



# The Crossley Heath School

Information and Code of Conduct for students returning to school in  
March 2021

## **Student Guidance for Y12 and Y13**

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## INTRODUCTION

Dear Students

Please read this information in full. Much of it will be very familiar to you as the current guidance closely matches that in place in the Autumn Term. Please read this booklet to remind yourself of the procedures and protocols and it remains important that you fully understand our school's expectations/conditions. The parts highlighted in yellow are new so please read and make sure you understand these changes before coming back to school.

As you know, we are planning to open the school, on a full-time basis, to all year groups from March 8<sup>th</sup> 2021 following the first round of lateral flow testing.

We have missed you all and sharing lessons together, and we are looking forward to being in school, working alongside you again soon. The situation with regard to Covid-19, although improving, continues to be serious and we still need to be vigilant and careful in order to keep everybody safe. School will still have to follow very strict government guidance when we reopen in March. We continue to plan very carefully in order to make the Crossley Heath building as clean and safe as possible and we will keep all the familiar procedures in place to help minimise the risk of infection for our staff and students.

We know that it is really important that school is fully open for you all and that, as far as possible, your studies are not adversely affected by illness or the need to isolate when others show symptoms. We have a huge responsibility to ourselves and to each other to keep healthy and to behave in ways that minimise the risks (medical and educational) for all.

You are all now very close to adult age and the five most important things you can do to protect yourselves, your families and your teachers are:

- **Consent to regular lateral flow testing** which will help pick up asymptomatic covid-19 cases. The first three tests will be supervised in school and then you will be given test kits to use at home, at which point you will also have responsibility for logging your result online. It is absolutely vital that you take testing seriously and follow the instructions carefully. When you are given your home testing kits please ensure that these are stored carefully and not opened in school. These kits carry reference numbers allocated to you uniquely and so packs must not be shared or mixed up.

**If you obtain a POSITIVE lateral flow test result, you (and your household) should self-isolate and inform school (Mrs. Pennington) so that we can identify your close contacts. You should also book a PCR test to confirm the result and let school know the outcome (positive or negative). We then can advise you and your contacts about the date you may return to school. You can arrange a PCR Covid-19 test via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.**

- **Wear your face-covering in all indoor spaces.** Until Easter this will include classrooms. If learning requires the removal of face coverings for a short time (e.g. in order to ask a question) your teacher may give you permission to do so. Please show respect for others and wear your mask without needing reminding or being nagged. If you are exempt for a genuine reason then your parents should email Mr. Chesters

[l.chesters@crossleyheath.org.uk](mailto:l.chesters@crossleyheath.org.uk)) to ensure your name is on the list of those exempt that will be circulated to school staff.

- **Maintain your distance from others whenever possible.** The 2m rule has been relaxed but keeping apart is really important in reducing transmission of the virus.
- **Maintain good hygiene** by washing/cleansing your hands regularly and by ensuring sneezes and coughs are caught in a tissue and placed immediately into a suitable bin.
- **Avoid busy places and bigger events** where the 'viral load' you are exposed to is likely to be higher. Follow the guidance on meeting with friends and families in smaller groups and keep each other safe by interacting from a safe distance.

One of the conditions of reopening the school is that we have to do everything possible to avoid mixing between groups of students. To this end we have created a **'bubble' system in which students only interact, and have lessons, with those from their own year group.** Each year group has been allocated its own set of classrooms, together with one of the bigger collective areas (the hall, canteen or Old Boys Gym etc.) and a designated outside space. Due to the strict rules under the government guidance, you will not be able to socialise with other year groups once on school site, including at break and lunch time. Although school will start at 8.30am as usual, break time will be split into two (see details later) and there will be a slightly staggered end to the day. Some of the curriculum has to be adapted in order for us to meet the guidance on hygiene and minimise the risk of infection. This means that practical lessons for those in the younger age groups may not be possible.

We know that you are sensible and will understand that a condition of being in school is that you follow and adhere to all our instructions, at all times. If you fail to follow the rules, you will be putting your peers, teachers and families at greater risk. If that happens, it will be considered a serious breach of our Code of Conduct and suitable action will be taken. We know this sounds very harsh but the importance of you behaving with consideration and respect for others, whenever you are in school, cannot be overstated

Despite these restrictions, we hope you are looking forward to being back in the classroom again and learning as a group. We will do all that we can to ensure that you enjoy your lessons and we will investigate ways to gradually re-introduce enrichment activities such as hosting visitors and planning trips and visits. Extra-curricular activities and intervention/revision support will be re-introduced when we can do so safely and within the government guidelines.

Please also remember that if you need support from the pastoral or progress leaders for whatever reason, we are available to support you – just send us an email.

I hope you will all be grateful for the opportunity to learn in school with your teachers again, and you will appreciate the efforts and hard work of all our teams, particularly the maintenance and cleaning staff, in making all the arrangements possible for you to return.

Please show your appreciation, respect and understanding of the seriousness of the situation by following all the guidelines willingly and with good grace – I know you will 😊

Thank you

Mrs. Doig

9 July 2020



Please read the following information very carefully so that you know what we expect of you on school days:

## SECTION 1: PREPARING TO RETURN TO SCHOOL

Lateral flow tests are designed to pick up those carrying the Covid-19 virus who are not showing any symptoms. They are not a substitute (or a confirmation test) for those who show symptoms of Covid -19. Please ensure, that if you do show any symptoms you follow the usual protocols i.e. stay at home, book a PCR test and let school know that you are isolating:

- **You should not come into school if you have a NEW PERSISTENT cough and/or a high temperature.** If you have these symptoms, you must self-isolate for 7 days or until you test negative for Covid-19. We advise that you arrange a test as soon as possible.
- **You should not come into school if you have been in recent, close contact with anyone who tests positive for Covid-19.** You will need to follow the advice of the school and the NHS Track and Trace programme if they contact you. You will need to stay at home for 14 days or until you test negative.
- The usual procedure for not attending school applies. Your parents/carers will need to contact school as per the instructions in your planner and supply details of your illness (Covid-19 related or otherwise)
- If your parents/carers have confirmed that you are not attending, then you should continue to complete all the work set by your subject teachers which will be posted on Office 365, Teams.
- Please bring your equipment/resources/calculators and writing materials with you as you will not be permitted to share them. We advise that you add a small bottle of personal hand sanitiser and some tissues to your school bag. Only bring the things you need for each day as you will not be able to leave coats, bags or resources in shared social spaces.
- **Y12 and Y13 will not be permitted to leave the site between arrival and departure.** We recognise that this is inconvenient and apologise for the continued restriction – this is about keeping the more vulnerable in our wider community safe and well and I hope you understand that we have made this decision for the right reasons.
- Sixth Form students should arrive in time for their first timetabled period and can leave as soon as they have finished for the day. **Please note that Y12 must sign in and out (on arrival and departure respectively) in the Sixth Form block, while Y13 should use the scanner in the reception area please.**
- From the end of week one, you will be able to order a packed lunch from the canteen (as per last term) but other than that you will not be able to buy food, drinks or to fill up water bottles in school. This is to reduce the risk of cross-contamination and is for your own safety. **Please bring enough water and food to get you through the entire day** (no Tesco trips this term).

## SECTION 2: COMING TO SCHOOL AND RETURNING HOME



### Make sure:

- You have had breakfast.
- You are wearing freshly cleaned clothes (obviously this is more difficult for coats and heavier items that take time to dry so use your common sense)
- You have all your equipment (including personal hand sanitiser where possible) and books for the day (there will be no sharing or swapping of equipment including calculators).
- You have sufficient food and drink for the whole day.
- You have a suitable face-covering (and a spare please) as these are now to be worn in all indoor spaces.
- You wash your hands thoroughly as you leave home.
- Getting to and from school safely is your responsibility and we need you to take it very seriously please.
  
- **Government advice is to avoid public transport if at all possible.** If travelling by bus or train you will need to wear a fabric face-covering in line with new government guidelines. If you choose to wear a disposal mask you will be asked to remove it and place it in a bin as you arrive in school. If it can be reused then you should place it in a plastic bag before storing it in your school bag (a bag within a bag for safety).
- **Whether walking, travelling by bus or by car you must always obey the social distancing (2m) rules.** If you do not, you put yourself and others (e.g. your parents and teachers at increased risk). We would advise that you do not share cars with those outside your own immediate family.

### SECTION 3: ATTENDING SCHOOL – STUDENT ARRIVAL

- Please be aware that school will still feel very different to normal, although you will be back to full teaching groups and have access to lab facilities. It may still feel less comfortable and far less flexible than in 'normal times' but you have experienced the changes for a term and know how it all works now. We have had to continue with the strict rules in order to be able to open our doors to all students and you all understand the need to accept the compromises in order to be allowed to learn on site, rather than remotely.
- Please enter school by the top gates or the moor gate. The main gate/driveways are for cars only and are out of bounds.
- **Please try to arrive by 8:20am and no earlier than 8:00am.** If you arrive before 8.20am, please sign in and then go to your designated indoor social space (Y12 to the Sixth Form block and Y13 to the Conference Suite) and sanitise or wash your hands on arrival. There are plenty of toilet facilities in both areas. If you arrive after 8.20am then please sign in and go straight to your P1 classroom and sanitise your hands on arrival.
- Please try not be late in order to avoid moving around the school at unexpected times, which adds risk.







- permitted but try to minimise contact with them as much as you can while you work.
- All tissues and rubbish should be placed, immediately, in the bin provided in your room.
  - You need to make sure you do not need to use the toilet during class time except in emergencies. We trust you to be sensible if somebody from another group is about – keep your distance and do not ‘hang around’. Please ensure you wash your hands thoroughly (for at least 20 seconds) with soap and warm water and place any paper towels in the bin after using the toilet. When you return to class, sanitise your hands again.
  - Teachers will need to move between ‘bubbles’ in order to deliver their own subject to different year groups. We have agreed that Sixth Form students are not required to queue up outside in the corridor (as is the usual protocol for labs) between lessons. Please appreciate that this is a sign of trust – you need to behave safely, both in terms of the usual hazards in the rooms but also in terms of the Covid-19 recommendations to stay apart where possible. Any unreasonable or dangerous behaviour will be treated as a serious breach of our Code of Conduct.
  - Every time you change classroom, please sanitise your hands again.
  - Assemblies will be rare after the first couple of days but may occasionally take place in your year group designated indoor social space.

## SECTION 6: BREAKS/LUNCH AND THE END OF THE DAY

- You will be given a break during the morning session **but the canteen will not be open**. You will have to spend your break in your designated indoor or outdoor areas.
- Both Y12 and Y13 students will have access to kitchen facilities in their areas. There will be a kettle, fridge, microwave and washing up facilities. Please wait your turn and keep your distance in these areas – one at a time would be best in such small spaces. Please remember that the cleaning team have a huge workload, with all the extra regulations to prevent the spread of infection in place, so please keep your areas clean and tidy out of respect for the job our cleaners are doing to keep us all safe and well.
- Break times have been split to minimise mixing and for more controlled movement up and down the stairs.

The timetable for the revised morning looks like this so Y12 and Y13 have breaks at different times.

Time	Year 8/10/12	Time	Year 7/9/11/13
<b>08:30 - 09:30</b>	P1	<b>08:30 - 09:30</b>	P1
<b>09:30 - 10:35</b>	P2	<b>0930 - 0945</b>	BREAK
<b>10:35 - 10:50</b>	BREAK	<b>0945 - 10:50</b>	P2

- The canteen will not be open at lunch time. **Initially, you must bring a packed lunch as you will not be able to purchase food in school or to leave the site to visit Tesco.** You can, of course, visit the supermarket before coming into school.





### LUNCH RELEASE TIMES

11.50am - 6<sup>TH</sup> FORM  
12:10pm – YEAR GROUP ASSEMBLY  
12:20pm - KS4  
12:25pm - KS3

- At lunch you must remain in your year group areas. Meetings with your tutors or with members of the Post-16 team (including Miss Rudman and Mr. Coote for Y13 students) should be arranged by email and should take place in one of your allocated classrooms.
- **You must not stay on site at the end of the day but should leave and go straight home at 3:25pm.** Please resist the temptation to stand around and chat with your friends or teachers.
- **If the fire bell goes, you will be escorted to the moor by your teacher keeping your distance from others. You must not mix with students from any other group once outside please.**
- At the end of the day, year groups will be released at different times in order to minimise congestion.

### END OF THE DAY RELEASE TIMES

3:10pm – Yr7, 8 and 11  
3:15pm – Yr9 & 10  
3:20pm – Yr12 & 13

## **SECTION 7: Indoor and outdoor designated social areas (bubbles)**

- You must stay within your designated areas during the school day.
- Please do not wander around the school during lessons
- Y12 indoor space is the Post-16 block and Y13 indoor space is the Conference Suite. Both year groups will be allocated a social area on the moor as for all other year groups.
- Y13 should use the **SOUTH** stairs and language wing toilets and exits; Y12 should use the **NORTH** stairs and arena toilets and exits. (see the maps below)

You can see clearly that Y12 and Y13 have been given top priority in terms of specialist laboratory space. We are also creating Art facilities up on C floor for you. Subjects that require no practical equipment will be taught in labs or C floor rooms for Y13, and labs or Sixth Form block classrooms for Y12. Please understand and appreciate what this actually means for others – Y11 have some access to labs and Y9 and Y10 will share the two on B floor but Y7 and Y8 will have Science lessons in ordinary classrooms! We really have done everything possible to ensure that Y12 and Y13 are not disadvantaged in any way at all. You will have your own specialist teachers in rooms with all the necessary equipment and you will have a full-time timetable of lessons, unlike those in many colleges.

## **Ground floor map**



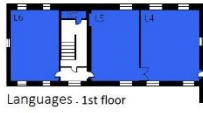
## Upper Floor Maps

**PRAYER ROOMS**

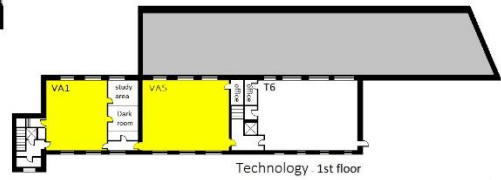
- Yr7 - L6
- Yr8 - A1N
- Yr9 - A20
- Yr10 - B8
- Yr11 - T1
- Yr12 - C6
- Yr13 - C1



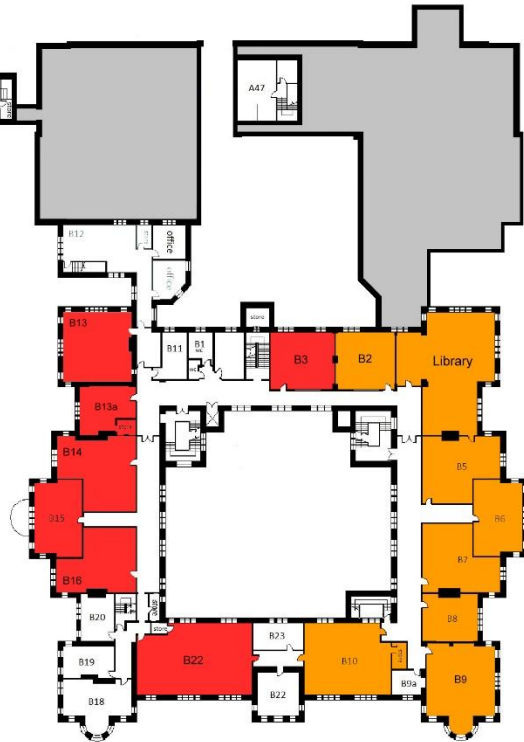
Post 16 Block - 1st floor



Languages - 1st floor



Technology - 1st floor



Main Building - 1st floor



Main Building - 2nd floor



## SECTION 7: Forms and Form Rooms

Form rooms are a little more complicated under the bubble arrangements. Find the box that corresponds to your tutor and your year group and that is the room where your tutor meetings will take place. Guidance about the role of the tutor can be found in the student planner which will be issued on the first day in school.

For example if Mrs. Lea is your tutor and you are in Y13, your meeting will be in C12 or if Mr. Hale is your tutor and you are in Y12, your meetings will take place in P16A etc.

Teacher pairing	Y12 Room	Y13 Room
MSS/LJ	P16B	C3
SS/NH	P16A	C1
CM/JD	C4	C14
PL/KH	C8	C12
CEG/VJ	C7	C20
JS/KC	C5	C16



## Section 8: School Day Overview

Time	Year 8/10/12	Time	Year 7/9/11/13
08:30 TO 09:30	P1	08:30 TO 09:30	P1
09:30 TO 10:35	P2	0930 TO 0945	BREAK
10:35 TO 10:50	BREAK	0945 TO 10:50	P2
10:50 TO 11:50	P3	10:50 TO 11:50	P3
11:50 TO 12:20	TUTORIAL/ASSEMBLY	11:50 TO 12:20	TUTORIAL/ASSEMBLY
12:20 TO 13:10 *NOTE STAGGERED RELEASE	LUNCH	12:20 TO 13:10 *NOTE STAGGERED RELEASE	LUNCH
13:10 TO 14:10	P4	13:10 TO 14:10	P4
14:10 TO 15:15 *NOTE STAGGERED RELEASE	P5	14:10 TO 15:15 *NOTE STAGGERED RELEASE	P5

### LUNCH RELEASE TIMES

11:50: 6<sup>TH</sup> FORM  
12:10: ASSEMBLY YEAR  
12:20: KS4  
12:25: KS3

### END OF THE DAY RELEASE TIMES

3:10pm – Yr7, 8 and 11

3:15pm – Yr9 & 10

3:20pm – Yr12 & 13

### ASSEMBLY DAYS/AREAS

Y8 = MON MAIN HALL

Y7 = TUE SPORTS HALL

Y9 = WED OLD GIRLS GYM

Y11 = THUR OLD BOYS  
GYM

Y10 = FRI DINING ROOM



### Reflection/prayer rooms

Y7 L6    Y8 A1N

Y9 A20    Y10 B8

Y11 M2

Y12 C6    Y13 C1

### STANDARDS DETENTION ROOMS

Y7 = L1

Y8 = A16

Y9 = B13

Y10 = B5

Y11 = T1

STUDENTS MUST  
SANITISE/WASH HANDS WHEN  
ENTERING AND LEAVING  
CLASSROOMS

ALL YEARS ALLOWED TO VISIT PASTORAL BASE/SEN

# THE CROSSLEY HEATH SCHOOL LUNCHTIME ARRANGEMENTS



Year	Indoor Social Space
Year 7	Sports Hall
Year 8	Main Hall
Year 9	Girls' Gym
Year 10	Dining Room
Year 11	Old Boys' Gym
Year 12	6th Form Block
Year 13	Conference Suite

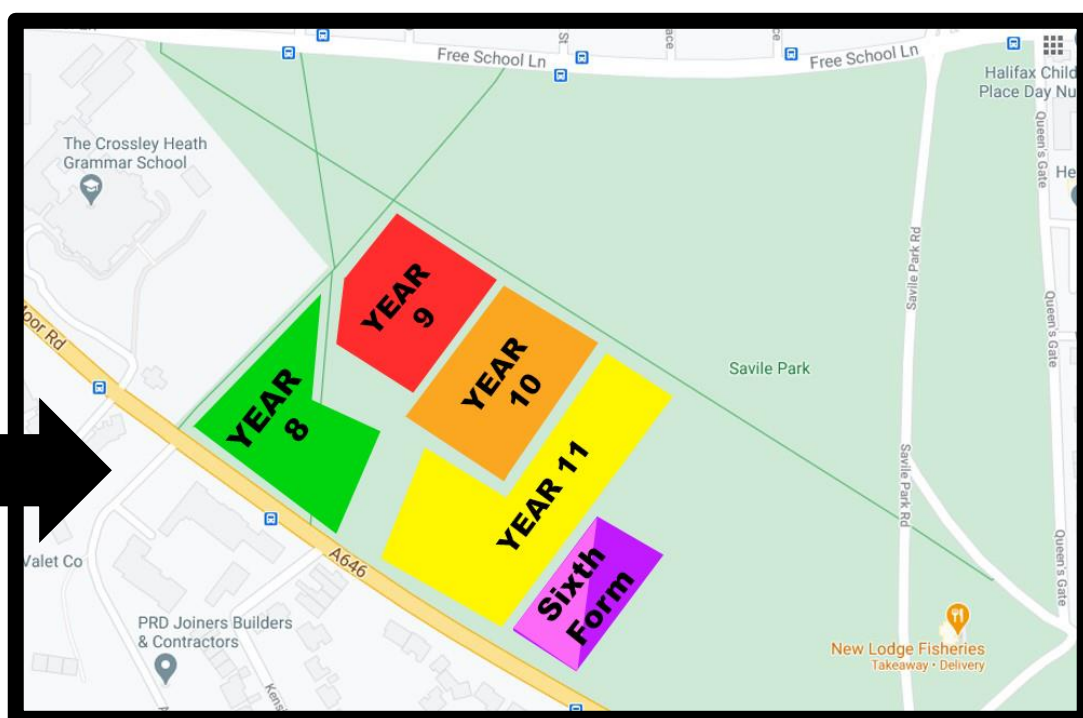
## Amber Day Lunchtime Arrangements Moor closed - Grounds ok

Year	Indoor Social Space	Outdoor Social Space
Year 7	Sports Hall	Tennis Courts
Year 8	Main Hall	6th Form Lawn
Year 9	Girls' Gym	Outside Languages
Year 10	Dining Room	Lower Arena
Year 11	Old Boys' Gym	Top Arena
Year 12	6th Form Block	Astroturf/Outside 6th Form - Rota
Year 13	Conference Suite	Astroturf/Outside 6th Form Rota

## Green Day Lunchtime arrangements

**Outside Day: lower school students are expected to be outside**

Year	Moor area	Outdoor Social Space
Year 7	n/a	Tennis Courts
Year 8	Top left	6th Form Lawn
Year 9	Top right	Outside Languages
Year 10	Middle right	Lower Arena
Year 11	Lower area	Top Arena
Year 12	Lower area	Astroturf/Outside 6th Form - Rota or inside 6th Form Block
Year 13	Lower area	Astroturf/Outside 6th form - Rota or inside Conference Suite



9 July 2020