

Rationale:

We want to create a familiar model of operations that delivers a full school curriculum and secure pastoral care for all year groups that takes all aspects of published guidance as basis for any adjustments. The health and safety of all of the school community is the overriding priority in all matters.

DFE guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Year Group Bubbles and zoning:

Each year group will be self-contained within a zone of the school. There will be movement within that zone to allow set changes (e.g. from maths to English) and moves to tutor group. Students will be able to access specialist teaching rooms when accompanied by staff (staff will 'collect' students and move to rooms outside of the zone in an orderly fashion and return students to the zone at the end of lesson). Staff will move freely between year group zones. Supervision rotas will be created to monitor successful changeovers.

Year 11	Year 10	Year 9	Year 8	Year 7
M1, M2, M3, M4, M5, M6, M7, M8	P7, P8, P9, P10, P11, P12 and Study Centre	P1, P2, P3, P4, P5, P6, Long Room	P13, P14, P15, P16, P17, B1, B2	P18, P19, P20, P21, P22, P23, PCS4, PCS5

Structure of the Day:

There are some minor changes to the day, largely to ensure that break and lunchtime areas can be cleaned between sittings

	Year 11	Year 10	Year 9	Year 8	Year 7
8.30 – 9.40	Tutor and Lesson 1 *	Tutor and Lesson 1*			
9.40 – 10.00	Lesson 2	Lesson 2	Break	Lesson 2	Break
10.00 – 10.40			Lesson 2		Lesson 2
10.40 – 11.00	Break	Break		Break	
11.00 – 12.00	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
12.00 – 12.30	Tutor time	Tutor Time	Lunch	Tutor Time	Lunch
12.30 – 1.30	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
1.30 – 2.00	Lunch	Lunch	Tutor Time	Lunch	Tutor Time
2.00 – 3.00	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
3.00 – 4.00	'Session 6'				

*AM registration and uniform equipment check carried out by lesson 1 teacher

Breaks and Lunchtimes

Each year group will be assigned to one of 3 distinct serving areas, eating spaces, toilets and outside areas. The indoor spaces will be shared and therefore cleaned after each use.

Year 11	Year 10	Year 9	Year 8	Year 7
Malvern Common Room and outside garden area	Blue Room, Theatre and East toilets and playground	Blue Room, Theatre and East toilets and playground	Canteen, Green Room and West toilets and playground	Canteen, Green Room and West toilets and playground

Start of the Year:

We will start the year as follows:

Tuesday 1st Sept	Wednesday 2nd Sept	Thursday 3rd Sept	Friday 4th Sept
Teacher Education Day	Teacher Education Day	Year 7 and Year 11 ONLY	All year groups

Starts and Ends of the day:

Students should come to school as normal and arrive between 8.00 – 8.25. We will segregate on entry to school (students must enter by a particular entrance) and will zone the morning 'congregation zones' which will be separated by barriers. Staff will supervise students to enter the building through their designated door. Students should then remain within their year group bubbles for the entire day.

	Year 11	Year 10	Year 9	Year 8	Year 7
External Entry Point	West gate	East pedestrian gate	Car park gate	King's path (gates to field from car park)	Main entrance
School entry point	Malvern main entrance	Corner En/MFL	Corner P2/P3	Main Science/Bredon entrance	Music Door

We intend to rotate Y7-10 on staggered ends of the day weekly 14.52, 14.57, 15.02, 15.07. Session 5 will be shortened or lengthened slightly. This is to create a staggered release to the community. We know this may be a slight inconvenience for a parent collecting two siblings, however we are sure you understand the reasons. Those travelling by bus will be released in good time.

Date	Year 11 – end time	Year 10 – end time	Year 9 – end time	Year 8 – end time	Year 7 – end time
Thursday 3rd September	15.00	N/A	N/A	N/A	14.30
Friday 4th September	15.00	15.07	15.02	14.57	14.52
w/b Monday 7th September	16.00	15.07	15.02	14.57	14.52
w/b Monday 14th September	16.00	14.52	15.07	15.02	14.57
w/b Monday 21st September	16.00	14.57	14.52	15.07	15.02
w/b Monday 28th September	16.00	15.02	14.57	14.52	15.07

Behaviour Policy:

Our usual high standards of behaviour and conduct will apply at all times. There will be some additional rules and expectations added to the behaviour policy with regard to lesson changeovers, social distancing with adults and other students and hygiene expectations. We will update our Behaviour Policy and publish for students and parents before September. All new and existing expectations will be rehearsed with students in the first days and reinforced over the first term. Detention rooms will be allocated in zones and will run as normal; detention times will start and end in line with the staggered end times above.

Uniform and equipment:

Students will be expected to attend in full uniform. Parents/carers are asked to make every effort to ensure students have full and complete uniform as per the uniform policy published on our website. On days when students have PE or Dance they should come to school in PE kit (this must be strictly adhered to – no hoodies/non-school t-shirts)

Staff will not be able to lend equipment during lessons. Students must come fully equipped or acquire replacement items via student services. C2s will be issued as per policy.

Lockers:

All lockers will be emptied - either by students or by us – before the end of this week. Any items left will be kept centrally for students to collect. Students will not be allowed to use any lockers in the first month. We may introduce lockers again thereafter as there are accessible lockers in each zone. Students who paid for lockers in 2019/20 will be allocated (should they wish) a locker for free for the remainder of the new academic year. New students or students who wish to use a locker for the first time will be charged a reduced fee pro rata.

Students accessing services and interventions outside of the bubble:

Students will require a permission slip/card to 'exit' the bubble (e.g. student services, interventions etc). This is permissible as long as social distancing is maintained between those with whom there is contact. There will be no student receptionist until further notice.

Social distancing:

We will be following the advice regarding social distancing. This applies between adults, adults and students and between students.

It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.

Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.

(DFE guidance)

Cleaning:

Enhanced protocols will be introduced to ensure regular cleaning of touchpoints, toilets and break/lunch areas (there will be 3 day cleaners on site).

Each classroom will contain a 'sanitisation station' for cleaning of surfaces as is necessary. All staff/students will be responsible for wiping down keyboards at workstations before and after use. Students may be asked to assist with the wiping down of work areas (particularly in shared specialist classrooms) and of equipment and textbooks.

Hand sanitiser will be available at all external doors and other central spaces across the school.

Reacting to medical emergencies, including suspected and confirmed cases of COVID-19:

First-aiders will still be able to respond to medical needs (non COVID-19) related, however will be required to wear enhanced PPE in order to help a student.

There is a detailed section in the guidance about how schools should respond to any suspected and confirmed cases of COVID-19. This is summarised as follows:

Suspected case:

- Any member of the school community (staff or students) should not come to school if they have symptoms
- A student showing symptoms in school will be isolated in a dedicated space following medical assessment and parents asked to collect as soon as is practicably possible
- All members of the school community must be prepared to act swiftly and secure a test
- Parents/carers must inform the school of the outcome of the test immediately
- A negative test will mean that the student/member of staff can return to school

Confirmed case:

- A positive test means that the person must self-isolate for at least 7 days. Other members of the household should isolate for 14 days
- We will inform the local health protection team of any positive case; likewise the team will contact the school if they become aware that someone who has tested positive has attended the school, as identified by NHS Test and Trace
- The health protection team will carry out a rapid risk assessment together with the school
- We will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days
- Household members of those sent home do not need to self-isolate unless the person self-isolating develops symptoms
- Anyone sent home, who subsequently develops symptoms, should immediately seek a test; the school should be informed immediately of the outcome.
- A negative test means that the person must remain in isolation for the remainder of the 14 day isolation period
- A positive test result means that the person must isolate for at least 7 days from the onset of their symptoms

In cases of multiple, positive test outcomes the local health protection team will advise the school if additional action is required.

Remote learning:

Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, we will return to similar systems of remote learning.

Attendance:

School attendance will be mandatory again from the beginning of the autumn term. Shielding advice for adults and children is paused on 1st August and, unless we hear from you with medical advice to the contrary, we will follow up all absence with our normal procedures. We will support families where students, parents and households are anxious about returning to school.