



Restart Guidance and Expectations

All students will return to school full time from **Thursday 3rd September**. This latest guidance supplements previous advice sent to families prior to the school summer holidays. All this information remains available through the COVID section on our school website. A full version of our COVID-19 Risk Assessment can also be found at: <https://www.staffordmanorhighschool.com/covid-19-updates>

The following link contains the government guidance for parents on school opening from September: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Following Public Health advice to minimise coronavirus (COVID-19) risks

Do not attend school if you have symptoms of COVID-19, or have tested positive in at least the last 10 days, or anyone in your household is displaying symptoms.

The symptoms are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Anyone who has symptoms of COVID-19 can and should get a test. Tests can be booked on line through the NHS Testing & Tracing website or by phoning NHS 119. Essential workers, which involves anyone in childcare or education, have priority access to testing. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

If you live with someone who has developed the symptoms of COVID-19 then you must stay at home and not attend school. Similarly you must stay at home if instructed to do so by the NHS Test & Trace service. In such circumstances you must follow the 'stay at home' guidance. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The following additional preventative measures will be implemented by the school to ensure safety:

- To promote good hand hygiene additional hand sanitiser stations have been installed in strategic locations on entry and exit points to the school and along corridors. Coronavirus is an easy virus to kill when it is on the skin. Regular and thorough hand washing using soap and water or hand sanitiser will be promoted in school. Hands must be cleaned at least when pupils arrive at school, when they return from breaks, when they change rooms and before and after eating.
- Each classroom in use will have a hygiene station with antiseptic wipes, tissues, hand sanitiser, and a lime green lidded bin for disposal of tissues etc. This will continue to support the 'catch it, kill it, bin it' approach that is so important. Good respiratory hygiene (e.g. catching coughs and sneezes) will be promoted at all times through the introduction of new routines, constant reminders and signage.
- Enhanced cleaning of areas used by students and staff. Additional capacity has been added to cleaning rotas to ensure all frequently touched surfaces, contact points, and toilets are cleaned throughout the day and between groups. Guidance clearly states that different groups do not need to be allocated their own toilets. Students and staff will also be encouraged to wipe down their work space before and after use.
- Doors will be kept open (where possible) and rooms will have windows open to aid ventilation.
- Appropriate PPE will be worn by anyone administering first aid should the need arise.
- We continue to monitor closely the advice from Public Health England on the recommended the use of face coverings in schools. We will issue separate guidance and update as necessary.

What are the arrival times and locations for each year group in the new term?

Year	School Day Start Time	Entrance Gate	Learning Zone	Access to Building	Break Time	Lunch Time	School Day End time	Leaving Gate
11	8.40am <i>*9.40am</i>	Pedestrian Gate	Wedgwood Building	Canteen Entrance	10.10am-10.25am	12.10pm-12.55pm (Canteen 12.10pm)	2.55pm	Pedestrian Gate
7	8.45am	Main Gate to Reception	Johnson Building First Stairwell	Doors (J1/J2 or 'Crush Hall')	10.10am-10.25am	12.10pm-12.55pm (Canteen 12.35pm)	3.00pm	Pedestrian Gate
10	8.50am <i>*9.50am</i>	Pedestrian Gate	Anson Building	Doors near Food Room	10.10am-10.25am	12.10pm-12.55pm (Canteen 12.20pm)	3.05pm	Pedestrian Gate
8	8.55am <i>*9.55am</i>	Main Gate to Reception	Johnson Building Third Stairwell	Doors near J13/Library	10.55am-11.10am	1.10pm-1.55pm (Canteen 1.30pm)	3.10pm	Pedestrian Gate
9	9.00am <i>*10.00am</i>	Pedestrian Gate	Johnson Building Second Stairwell	Middle Doors (J7/J8)	10.55am-11.10am	1.10pm-1.55pm (Canteen 1.10pm)	3.15pm	Pedestrian Gate

**Alternative start times for the Thursday 3rd September only*

- **Arrival:** Students must arrive no more than 5 minutes before their designated start time and enter school through the allocated entrance gate. Staff will meet students at their Learning Zone and take them to their classroom.
- **Transport:** We strongly encourage any student who can walk to school to do so. Please be aware that we will only be able to have one child in the bike shelter at a time. If you have to transport your child to school by car, then please aim to park away from the gates to avoid congestion and ensure that children can arrive and leave safely.
- **Breakfast Club:** Unfortunately Breakfast Club will not be available in its current format at this time.
- **Canteen:** From the start of term our canteen will reopen and provide a lunch service only. Hot and cold meals will be provided as a take-away service using disposable and environmentally friendly containers and cutlery. The range of options available may be slightly different than usual but will include the favourites that we know children enjoy. Unfortunately, we are unable to provide a break service at this time.
- **Timetables:** All students will receive a timetable on their first day. Tutor sessions will be replaced with a 'check-in' led by the teacher of the first period on the timetable. The movement of teachers and interactions between groups will be minimised further by introducing 'double lessons'. Wherever possible these will be punctuated by a break or lunch but this cannot be guaranteed.
- **Groups:** Year 7, 8 and 9 students will be taught in the same groups for each subject. Students will remain in their base room for the majority of their lessons whilst staff will move between classrooms. Year 10 and 11 students are allowed to mix between groups to receive specialist teaching in their GCSE subjects. Some lessons will take place in specialist facilities (e.g. PE, Science, ICT, Art, DT, Performing Arts) as appropriate.
- **Seating:** Every room will have a seating plan to ensure consistency in where an individual sits. Due to the size of rooms, children will be sat next to each other but desks will be forward facing. If this is not possible due to fixed furniture, the distance between individuals will be maximised.
- **Uniform:** Students must wear their full school uniform in the new term. A plain black 'v neck' jumper may be a worthwhile addition under the blazer as windows and doors will be kept open to aid ventilation. On a day when students have PE, they must to come to school in their PE kit and wear it all day.
- **Equipment:** Students must aim to be 'self-contained' and bring all equipment with them including their Super 7. It would be really helpful if they could also bring coloured pencils, highlighter, a glue stick and possibly a calculator. Students would also benefit from having a full water bottle, snack for break time, and possibly their own tissues and hand sanitiser. Full information on Uniform and the Super 7 can be found on our website: <https://www.staffordmanorhighschool.com/uniform>

Behaviour and Safety

We can do everything within our power to ensure the school environment is as safe as possible for all, but clearly we also rely on everyone taking responsibility for their own actions and following all the advice and guidance.

We will continue to expect all students to maintain good standards of behaviour in line with the existing Behaviour Code. We have updated our Classroom Expectations for students to include clear guidance on how students need to behave to keep each other safe. We have also adapted the consequences for any poor behaviour and deliberately breaking of the rules by introducing modified sanctions. We will continue to have a 'warning system', if a student does not meet our expectations then a student will be notified that their behaviour must improve. The second time a student is notified of their poor behaviour they will be asked to leave the classroom and a member of the Behaviour Team will collect them to establish next steps. We will not have a Turnaround Facility as previous to avoid the interactions between groups. However, we do have a number of different areas in school that can be used if required to have students work on an individual basis. Should a detention be required, then these will take place after school from September rather than at lunch time.

During break times and lunch times each Year group will be allocated a specific zone outdoors that they can use to eat their food and socialise. Indoor areas will be available when weather is poor. It is essential that good standards of behaviour are maintained at these times and students will be constantly reminded to maintain a distance from their peers. Students will have a responsibility to think carefully about the activities they can safely undertake at these times.

As always we will be in communication with parents and carers if there are any behaviour concerns with your child in school and if a detention has been issued. I can assure you that our principle of swift resolution, clear communication with home, and rewarding positive behaviour will remain fundamental to our approach.

We value your support when responding to any issues of behaviour in school. These are still very different times for our youngsters and by working together we can make sure they settle back into the new school routines as quickly as possible. Of course, we will be constantly reminding students of our expectations that they maintain good personal hygiene and standards of behaviour to keep everyone safe.

Stafford Manor High School will always do everything that is feasibly possible to ensure the safety of everyone at school. However, it is everyone's responsibility to follow the advice and guidance given. It is important for children to understand that any student who persistently does not adhere to the expectations, or deliberately disregards advice, is endangering the safety of everyone on site.

Attendance

Government guidance does make it very clear that attendance will be compulsory again from the beginning of the Autumn term, and that the usual rules for securing strong attendance will apply. At Stafford Manor High School, we fully understand that some students, parents and households may still have concerns and anxieties about returning to school. This could be for a variety of reasons and we strongly encourage you to contact us at school if this is the case. Pupils of compulsory school age must be in school from September unless a statutory reason applies. Please contact us immediately if your child is absent due to having symptoms of coronavirus or has to self-isolate for any reason. By working together we can establish plans for reengaging your child so that they don't miss out on any more of their education than necessary, and continue to make progress whilst supporting their wellbeing and wider development.

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Stafford Manor High School

Zone X
★
Multi Use Games Area (MUGAs)

Zone Y
★
Tennis Courts

★
School Field

Garden

Anson Building ★
Zone D Toilets

Baseline Tennis Centre

Zone A Toilets ★

Zone A ★
Sports Hall

Zone C Toilets ★

Y8 ←
Y9 ←
Y7 ←

Zone C ★
Main Playground

Y10 ↑

A Block Car Park ★
Zone D

- Buildings
- Entrances & Exits
- Main Gate
- Student Gate
- Outdoor Space

★
Y7/8 Entrance

Gym

Main Hall

Y12/13 →
Reception

★
Y11
Zone B

Bike Shelter

★
Y9/10/11 Entrance

Main Car Park

Wedgewood Building

★
Zone B Toilets

Canteen & Dining Room

Hesketh Road

★
Y7/8/12/13 Entrance

School Driveway

Wolverhampton Road