting behaviour. Decisions taken will be based safety for all.
- ◆ Students who do not cooperate with staff and who do not socially distance repeatedly may receive further sanctions to prevent risk to students and staff.
- ◆ Spitting is not permitted at all (including on the floor) and students who do this will be dealt with seriously.
- ◆ Any spitting or coughing towards any other person will result in an immediate, serious sanction. It is now a criminal offence in public.
- ◆ **If a mobile phone has to be confiscated, only one member of staff will handle it, it will be kept in a safe place and can be wiped down before being handed back to the student at the end of the day. It would be best for students to avoid this by following mobile phone expectations: only use them if a member of staff asks them to as part of their work and only use them in social times. (Given we have not seen each other for so long, talking would seem preferable!)**

# Information specific to parents

---

## Parents/Carers Expectations:

In addition to usual expectations, we have made some adjustments designed to keep students and staff safe.

- ◆ Please do not try to come up the main drive. This gives us a wide area for students to line up, arrive and leave. If you think it is absolutely essential, call the school and talk to reception.
- ◆ If your son/daughter is unwell and not attending school, please call and leave a message on the attendance line so we do not have to chase you up. [Call: 01909 550066 and select the attendance option.]
- ◆ For the safety of staff and students, parents will not be permitted to enter the site unless there is an emergency and we have asked you to come. Instead, parents should call or email to speak to a member of staff. Staff will call back as soon as they are able to but we will not be able to guarantee a time. Please tell reception a range of good times to call you back. Please tell reception the purpose of your call as they may be able to find someone who can help you quicker. If we think an on-site meeting is needed, we will make arrangements with you.
- ◆ Parents who arrive unexpectedly at the site will not be allowed into school and will be seen at the gate by a member of support staff. Please do not arrive unannounced expecting to see a specific member of staff; we all have extra duties each day.
- ◆ We request that parents ensure they are available and contactable for students to return home during the day if necessary. If you have not received texts or emails from us during lockdown, then your details are out of date. Please email
- ◆ [info@dinningtonhigh.co.uk](mailto:info@dinningtonhigh.co.uk) or call the main switchboard.

## Advice and recommendations for parents

- ◆ We appreciate that you and your child will have some level of anxiety. We have taken advice from one of the partners at our local GP surgery to keep us all as safe as possible. Speaking to other keyworkers, going to the place of work the first time feels more worrying but we will soon get used to the new systems. Remember, we have had a group of students throughout lockdown as well as Y10 and Y12 in the final weeks of the summer term, so are used to keeping everyone safe.
- ◆ At the end of the school day, it really is advised that students shower and wash their hair thoroughly as soon as they return home from school and that their clothing goes straight into the washing machine as they enter the home. This minimises chance for the virus to be transmitted to anyone in the home if it is on their clothes, skin or hair.
- ◆ We are all dependent on every family following the government guidance as that helps ensure everyone your child comes into contact with remains as safe as possible. We are relying on families following the guidance on self-isolating if symptoms develop. If someone in your household has symptoms, please DO NOT send your child to school.
- ◆ We urge you to use the free testing service if anyone in the household has symptoms. We need to know if any of our students have symptoms or the confirmed virus and from what date. You can email or phone us with that information. We also need to know if they are self-isolating because someone else in the household has symptoms/the virus. Knowing this helps us all to keep safe.

**Working together we can keep everyone safe.**