

# Wilmslow High School

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## *September 2020 Opening to All Students*

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### *Return to School Guide*

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#### **FAQ Format – 2<sup>nd</sup> September 2020**

#### Introduction

This Return to School Guide is designed to provide students and parents with information about how the school has been prepared in order to ensure that we start September 2020 safely and successfully.

It is organized in an FAQ format and seeks to build on the **Planning and Preparation for September 2020** information provided in [High Notes – Issue 40](#) on 17<sup>th</sup> July.

This FAQ format will also enable us to easily add additional information in response to questions raised or developments in government policies over the coming weeks. Changes in this issue have been **highlighted in yellow**.

The student Induction Days planned for the start of term will see Form Tutors outlining expectations and arrangements. There will also be time spent training students in movement around their zones and any necessary protocols. However, please can parents spend some time before the full return to school discussing this document so students are fully prepared for these changes on their arrival.

If you have any additional questions that are not covered in this Return to School Guide please send them by email to [ReturnGuide@wilmslowhigh.com](mailto:ReturnGuide@wilmslowhigh.com)

Everyone at Wilmslow High School is very much looking forward to seeing all students back together in the school community from September.

J. H. Pullé

Headteacher

## How is the Return to School Guide organized?

The FAQs within this **Return to School Guide** are grouped into the following sections:

	<b>FAQ section</b>	<b>FAQ numbers</b>	<b>Pages</b>
A	Government guidance: what parents and carers need to know about schools in the autumn term	A1 – A7	3 – 4
B	Questions about the start of term	B1 – B3	5 – 6
C	Travel to and from school	C1 – C4	7 – 9
D	The School Day and Tutor Time	D1 – D6	10 – 12
E	Attendance and Punctuality	E1 – E4	13
F	Zoning of the school in September	F1 – F8	14 – 16
G	Movement around the building	G1 – G5	17 – 19
H	Social time arrangements – provision for food and drinks	H1 – H6	20 – 21
I	The Wilmslow Way expectations	I1 – I6	22 – 24
J	Formal Curriculum – teaching and learning in lessons and at home	J1 - J9	25 – 27
K	Wider Curriculum activities	K1 – K2	28
L	Student and parent Support	L1 – L9	29 – 30
M	Hygiene and reducing risks – safety considerations	M1 – M17	31 – 34
N	Site and cleaning arrangements	N1 – N5	35
	Appendix 1 – Should my child attend school? Covid-19 symptoms flow chart		36

Each section of the Return to School Guide starts on a fresh page in order to facilitate the insertion of additional FAQs should that be required.

## A - Government guidance: what parents and carers need to know about schools in the autumn term

	What is the title of the guidance section?	What does it cover?
	You can access each section by clicking on the text below	<a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</a> The FAQ below are written on the basis of the government advice to parents published on <b>1.09.20</b>
A1	<u>Returning to nursery, child-minders, school and college</u>	This section explains why the government judges that all year groups should return to school full time from the beginning of the autumn term.  It also makes the points that, “things will be a bit different in the new term” because of the “range of protective measures” that schools have been asked to put in place.
A2	<u>Attendance</u>	This section explains how the government expects school attendance to again be “mandatory from the beginning of the new academic year”.  It also explains the current position regarding the “small number of pupils (who) <b>may be</b> unable to attend in line with public health advice”.  The school’s actions in relation to these points are set out in <b>Section E</b> of this FAQ Guide.
A3	<u>Helping make nurseries, childminders, schools and colleges as safe as possible</u>	This section explains that the government is asking schools and colleges to ensure they are: <ul style="list-style-type: none"> <li>• managing confirmed cases of coronavirus (COVID-19) in the school or college, in line with current public health guidance</li> <li>• ensuring everyone at school cleans their hands more often than usual, including when they arrive, when they return from breaks, and before and after eating - this can be done with soap and running water or hand sanitiser</li> <li>• ensuring good respiratory hygiene, by promoting the ‘catch it, bin it, kill it’ approach</li> <li>• enhanced cleaning, including cleaning frequently touched surfaces more often</li> <li>• minimising contact and maintaining distance, as far as possible</li> </ul> <p><b>It is important to appreciate that all the school actions set in this FAQ Guide flow from these government expectations.</b></p> This section also outlines the current government guidance on the use of face coverings by children over the age of 12.

A4	<u>Arriving and leaving school</u>	<p>This section sets out the government's expectations regarding:</p> <ul style="list-style-type: none"> <li>• The staggering of start and finish times to the school day</li> <li>• Student travel arrangements and movement through the local community</li> <li>• Use of public transport</li> <li>• The implications of face coverings on public transport</li> </ul> <p>The school's actions in relation to these points are set out in <b>Section C and D</b> of this FAQ Guide.</p>
A5	Curriculum, exams and inspection	<p>Click on the links below to explore the government's actions and expectations regarding:</p> <ul style="list-style-type: none"> <li>• <u>The curriculum</u></li> <li>• <u>Assessment and exams</u></li> <li>• <u>Inspection</u></li> </ul> <p>The school's actions in relation to these points are set out in <b>Section J and K</b> of this FAQ Guide.</p>
A6	What else you need to know	<p>Click on the links below to explore the government's guidance regarding:</p> <ul style="list-style-type: none"> <li>• <u>Admissions</u></li> <li>• <u>Behaviour</u></li> <li>• <u>Uniform</u></li> <li>• <u>School food</u></li> <li>• <u>Online safety</u></li> <li>• <u>Mental health and wellbeing</u></li> <li>• <u>Education Health and Care Plans (EHCPs)</u></li> <li>• <u>School trips</u></li> <li>• <u>Extra-curricular activities</u></li> </ul> <p>The school's actions in relation to these points are set out in <b>Section H, I and L</b> of this FAQ Guide. in the FAQ Guide below.</p>
A7	<u>Process in the event of outbreaks</u>	<p>This section sets out:</p> <ul style="list-style-type: none"> <li>• the government's definition of what constitutes an "outbreak" in school</li> <li>• the processes to be followed in such an eventuality</li> </ul> <p>Drawing on the expertise of our Medical Needs Coordinators the school is especially well-placed to work effectively with our area's local health protection team.</p> <p>The school's actions in relation to these points are set out in <b>FAQs M13 – M17</b> below.</p>

## B - Questions about the start of term

	Question	Response								
B1	What will staff be doing on the three INSET Days (Tuesday 1 <sup>st</sup> – Thursday 3 <sup>rd</sup> September)	<p>The three-day staff training programme from Tuesday 1st – Thursday 3rd September will enable us:</p> <ul style="list-style-type: none"> <li>• To be trained and familiarised with the very different in-school procedures that we will be operating from September</li> <li>• To provide training for staff related to the further enhancement of our remote learning programme</li> <li>• To make the curriculum modifications across all year groups recommended by the DfE for 2020-21</li> <li>• To ensure that recommendations from Ofqual regarding amendments to qualifications for the 2020-21 examinations have been securely implemented</li> </ul>								
B2	What will students be doing during the three-day Induction Phase (Friday 4 <sup>th</sup> – Tuesday 8 <sup>th</sup> September)?	<p>Each year group will have a tailored programme of Induction and Site Familiarisation over the three days of Friday 4<sup>th</sup> – Tuesday 8<sup>th</sup> September that will contain the following elements:</p> <table border="1" data-bbox="642 719 1837 1273"> <tbody> <tr> <td data-bbox="642 719 905 894">Tutor induction</td> <td data-bbox="905 719 1837 894"> <ul style="list-style-type: none"> <li>• Familiarisation with how we live and learn in the Year Group Zones</li> <li>• Refresher training about the important social distancing and hygiene practices help prevent infection and that promote good health</li> </ul> </td> </tr> <tr> <td data-bbox="642 894 905 997">Smart Learning</td> <td data-bbox="905 894 1837 997"> <ul style="list-style-type: none"> <li>• How students can learn quickly and effectively in “teacher at the front” lessons. This will also be the focus of our virtual Expectation Evenings</li> </ul> </td> </tr> <tr> <td data-bbox="642 997 905 1133">Subject induction</td> <td data-bbox="905 997 1837 1133"> <ul style="list-style-type: none"> <li>• How each subject will apply ‘Smart Learning’ to ensure that students can learn quickly and effectively in “teacher at the front lessons”</li> </ul> </td> </tr> <tr> <td data-bbox="642 1133 905 1273">Independent preparation work</td> <td data-bbox="905 1133 1837 1273"> <ul style="list-style-type: none"> <li>• Information will be provided on Friday 4<sup>th</sup> September regarding the independent preparatory work that students in Years 8 -13 will be expected to do in order to ensure that they are well-prepared for the start of the new academic year.</li> </ul> </td> </tr> </tbody> </table>	Tutor induction	<ul style="list-style-type: none"> <li>• Familiarisation with how we live and learn in the Year Group Zones</li> <li>• Refresher training about the important social distancing and hygiene practices help prevent infection and that promote good health</li> </ul>	Smart Learning	<ul style="list-style-type: none"> <li>• How students can learn quickly and effectively in “teacher at the front” lessons. This will also be the focus of our virtual Expectation Evenings</li> </ul>	Subject induction	<ul style="list-style-type: none"> <li>• How each subject will apply ‘Smart Learning’ to ensure that students can learn quickly and effectively in “teacher at the front lessons”</li> </ul>	Independent preparation work	<ul style="list-style-type: none"> <li>• Information will be provided on Friday 4<sup>th</sup> September regarding the independent preparatory work that students in Years 8 -13 will be expected to do in order to ensure that they are well-prepared for the start of the new academic year.</li> </ul>
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B3 Which days do students need to come into school during the Induction Phase?

During the three days of the Induction Phase students need to come into school on the days allocated to their Year Group. This is shown in the table below by **green shading** and the word “In”. **Yellow shading** indicates that this is not a day that the Year Group must be in school.

As you can see, the first day that all Year Groups are expected in school is Wednesday 9<sup>th</sup> September.

Date	4.09.20		7.09.20	8.09.20	9.09.20
Day	Friday	Weekend	Monday	Tuesday	Wednesday
Staff	Students		Students	Students	Students
Year 7	In		In	In	In
Year 8				In	In
Year 9			In		In
Year 10				In	In
Year 11			In		In
Year 12	New admissions only*			In	In
Year 13			In		In

So, as an example, this table indicates that Year 9 and Year 11 will be:

- in-school for Site Familiarisation and Induction on 7<sup>th</sup> September
- working from home on the 4<sup>th</sup> and 8<sup>th</sup> September.

(\* ) Only those Year 12 students joining the sixth form from another school will attend on 4<sup>th</sup> September 2020.

## C - Travel to and from school

C1	How should students travel to school?	<p>According to the survey responses provided by students in November 2019, travel to and from Wilmslow High School is already above national average for walking and car and in line with national average for cycling.</p> <p>Furthermore, very few students reported that they used the local bus services. As a result, the large majority of students are already travelling to school in line with the government's <a href="#">current travel guidance</a>.</p> <p>In addition, we <b>strongly advise students who would normally use the train to either cycle or walk to school</b>. Given the importance of maintaining social distancing within the <a href="#">local community</a>, students should not walk in groups nor congregate outside of school.</p> <p>Current student habits and preferences create a staggered start to the day.</p> <p>In support of this, students <u>will be able</u> to</p> <ul style="list-style-type: none"> <li>• enter the school site from 08:00 and</li> <li>• go to the social area assigned to each year group.</li> </ul> <p>Access to tutor rooms <u>will not be allowed</u></p> <ul style="list-style-type: none"> <li>• until duty staff are in place from 08:15 onwards.</li> </ul>
C2	What is the current train situation?	<p>It is the law that you <u>must wear a face covering when travelling in England</u> on public transport.</p> <p>Government guidance is also that you should have a sealable plastic bag in which to store a reusable face covering this during the day.</p> <p>Northern Rail are still operating a Covid-19 timetable, with limited services and <b>restricted numbers allowed on each train</b>.</p> <p><u>Handforth</u> trains which allow students to be at school for the start of the day will only run at 07:28 and 08:28 with return trains at 15:16 and 16:19.</p> <p><u>Alderley Edge</u> trains which allow students to be at school for the start of the day will run at 07:13 and 08:13 with return trains at 15:27 and 16:28.</p>

		<p><b>We have been informed by Northern Rail that “Further services will be reinstated from 14th September, back to the normal weekday service level of two trains per hour for Handforth and three trains per hour for Alderley Edge.”</b></p> <p>We are aware that currently train services are not stopping at <u>Styal</u> (or Heald Green) and that Cheshire East Transport Solutions Service are running a ‘shadow’ bus to and from Styal via Handforth for eligible students. Pick up/Drop off times are below and CETSS should have been in contact with parents / carers about this.</p> <p><u>Handforth Railway Station</u>                      <u>08:20</u></p> <p><u>Styal Railway Station</u>                              <u>08:30</u></p> <p><u>Wilmslow Railway Station</u>                      <u>08:40</u></p> <p><u>Wilmslow Railway Station</u>                      <u>15:10</u></p> <p><u>Styal Railway Station</u>                              <u>15:20</u></p> <p><u>Handforth Railway Station</u>                      <u>15:30</u></p> <p>Passes that acknowledge that students may arrive late and that also allow students to leave early to ensure they catch the return bus are being arranged. If your son/daughter does not receive theirs on their return to school, then please ask them to speak to their Head of House/Student Manager.</p> <p>If you have any queries please contact Mr N Hughes, our Senior Leader with responsibility for School Travel, using the following email address: <a href="mailto:nhughes@wilmslowhigh.com">nhughes@wilmslowhigh.com</a></p>
C3	Can parents drop students off by car?	<p>As you will know Broadway, Holly Road North and the A34 roundabout entrance roads are normally significantly congested at either end of the school day.</p> <p>We would strongly recommend that you drop and collect your son/daughter a short distance from school using one of the nearby carparks (Sainsbury’s, Wilmslow Leisure Centre or Broadway Meadow car park) and let your son/daughter walk the remaining short distance to school.</p>
C4	Can students cycle to school?	<p>Yes.</p> <p>We would encourage as many students as possible to cycle to school rather than being dropped off by vehicle.</p>

		<p>Student bike racks will be situated close to each designated 'outside entrance'. Once your bike is secured, then students should follow the designated lines that will lead them to the year group zones.</p> <p>The school is working with the Local Authority and other organisations to further improve the experience of cycling to school. If you are able to support this work do please contact Mr N Hughes, our Senior Leader with responsibility for School Travel, using the following email address: <a href="mailto:nhughes@wilmslowhigh.com">nhughes@wilmslowhigh.com</a></p>
C5	Can Sixth Formers park on the school site?	<p>We do not allow students to park in the staff car park at any time.</p> <p>However, students can apply for a permit to park in the sixth form car park which can be accessed from the A34 entrance of the school.</p> <p>Applications for permits must be made to <a href="mailto:kflannery@wilmslowhigh.com">kflannery@wilmslowhigh.com</a> by 11.09.20.</p>

## D - The School Day – morning registration and the end of the day

	Question	Response																						
D1	Where should students go when they arrive?	<p>The start of day already has a naturally staggered arrival and therefore students can begin arrival from 8:00am.</p> <p>Each year group will “live and learn” within designated zones of the school. Year group zones have been created with separate ‘outside entrances’ (see FAQ F2 &amp; F3). Students should follow the designated lines that will lead them to the year group zones.</p> <p>Student movement during the school day will be only within their year group zone unless they are taken by staff to a specialist teaching area.</p>																						
D2	What time can students arrive on site?	<p>Students can arrive on site from 8:00am and wait in their designated social spaces. From 8:15am duty staff will direct them to their tutor bases ready for registration at 8.45am</p>																						
D3	What will the school day look like?	<p>The formal start of the day remains the same for all students in Years 7 -11 but there will be a managed staggered finish at the end of the day. In order to facilitate this, students will be dismissed directly from their Period 5 lessons (see the schedule in FAQ D4) rather than return to Tutor Rooms.</p> <p>In line with our existing plans for September 2020, we will be changing to teaching in five periods of 60 minutes each.</p> <table border="1" data-bbox="520 964 1948 1421"> <tbody> <tr> <td data-bbox="520 964 674 1032">8:00</td> <td data-bbox="674 964 1948 1032">Students can arrive on site from 8:00am and wait in their designated social spaces.</td> </tr> <tr> <td data-bbox="520 1032 674 1101">8:15</td> <td data-bbox="674 1032 1948 1101">From 8:15am duty staff will direct students to their tutor bases ready for registration at 8.45am</td> </tr> <tr> <td data-bbox="520 1101 674 1138">8:45</td> <td data-bbox="674 1101 1948 1138">Registration in zone form rooms</td> </tr> <tr> <td data-bbox="520 1138 674 1175">9:00</td> <td data-bbox="674 1138 1948 1175">Movement to P1 (Students in Years 8 and 9 move to core groups – overseen by tutors)</td> </tr> <tr> <td data-bbox="520 1175 674 1213">9:05</td> <td data-bbox="674 1175 1948 1213">Period 1 starts</td> </tr> <tr> <td data-bbox="520 1213 674 1250">10:05</td> <td data-bbox="674 1213 1948 1250">Movement to period 2</td> </tr> <tr> <td data-bbox="520 1250 674 1287">10:10</td> <td data-bbox="674 1250 1948 1287">Period 2</td> </tr> <tr> <td data-bbox="520 1287 674 1325">11:10</td> <td data-bbox="674 1287 1948 1325">Break in zones</td> </tr> <tr> <td data-bbox="520 1325 674 1362">11:25</td> <td data-bbox="674 1325 1948 1362">Movement to Period 3</td> </tr> <tr> <td data-bbox="520 1362 674 1399">11:30</td> <td data-bbox="674 1362 1948 1399">Period 3</td> </tr> <tr> <td data-bbox="520 1399 674 1421">12:30</td> <td data-bbox="674 1399 1948 1421">Lunch in zones</td> </tr> </tbody> </table>	8:00	Students can arrive on site from 8:00am and wait in their designated social spaces.	8:15	From 8:15am duty staff will direct students to their tutor bases ready for registration at 8.45am	8:45	Registration in zone form rooms	9:00	Movement to P1 (Students in Years 8 and 9 move to core groups – overseen by tutors)	9:05	Period 1 starts	10:05	Movement to period 2	10:10	Period 2	11:10	Break in zones	11:25	Movement to Period 3	11:30	Period 3	12:30	Lunch in zones
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D4	Are the start and finish times being staggered to support social distancing?	<p>Yes</p> <ul style="list-style-type: none"> <li>The start of day already has a natural staggered arrival (see FAQs C1, D1 &amp; D2)</li> <li>In addition, we will introduce a managed stagger to the end of the day in order to ensure there's a dispersed exit of students:</li> </ul> <table border="1"> <tr><td>15:10</td><td>Years 10 and 9 leave</td></tr> <tr><td>15:13</td><td>Years 8 and 12 leave</td></tr> <tr><td>15:15</td><td>Year 7 leave</td></tr> <tr><td>15:20</td><td>Years 11 and 13 leave</td></tr> </table>	15:10	Years 10 and 9 leave	15:13	Years 8 and 12 leave	15:15	Year 7 leave	15:20	Years 11 and 13 leave								
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D5	Should students go straight home at the end of the day?	<p>Yes</p> <p>Unfortunately, current circumstances in relation to social distancing and cleaning arrangements mean that students cannot stay on site independently to use school facilities.</p> <p>The exceptions to this are where school has organized an activity at the end of the day – see FAQ K1 &amp; K2</p> <p>In keeping with the start of day arrangements described in FAQ C1 &amp; D2 students are also asked to go straight home at the end of the day and not gather in groups within the community.</p>																

D6	What activities will take place during tutor time?	<p>Morning tutor time will remain largely the same for students in Years 7-11 where each House will have a set routine of student noticeboard / assemblies / silent reading / planner checks / character activities and progress discussions.</p> <p>Afternoon tutor time will not be taking place to facilitate the staggered finish to the day.</p> <p>Assemblies will be delivered virtually (students will watch assemblies on the screen in their form rooms).</p> <p>Tutors will hold discussions with tutees about the previous day's behaviour points during the following morning, but 15-minute referrals will continue at the end of each day supervised by student managers in year group zones.</p> <p>Students in years 12 and 13 will not attend full group tutorials, but in small groups on one day per week (students will be informed when to attend) See G1.</p>
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## E - Attendance and Punctuality

E1	What are the expectations on attendance?	<p>We agree with the <a href="#">DfE</a> (see FAQ A3) that it is vital that students return to school for their educational progress, wellbeing and wider development. We will therefore return to our normal attendance procedures from September.</p> <p>We are aware that this needs to remain in the context of public health guidance related to COVID-19; therefore we would urge parents and carers who wish to seek further medical advice regarding any particularly conditions affecting their children to contact our Medical Needs Coordinators:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:kcragg@wilmslowhigh.cheshire.sch.uk">kcragg@wilmslowhigh.cheshire.sch.uk</a></li> <li>• <a href="mailto:lrobinson@wilmslowhigh.cheshire.sch.uk">lrobinson@wilmslowhigh.cheshire.sch.uk</a></li> </ul> <p>In line with <a href="#">government guidance</a>, please also note that children <b>should not attend school</b> if:</p> <ul style="list-style-type: none"> <li>• <b>they are showing <a href="#">coronavirus (COVID-19) symptoms</a></b></li> <li>• <b>someone in their household is showing symptoms</b></li> </ul> <p>Please see FAQ M16 &amp; M17 for more guidance on what to do in these circumstances)</p>
E2	Attendance arrangements – what will happen if a student is not in school?	<p>When a student who is expected in school does not arrived our pastoral staff will contact home in line with our normal protocols.</p>
E3	Who should you notify of non-attendance?	<p>Contact the normal school attendance phone number (01625 441089) or email <a href="mailto:rcharlton@wilmslowhigh.com">rcharlton@wilmslowhigh.com</a> by 8:45 am if you are not well enough to attend school.</p> <p><b>Sixth form absence should be reported to Mrs Flannery:</b> <a href="mailto:kflannery@wilmslowhigh.com">kflannery@wilmslowhigh.com</a></p> <p>Please also notify the attendance officer of any test results related to COVID.</p>
E4	What will happen if a student is late to school?	<p>Late gate will be in operation as usual but will be at the entrance to each year group zone. This will close at 9:05am and the site entrances locked for safeguarding purposes.</p> <p>Students arriving after 9:05 am would need to report to the main reception and they will then be escorted to their year group zone.</p>

## F - Zoning of the School in September

Site Maps can be viewed in the following locations:

<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-7-village-movement-map.pdf>

<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-8-village-movement-map.pdf>

<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-9-village-movement-map.pdf>

<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-10-village-movement-map.pdf>

<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-11-village-movement-map-v2.pdf>

	Question	Response
F1	What is a zone and what facilities does it contain?	<p>Each year group has been assigned a separate and distinct zone within school. This is designed to promote social distancing between year groups.</p> <p>These zones are entirely self-contained and has its own:</p> <ul style="list-style-type: none"> <li>• covered social area</li> <li>• refreshment serving outlet</li> <li>• handwash station</li> <li>• toilet facilities</li> <li>• physical recreation area and</li> <li>• computer facilities.</li> </ul> <p>The covered social areas for Years 7, 8, 9 and 10 will be provided by high quality and heavy duty marquees that the school has installed.</p> <p>Students will remain in their zone throughout the school day with staff moving to the zones to teach lessons.</p> <p>The only exception to this is where students need access to specialist teaching facilities. In this situations staff will collect students from their zones and take them to the specialist teaching facilities.</p>

F2	Where are the year group zones located?	<table border="1" data-bbox="520 240 1948 730"> <thead> <tr> <th>Year</th> <th>ZONE</th> <th>Colour code</th> <th>TOILETS</th> <th>COVERED SOCIAL</th> <th>Which Senior Leader supervises this Zone?</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Pavilion</td> <td>Green</td> <td>TOILETS near P1 &amp; P107</td> <td>Dance Studio</td> <td>Mr T Munro</td> </tr> <tr> <td>8</td> <td>Maths</td> <td>Yellow</td> <td>TOILETS near 122</td> <td>Marquee near Social Studies</td> <td>Mr N Hughes</td> </tr> <tr> <td>9</td> <td>English</td> <td>Red</td> <td>TOILETS near 40</td> <td>Marquee near Gym</td> <td>Mr D Spence</td> </tr> <tr> <td>10</td> <td>Geography / Lower Science</td> <td>Blue</td> <td>TOILETS near 26</td> <td>Marquee outside student services</td> <td>Mrs N Firth</td> </tr> <tr> <td>11</td> <td>MFL / Upper science</td> <td>Orange</td> <td>TOILETS near 51</td> <td>High Options</td> <td>Mr D Jones</td> </tr> <tr> <td>12 / 13</td> <td>ADTC (Art/DT)/ Main Hall</td> <td></td> <td>TOILETS near 48 and PE</td> <td>ADTC out of lessons High Options during lessons</td> <td>Mr H Williams</td> </tr> </tbody> </table>	Year	ZONE	Colour code	TOILETS	COVERED SOCIAL	Which Senior Leader supervises this Zone?	7	Pavilion	Green	TOILETS near P1 & P107	Dance Studio	Mr T Munro	8	Maths	Yellow	TOILETS near 122	Marquee near Social Studies	Mr N Hughes	9	English	Red	TOILETS near 40	Marquee near Gym	Mr D Spence	10	Geography / Lower Science	Blue	TOILETS near 26	Marquee outside student services	Mrs N Firth	11	MFL / Upper science	Orange	TOILETS near 51	High Options	Mr D Jones	12 / 13	ADTC (Art/DT)/ Main Hall		TOILETS near 48 and PE	ADTC out of lessons High Options during lessons	Mr H Williams
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F3	Where do students go when they arrive on site?	<p>Each year group has an assigned entry point to the school buildings and facilities:</p> <table border="1" data-bbox="562 873 1911 1117"> <thead> <tr> <th>Year</th> <th>School buildings entry point</th> <th>Route colour</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Olympic Hall</td> <td>Green</td> </tr> <tr> <td>8</td> <td>Olympic Hall</td> <td>Yellow</td> </tr> <tr> <td>9</td> <td>Sports Hall doors</td> <td>Red</td> </tr> <tr> <td>10</td> <td>D&amp;T gate</td> <td>Blue</td> </tr> <tr> <td>11</td> <td>High Options</td> <td>Orange</td> </tr> <tr> <td>12 / 13</td> <td colspan="2">Via the entry point closest to their timetabled classroom</td> </tr> </tbody> </table> <p>Students then travel to their year group zones via the routes marked out. Staff will supervise this movement to zones.</p> <p>As FAQ D1 explains, students entering the site from 08:00 should go to the designated social area of their zone until duty staff allow them to move to their Tutor Rooms.</p>	Year	School buildings entry point	Route colour	7	Olympic Hall	Green	8	Olympic Hall	Yellow	9	Sports Hall doors	Red	10	D&T gate	Blue	11	High Options	Orange	12 / 13	Via the entry point closest to their timetabled classroom																						
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F4	How many students per zone?	The Zones have been designed to accommodate the number of students in each year group.																																										

		<p>The size of Years 7 – 11 are between 300 and 350 students per year group.</p> <p>Students are not allowed to independently enter a different year group zone to their own.</p>
F5	How many students will be in a class?	<p>The Year Group Zones have been designed to ensure that we can run our full timetable of Formal and Wider Curriculum lessons with only minor modification to the experience of some practical subjects in <u>Key Stage 3</u>. Therefore, class sizes will be exactly the same as previous years and will range in size depending on the approach to grouping in the subjects.</p>
F6	Will all students be on the school site every day?	<p>The government's plan states that "all children and young people, in all year groups, will return to school and college full time from the beginning of the autumn term." Therefore, ALL students will be back in full from 9<sup>th</sup> September.</p>
F7	How are the classrooms organised?	<p>The vast majority of our classrooms have been reorganised so that all desks face forward.</p> <p>Where this cannot be achieved due to furniture being fixed, as in some of our technology and science laboratories, alternative seating plans and reduced class sizes may be utilised to ensure social distancing.</p>
F8	How will students be able to access toilet facilities?	<p>In a change to our normal approach, in order to minimise the number of students using the toilets assigned to each Year Group Zone at any one time, we are expecting most access to toilets to be during lesson times.</p> <p>This will be with permission from the teacher and will not occur in the first 10 minutes of lessons since that is likely to be when important explanations or information might be delivered.</p> <p>Teachers will sign student planners to ensure both parents and staff can track usage and ensure it does not detract from learning.</p> <p>Each zone has allocated toilets that will be supervised at break and lunchtime on a one in one out basis.</p>

## G - Movement around the building

Movement Maps can be viewed in the following locations:

<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-7-village-movement-map.pdf>

<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-8-village-movement-map.pdf>

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<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-10-village-movement-map.pdf>

<http://www.wilmslowhigh.com/wp-content/uploads/2020/08/Year-11-village-movement-map-v2.pdf>

	Question	Response
G1	How will students move around site?	<p><b>For KS3 students</b>            If students are remaining in the room, the teacher will leave them with appropriate work / reading before leaving to move to their next teaching venue.</p> <p>If students are changing groups (eg. to or from maths) teaching staff will oversee the movement between rooms and then require students to read in silence while waiting for their next teacher to arrive.</p> <p>If students require collection for the next lesson (drama, dance, music, PE), staff will take students to the appropriate social space where they will be met by staff who will be teaching them in a specialist facility.</p> <p><b>For KS4 students</b>            Students will move within the year group zone between lessons.</p> <p>Staff remain within the zone to oversee movement to the next lesson before moving to their next lesson.</p> <p>Students going 'out of zone' to specialist facilities (eg Performing Arts, D&amp;T, Computer Science, Art, PE) will move to their social space from where they will be collected by the teachers for the next lesson.</p> <p><b>For Sixth Form students</b></p> <ul style="list-style-type: none"> <li>• Sixth form registrations and lesson times follow the School Day structure set out in FAQ D3.</li> </ul>

		<ul style="list-style-type: none"> <li>• However, the following points should also be noted: <ul style="list-style-type: none"> <li>○ Sixth formers WILL NOT attend for full tutor group tutorials, but in small groups on one day per week (students will be informed when to attend).</li> <li>○ For the majority of sixth form students therefore the school day will start directly with period 1 at 9.05 am.</li> <li>○ Sixth formers will only enter their teaching spaces on the start of lesson bell (i.e. AFTER any movement time). This is to ensure they do not cross over with any KS3 or KS4 students.</li> <li>○ Sixth form lesson will end 2 minutes before the end of lesson bell, ensuring that students have cleared the zone in which the lesson is taking place before any other students are on the corridors.</li> </ul> </li> </ul>
G2	How will students be able to use the LRC?	<p>Unfortunately, the LRC will not be accessible to students as usual.</p> <p>However, students will still be able to borrow books through our extensive e-Platform and by e-mailing librarians to reserve books for collection.</p> <p>Timetabled library lessons for KS3 students will be delivered in zones and mobile book stores will be used to enable students to borrow books during these lessons.</p>
G3	How will year groups be prevented from mixing together?	<p>Free movement for students will only be in the designated zones.</p> <p>Each zone will operate one-way systems and will ensure students move outside as much as possible in transition to their next room.</p> <p>There are lines designating areas that students cannot enter, clear signage on doors and rooms along with A-boards to provide further visual guidance on no access routes.</p> <p>During lunch and breaktimes year groups will remain separate.</p> <p>Year group zones are in clearly designated areas and duty staff will be available at lesson changeover and social times to ensure no movement occurs between zones.</p> <p>Year 13/12 and 11 students will wear lanyards at all times to facilitate identification as they will be the most mobile groups. All other year groups will be asked to keep planners (with year group stickers) on them when they are moving around their zone. Students in KS3 and KS4 will also carry a uniform card that identifies them and their year groups.</p>

G4	How will students access water?	<p>Students are encouraged to bring their own named water bottle to minimise any transition risks.</p> <p>The school network of water refill points covers all the Year Group Zones but it is already good practice to “fill up before setting off” from home.</p>
G5	What if a fire bell sounds?	<p>The zones have been established to allow for a normal fire evacuation.</p> <p>Students in Years 7 to 11 should move to the large AstroTurf as normal where they will be registered in their houses as normal.</p> <p>Sixth form students should meet on the small Astro.</p>

## H - Social time arrangements – provision for food and drinks

H1	What will happen at breaktime and lunchtimes?	<p>Students will be able to use the social areas designated to their zones. These include:</p> <ul style="list-style-type: none"> <li>• large outside areas in each zone</li> <li>• an activity area</li> <li>• dining options and</li> <li>• indoor designated rooms</li> </ul> <p>All these will be closely monitored by school staff.</p>
H2	Will indoor and outdoor spaces be available at break and lunchtimes?	<p>Students will initially be expected to vacate the building to the outside designated social areas (outside).</p> <p>Once they have done this a duty member of staff will enable students to use designated rooms within the year group zones.</p> <p>As is already the case, students will not be able to use rooms on the first floor during lunchtime unless directed by Zone leaders in certain year group zones.</p>
H3	What food provision will there be?	<p>Each Year Group Zone will have an individual food serving area that will offer a range of hot and cold food and drinks at break and lunchtime. The sixth form will be able to use the High Options café area throughout the day.</p> <p>Menu illustrations are available by <a href="#">clicking here</a> on the school website.</p> <p>There will not be any breakfast service at the beginning of term but this may again become possible later in the school year.</p>
H4	How will students pay for food?	<p><b>Thumb scanning</b> (via parent pay) will continue as a method of cashless payment and enhanced cleaning routines will ensure the safety of this method. Students will also be able to pay for their food by using their <b>pin number</b>.</p> <p>Meal accounts should be topped up online using ParentPay or in stores using PayPoint. Students should no longer bring cash into school to top up their accounts.</p> <p>If you wish to use the PayPoint system available in store please contact <a href="mailto:finance@wilmslowhigh.com">finance@wilmslowhigh.com</a>, stating student name and form group, to request a personalised bar code for PayPoint.</p>

H5	Can students bring their own food or drink?	<p>Students can bring a packed lunch but will be reminded not to share any:</p> <ul style="list-style-type: none"><li>• food</li><li>• food container</li><li>• drinks</li><li>• drink bottles - students should bring their own identifiable water bottles.</li></ul> <p>Students should also wash their hands before eating.</p>
H6	How will students access water?	<p>Students are encouraged to bring their own named water bottle to minimise any transition risks.</p> <p>The school network of water refill points covers all the Year Group Zones but it is already good practice to “fill up before setting off”.</p>

## I - The Wilmslow Way expectations

	Question	Response
I1	How will behaviour be managed?	<p>The safe return of all students to school depends on everyone following the systems and processes we have put in place to protect against the risks presented by Covid-19.</p> <p>These systems and processes will be unfamiliar and will place restrictions on the free movement around school that all normally enjoy.</p> <p>Students can expect us to enforce these new systems and processes actively and robustly. For example, any unauthorized movement between zones will be dealt with strictly.</p> <p>Experience tells us that the vast majority of students will respond very positively to our instructions. However, if there are any incidents where this is not the case then we will use our normal sanctions and make early contact with parents to discuss how we will ensure everyone is kept safe moving forward.</p>
I2	Will the Wilmslow Way continue to operate?	<p>The Wilmslow Way continues to apply in school, with the following procedural amendments in response to current circumstances:</p> <ol style="list-style-type: none"> <li>1. If students need to be removed from a lesson the on-call staff will have a brief conversation with them to re-establish a positive learning environment and re-introduce the student back to the lesson.</li> <li>2. Good neighbour rooms will be used but only within the zones provided. Students who need to be removed from their zones will be placed in the main hall.</li> <li>3. If students fail to respond positively, we will contact home and follow our normal sanctioning process. These sanctions range from referrals, internal seclusion through to exclusion.</li> <li>4. Serious breaches of our behaviour policy will result in us following our normal behaviour and sanction policy.</li> <li>5. All referrals will be conducted at the end of the day and managed in the separate year group zones.</li> <li>6. Students will be reminded of 3 basic expectations that apply to everyone at all times:             <ol style="list-style-type: none"> <li>i. follow instructions</li> <li>ii. no talking when the teacher is talking and</li> <li>iii. allow others to work.</li> </ol> </li> <li>7. Social distancing rules will be enforced in each of the zones using a 3-step process:             <ol style="list-style-type: none"> <li>i. Rule reminder</li> <li>ii. Expectation to respond</li> <li>iii. Sanction imposed if the expectation is not met</li> </ol> </li> </ol>

I3	What Wilmslow Way rewards will be taking place?	<p>We will be endeavoring to run our normal Wilmslow Way rewards programme with appropriate adjustments to comply with current guidance. Students will be informed about this when they return to school.</p> <p>We will be issuing rewards vouchers earned during the home-schooling period.</p>				
I4	What will be the uniform expectations for September?	<p>The current government guidance on uniform stipulates that:</p> <ul style="list-style-type: none"> <li>• <i>"Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal."</i></li> </ul> <p>Evidence also suggests that:</p> <ul style="list-style-type: none"> <li>• the virus does not survive well on soft surfaces (such as fabric)</li> <li>• outer clothing such as a blazer/jumper/tie can be considered a low transmission risk item</li> </ul> <p>Therefore, from September we will be expecting ALL students in our <b>full school uniform</b> as outlined in the guidelines <a href="#">published here</a> on the school website. Students will be expected to arrive at school smartly dressed, including tie, blazer and jumper. Of course, in the event of hot weather students may be advised of "no jumper or blazer days".</p> <p>The only change to uniform expectations is that on the days that students have timetabled PE lessons (for most students this will be twice per week), they should come to school wearing their <b>full PE kit</b> (this can be indoor or outdoor WHS PE kit items) and remain in this for the duration of the school day.</p> <p><a href="#">Click here</a> for details of the sixth form dress code</p>				
I5	How will referrals take place?	<p>There will be no referrals at breaktime and lunchtime.</p> <p>However, 15-minute, 30-minute and 50-minute referrals will operate as normal and be conducted separate Year Group rooms. Student managers will collect students from their zones at the end of the day and carry out the referral in the following areas:</p> <table border="1" data-bbox="485 1219 1976 1255"> <tr> <td data-bbox="485 1219 583 1255">KS3</td> <td data-bbox="583 1219 1186 1255">Rooms within Social Studies</td> <td data-bbox="1186 1219 1297 1255">KS4</td> <td data-bbox="1297 1219 1976 1255">Ground floor science labs near Student Services</td> </tr> </table> <p>Head of House 50 minute referrals on Friday after school will be conducted in the Main Hall.</p>	KS3	Rooms within Social Studies	KS4	Ground floor science labs near Student Services
KS3	Rooms within Social Studies	KS4	Ground floor science labs near Student Services			

16	Can students bring mobile phones to school?	<p>School recognises the importance of emerging technologies present in modern mobile phones. Teachers may wish to utilise these functions to aid teaching and learning and students will have the opportunity to use these at the direct instruction of the class teacher. The use of mobile phones in one lesson for specific purposes does not mean blanket usage is then acceptable.</p> <p>Mobile phones should be switched off and kept out of sight once the student enters the perimeter gates at the start of the day (all paraphernalia should be put away so that it is out of sight in the building).</p> <p>Mobile phones and associated paraphernalia e.g. Headphones, chargers etc. should not be seen whilst moving between lessons, at break time, lunchtime, during lessons or tutor time.</p> <p>During this period of increased expectations in relation to hygiene control, students must ensure that they are not sharing mobile phones with other individuals.</p> <p>The following table records where and when it is permitted for students to use their phones during the school day.</p> <p style="text-align: right;">Key: X = not acceptable to be seen at any time with phone.</p> <table border="1" data-bbox="520 670 1938 1078"> <thead> <tr> <th></th> <th>PRE SCHOOL From 8:15am to 8:30am</th> <th>On entry to school</th> <th>FORM TIME</th> <th>BREAK TIME</th> <th>Lesson</th> <th>MOVEMENT</th> <th>LUNCH TIME</th> <th>STUDY PERIOD</th> <th>END OF THE DAY 3:10pm to 4:30pm</th> </tr> </thead> <tbody> <tr> <td>7-11</td> <td>Social areas</td> <td>X</td> <td>X</td> <td>X</td> <td>Only to support learning</td> <td>X</td> <td>In designated year group zones</td> <td>Not applicable</td> <td>Not in building but acceptable outside building</td> </tr> <tr> <td>Sixth Form</td> <td>ADTC</td> <td>X</td> <td>X</td> <td>ADTC High Options Cafe</td> <td>Only to support learning</td> <td>X</td> <td>ADTC High Options Cafe</td> <td>Only to support learning: Main Hall</td> <td>Not in building but acceptable outside building</td> </tr> </tbody> </table> <p>Students who infringe the rules will have their phone confiscated and it will be taken to Student Services immediately. Phones will be kept in named envelopes in the Student Services safe.</p> <p>On the first infringement, the mobile phone will be confiscated. The student will be able to collect their mobile phone at the end of the school day from High Options once they have exited the building via their year group exits. Behaviour points will be issued.</p> <p>Persistent Offenders: parents will be contacted and asked to collect the phone at their earliest convenience.</p>		PRE SCHOOL From 8:15am to 8:30am	On entry to school	FORM TIME	BREAK TIME	Lesson	MOVEMENT	LUNCH TIME	STUDY PERIOD	END OF THE DAY 3:10pm to 4:30pm	7-11	Social areas	X	X	X	Only to support learning	X	In designated year group zones	Not applicable	Not in building but acceptable outside building	Sixth Form	ADTC	X	X	ADTC High Options Cafe	Only to support learning	X	ADTC High Options Cafe	Only to support learning: Main Hall	Not in building but acceptable outside building
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## J - Formal Curriculum – teaching and learning in lessons and at home

	Question	Response
J1	How will classrooms and movement during changeover times be different in school?	We have set up clearly marked one-way transit routes around the site and classrooms have been selected and set up to support learning in a socially distanced way.
J2	How will classrooms operate to promote social distancing, good hygiene and effective learning	<p>We have taken a great deal of time to set up positive learning environments that are safe and follow the guidance on distancing.</p> <p>Students will work in seating plans and be <b>expected to wipe down their area when they arrive in it and when they move from that area at the end of a lesson</b>. Teachers will teach from the front of the classroom and will not circulate around the room as they would do normally.</p> <p>We have thought carefully about the most effective ‘teacher at the front’ teaching and learning methods that will help you to learn quickly and effectively.</p> <p>Teachers will be getting more training in these during the September INSET Days and we will be sharing how students can learn most effectively in a ‘teacher at the front’ setting during the Induction Days for students and the virtual Expectation Evenings for parents.</p>
J3	Will students stay in the same classroom for all lessons?	<p>The general principle will be that students stay in their designated zones and teachers will move to the teaching areas.</p> <p>Students in Key Stage 3 will be taught for majority of their lessons within their zone area – for a number of lessons students will be in the same classroom.</p> <p>Students in Key Stage 4 and 5 will also be taught within their year group zone but will move to more specialist rooms when this is needed.</p>
J4	How will students be given work?	<p>Students will be instructed in class as usual and set further practice (homework) on Firefly. Students will continue to have planners for communication between home and school and to aid organization for students.</p> <p>We will be sharing with students and parents the most effective ways that <b>‘guided’</b> practice time can be used in the lesson with the teacher, and <b>independent</b> practice time used outside the lesson time.</p>
J5	Will students get paper handouts	Yes

	and exercise books?	<p>Students will be given exercise books to work in and paper handouts and booklets to guide their tasks.</p> <p>There will be control measures in place for safe handling and students will be responsible for taking care, organising their work and remembering to bring their handouts / exercise books to every lesson.</p> <p><b>How well students organise their work will be vital to how well they learn</b>, so it is really important that students do have all the equipment that we are recommending for ‘teacher at the front’ teaching and learning.</p> <p>During the Induction Days for students and the virtual Expectation Evenings for parents we will explain why the way that students organize their work is particularly important this year and how this will help their learning.</p>
J6	What equipment should students bring?	<p>We have developed comprehensive equipment expectations that are specific to the current circumstance and they can be accessed from the following links:</p> <ul style="list-style-type: none"> <li>• Essential equipment for Years 7, 8 and 9:</li> <li>• <a href="http://www.wilmslowhigh.com/wp-content/uploads/2020/08/KS-3-Essential-Equipment-List.pdf">http://www.wilmslowhigh.com/wp-content/uploads/2020/08/KS-3-Essential-Equipment-List.pdf</a></li> <li>• Essential equipment for Years 10, 11, 12 and 13:</li> <li>• <a href="http://www.wilmslowhigh.com/wp-content/uploads/2020/08/KS-4-5-Essential-Equipment-List.pdf">http://www.wilmslowhigh.com/wp-content/uploads/2020/08/KS-4-5-Essential-Equipment-List.pdf</a></li> </ul> <p>Some of the equipment that we are asking students to bring to school this year is new, but it will help with effective learning in ‘teacher at the front’ classrooms.</p> <p>During the Induction Days for students and the virtual Expectation Evenings for parents we will explain how this equipment will help you to learn effectively in a ‘teacher at the front’ setting.</p> <p>The more equipped students can be the more effectively they will be able to learn.</p> <p>Students should have less to carry to school in September given the more limited Xtra Programmes that will be available this autumn and the need to wear PE kit to school on PE teaching days.</p>
J7	How will PE lessons run?	<p>We will NOT be expecting students to change for PE lessons as the changing rooms do not lend themselves to promoting social distancing.</p> <p>On the days that students have timetabled PE lessons, they are expected to arrive at school wearing their <b>full PE kit</b> (this can be indoor or outdoor WHS PE kit items) and remain in this for the duration of the school day (for most students this will be twice per week). In the event of extreme weather students will have a wet weather alternative PE lesson delivered.</p>

J8	What PE kit will I need?	<p>Please <a href="#">click here</a> to download the guidance on PE kit from the school website.</p> <p>Year 7 students – if a student is missing any item of WHS PE kit because Printworks is waiting on a delivery of certain items, primary school PE kit should be worn, or other plain sports clothing (not football/other professional sports club items).</p> <p>Please note that students also have the option of wearing <b>plain black tracksuit bottoms with minimal markings</b>.</p> <p>We will be expecting our usual high standards of dress on the days PE kit is to be worn. Please ensure that if your son or daughter requires new kit, it is ordered well in advance of the September start.</p> <p>In accordance with our uniform policy, ‘hoodies’ will not be accepted items (other than WHS branded hoodies – ski/netball etc.). If an outdoor coat is worn, it must be plain black.</p> <p>Students who are unable to take part in a PE lesson due to injury or some other reason (note required) should still attend school in their PE kit on the appropriate days.</p> <p>Students will be dealt with in-line with our usual uniform procedures should they not be wearing Wilmslow High School branded PE kit. PE kit can be purchased, by appointment, from the school’s Printworks shop.</p> <p>Football / rugby boots will not be required for the first lesson.</p> <p><b>Year 12 and 13 BTEC Sport students can order kit directly from the Surridge website:</b>  <a href="https://www.surridgesport.com/wilmslow-high-school-b-tec-2">https://www.surridgesport.com/wilmslow-high-school-b-tec-2</a></p>
J9	Will there be Expectations Evenings for parents?	<p>We use Expectations Evenings at the start of every academic year to outline the teaching, learning and assessment expectations for the year ahead.</p> <p>This year, our Expectations Evenings will need to be virtual, but they will be more important than ever. Our focus in these will be:</p> <ul style="list-style-type: none"> <li>• What teaching strategies we will be using in the year ahead and why</li> <li>• What learning strategies we will be using in the year ahead and why</li> <li>• What assessment strategies we will be using in the year ahead and why</li> <li>• What you can do to support your son or daughter in their learning</li> </ul> <p>Further details will follow in the Learning Edition of High Notes on Friday 4<sup>th</sup> September.</p>

## K - Wider Curriculum activities

K1	How will the Wider Curriculum operate in September 2020?	<p>Wilmslow High School remains very strongly committed to its <a href="#">Wider Curriculum model</a>.</p> <p>The “powerful knowledge” elements of our Wider Curriculum will be taught from September in one 60-minute lesson per fortnight. Details of what will be taught and when will be published on the above website link at the start of term.</p> <p>The “enriching experience” elements of our Wider Curriculum will be provided through a combination of the virtual model developed during the partial school closure period (“the Wider Curriculum Daily Briefings” in FireFly) and those Xtra activities that we are able to run on the school site (see FAQ K2)</p>
K2	Will there be any Xtra activities running after school?	<p>We do plan to run some Xtra activities after school. However, these will not start immediately.</p> <p>The Performing Arts and PE teams will publicise what activities can be offered once our new routines are well established and we are able to see how these can be applied to extra-curricular activities.</p> <p>All Xtra programmes will be published and updated on <a href="https://www.wilmslowhigh.com/curriculumformal-curriculum/xtra-curricular-programmes/">https://www.wilmslowhigh.com/curriculumformal-curriculum/xtra-curricular-programmes/</a></p>

## L - Student and parent support

Staff contact information can be viewed in the following location: <https://www.wilmslowhigh.com/who-to-contact/student-services/>

	Question	Response
L1	Will Pastoral Support continue to be operated through the House system?	<p>Yes.</p> <p>Although each Year Group Zone is supervised by a member of the Extended Leadership Team (see FAQ F2), Student Services functions will continue to be operated through the House system.</p> <p>A student's Form Tutor, Student Manager or Head of House will remain the main points of contact for students and parents in relation to pastoral and progress matters.</p>
L2	How is support from Student Services accessed by students?	<p>Students may experience increased anxiety or there may be safeguarding concerns they wish to share with school. These should be reported in the first instance to any teaching staff within the zones. A member of student services staff will then collect the student from the zone.</p> <p>A maximum number of 3 students will be able to be located in student services at any one time and therefore access will be by appointment only.</p>
L3	What happens if a student requires additional pastoral support?	<p>Pastoral support groups have been identified for students we are aware of requiring additional support.</p> <p>If a parent / carer feels their child also requires this type of support please contact Heads of House or Student Manager in the usual manner and they will be happy to help.</p>
L4	Can school help with bereavement support?	<p>The Student Services team have had advanced training in relation to bereavement and loss. Support can be made available at request of the Head of House or Student Manager.</p>
L5	Are safeguarding arrangements in place?	<p>All staff have received refresher and update training during the September INSET programme. This training will include guidance on specific signs to be aware in relation to students' safety at this current time.</p>
L6	How will Learning Support operate?	<p>Learning Support will have a base within each zone for students to gain the support they may need during lessons. A room in the Learning Support Department will also be allocated to each year group for 1:1 lessons or bespoke intervention. Alps+ students will be spending the majority of their lessons in their specific classroom in the pavilion, but will still access a few lessons in their mainstream zones if appropriate.</p>

		Each year group will have a designated Learning Support Team Leader to oversee the day to day operational issues.
L7	How will LSA support work in class?	LSA's will be unable to work as closely with students as previously, but will be available to take students to the zone bases to complete work as and when needed with support from an acceptable distance if they are unable to do this within the class setting.
L8	How will parent / carer visits to the school site operate?	<p>The number of visitors to the site needs to be minimised and carefully managed.</p> <p>Consequently, please do not come to the site to request a meeting. Meetings will need to be agreed and planned in advance via e-mail or telephone call.</p> <p>The contact details of all visitors will also need to be carefully recorded in order that the school has the information required to support the NHS Test and Trace service.</p>
L9	Can items be delivered to school for students to collect?	<p>Since students will not be able to freely come to the School Reception any items brought to school for a student will have to be delivered to them in their Zone by a member of staff.</p> <p>Please therefore only use this service if it is essential.</p>

## M - Hygiene and reducing risks - safety considerations

	Question	Response
M1	How can everyone help can school as safe as possible?	<p>The government's guidance on <a href="#">"how everyone can help make schools as safe as possible"</a> reminds us that we all have our part to play.</p> <p>The FAQs within this section cover some specific actions.</p> <p>In addition we would remind students and parents / carers that the training videos produced before the summer holiday still provide essential advice and guidance.</p> <p>The students can access these via FireFly by <a href="#">clicking here</a>.</p>
M2	Will students be able to regularly wash their hands?	<p>The network of handwashing stations has been added to over the summer vacation so that all Year Group Zones are good access to these facilities.</p> <p>Students will be expected to wash their hands regularly through the day, including on arrival. <a href="#">Click here</a> for the NHS advice video.</p> <p>If a member of staff requests a student to wash hands at any appropriate time this should be done following the guidance about both technique and the 20 second timespan.</p> <p>Hand sanitizer facilities are widely available around school. However it is important to remember that they are not as effective as regular handwashing so should only be regarded as a supplementary protective measure.</p>
M3	What is the school position on face coverings?	<p>As has been widely reported in the media, <a href="#">government guidance on the use of face coverings in education</a> changed on the 26<sup>th</sup> August in the light of the evolving position of the World Health Organisation.</p> <p>It remains the case that "nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures." Nevertheless, the government now recognizes that "permitting the use of face coverings" "would provide additional confidence".</p>

		<p><b>This aligns with the existing decision that Wilmslow High School will <u>permit</u> the wearing of face coverings for those students and staff <u>who would like to do so</u>.</b></p> <p>The school will require those wishing to wear a face covering to follow the expectations set out in FAQs M3 – M11.</p> <p>Conscious that opinion and guidance remains changeable in relation to the use of face coverings within schools, we will be carefully monitoring attitudes to, and the use of, face coverings within school from 4<sup>th</sup> September onwards. We will also be carefully monitoring how well social distancing is maintained during movement through the one-way systems and in communal spaces at break and lunchtimes. Furthermore, government decisions in relation to local lockdowns may determine policy changes within schools.</p> <p>Going forwards, therefore, we will continue to base our position on face coverings on the combination of experience and public health guidance. <b>We will review our position on a weekly basis.</b></p>
M4	What is an appropriate face covering?	<p>A reusable face covering should be made from 3 layers of a tightly woven lightweight cotton fabric (that can be washed at high temperatures, preferably 60° or more), be close fitting and require minimal adjustment when in situ.</p> <p>Individual expression through material choice may cause offence and therefore a face covering worn at Wilmslow High School must be made from a plain material.</p> <p>It should:</p> <ul style="list-style-type: none"> <li>• cover both nose and mouth</li> <li>• not be allowed to dangle around the neck</li> <li>• not be touched once put on, except when carefully being removed when it needs changing</li> <li>• be changed when it becomes moist or damaged</li> </ul> <p>When a face covering is not being worn, it should not be seen and should be appropriately packed away in a school bag.</p>
M5	How to fit a face covering and remove it safely	<p>Fitting a face covering:</p> <ul style="list-style-type: none"> <li>• Wash your hands before putting on your face covering (use a 70% alcohol hand sanitiser if handwashing facilities unavailable)</li> <li>• Put it over your nose and mouth and secure it under your chin</li> <li>• Try to fit it snugly against the sides of your face and use the ties or elastic to fit neatly around your ears</li> <li>• Make sure you can breathe easily</li> </ul>

		<p>Removing a face covering:</p> <ul style="list-style-type: none"> <li>• Untie the strings behind your head or stretch the ear loops</li> <li>• Handle only by the ear loops or ties</li> <li>• Fold outside corners together</li> <li>• Place a single use face covering directly into a bin</li> <li>• Place a reusable face covering into a plastic bag and seal bag securely.</li> </ul> <p>Be careful not to touch your eyes, nose, and mouth when removing the face covering and wash your hands immediately after removing it (use a 70% alcohol hand sanitiser if handwashing facilities unavailable).</p>
M6	When to wear a face covering	<ul style="list-style-type: none"> <li>• Face coverings will need to be removed when eating/drinking and replaced with a clean one.</li> <li>• People who are engaged in high intensity activities, like PE/drama/dance, are advised not to wear a cloth face covering as it may cause difficulty breathing and become excessively wet.</li> <li>• Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering.</li> <li>• The face covering may cause safety concerns (working in a DT/art/science setting for instance where straps might get caught in machinery or the fire risk of cloth)</li> <li>• People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate. A clear face covering such as a visor could be used instead.</li> </ul>
M7	When and where to change it	<ul style="list-style-type: none"> <li>• A face covering should be changed if wet or it has been touched.</li> <li>• Face coverings must not be shared.</li> <li>• Reusable face coverings should be clean on each day.</li> <li>• Additional face coverings can be brought to school to ensure a replacement is available when necessary. These should be stored separately to the used face coverings.</li> </ul>
M8	How to dispose of a single use face covering or how to store used reusable face coverings	<ul style="list-style-type: none"> <li>• Place a single use face covering directly into a bin.</li> <li>• Place a soiled reusable face covering into a plastic bag and seal bag securely to prevent contamination.</li> </ul>

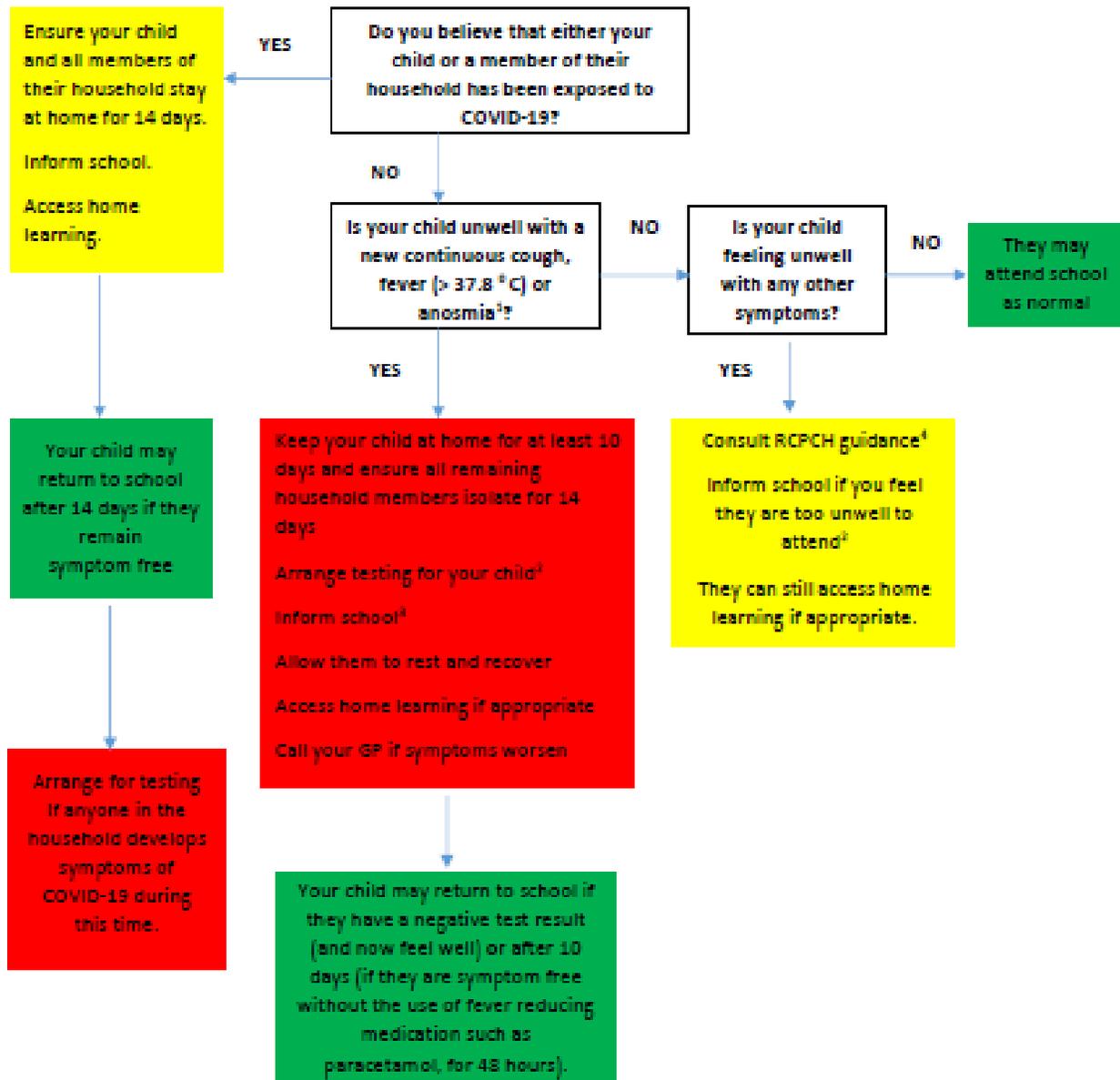
M9	Why is it important that the school's expectations on face coverings are followed?	The school's expectation on face coverings have been developed because incorrect use of face coverings <u>may increase the risk of infection</u> ( <a href="https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-use-face-masks-community.pdf">https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-use-face-masks-community.pdf</a> )
M10	What will happen if an individual does not follow the school's expectations on the use of face coverings?	If an individual does not follow the expectations set out in FAQs M3 – M11 the school will: <ol style="list-style-type: none"> <li>1. Provide a reminder of the expectation</li> <li>2. Apply appropriate behaviour management interventions if this reminder is ineffective</li> </ol> <p>Ultimately the school reserves the right to withdraw permission to wear a face covering in school should an individual be breaching these expectations.</p>
M11	What is the school's position on face visors?	Although <b>face visors</b> will be permitted in school, it is important to appreciate that they are not regarded as an effective preventative measure against aerosol transmission of COVID-19. <p>School staff (such as cleaners or staff providing personal care) will wear face visors when there might be the need for a preventative barrier against unexpected liquid splatter (e.g. whilst mopping, wiping above the shoulder). In these circumstances the face visor will be provided to and worn by relevant colleagues <u>in conjunction with</u> a face covering.</p>
M12	How will staff maintain a clean environment?	Staff have all been trained by our Medical Needs Coordinators and all classrooms are stocked with appropriate products to maintain a safe working environment.
M13	Will staff be wearing PPE?	Generally staff will not be wearing any PPE unless the activity requires it, such as a member of the school requiring medical support (and even this will be very limited) or if personal care is required. We are anticipating that this will be very infrequent. All classrooms and staff have an emergency PPE pack in case of any unforeseen situations. Staff have the option to wear a face covering and/or face visor in the classroom and when moving around the school site.
M14	What will happen if a student develops symptoms on site?	They should inform the nearest member of staff and our Medical Needs Coordinators will attend to them.
M15	How are the school's Medical Needs facilities equipped to	The school's Medical Needs and First Aid facilities have been enlarged and upgraded over the summer in order to provide high quality facilities that can both: <ul style="list-style-type: none"> <li>○ manage any individuals who develop Covid-19 symptoms</li> <li>○ and provide for the other medical and first aid needs of our school community</li> </ul>

	<p>manage individuals with Covid-19 symptoms?</p>	<p>The school now has two separate areas within its expanded medical facilities:</p> <ul style="list-style-type: none"> <li>• one will be primarily for the treatment of ‘well’ students, who attend for assistance with bumps, bruises, etc.,</li> <li>• a separate area for treatment of ‘unwell’ students, i.e. those who report feeling poorly or who show symptoms of coughs, colds, flu, etc.</li> </ul> <p>Within this latter area, there are treatment/isolation rooms where any poorly students will be asked to await collection by their parents. The rooms have hand-washing facilities and dedicated ventilation systems.</p> <p>In a spirit of sensible caution during the current situation, we will ask parents as a matter of course to promptly collect any poorly students so that they are not on site any longer than is strictly necessary. Treatment rooms will be appropriately sanitised before use by the next student.</p> <p>The expansion of our Medical Needs and First Aid facilities will allow us to co-locate in this area our Medical Needs Coordinators (both registered nurses) and the school’s full time First Aider, whilst allowing for them to work in compliance with social distancing guidance. This will add to both our resilience and immediate clinical expertise in caring for your children during this uncertain time.</p>
<p>M16</p>	<p>What should parents do if their child is unwell?</p>	<p>The flowchart that explains what to do can be found at the following link: <a href="https://www.wilmslowhigh.com/wp-content/uploads/2020/08/Covid-attend-flowchart-Sept-2020.pdf">https://www.wilmslowhigh.com/wp-content/uploads/2020/08/Covid-attend-flowchart-Sept-2020.pdf</a></p> <p>This flowchart can also be seen in Appendix 1 of this Return to School Guide.</p>
<p>M17</p>	<p>If a student has symptoms, how long is it before they can return to school?</p>	<p>The flowchart that explains what to do can be found at the following link: <a href="https://www.wilmslowhigh.com/wp-content/uploads/2020/08/Covid-attend-flowchart-Sept-2020.pdf">https://www.wilmslowhigh.com/wp-content/uploads/2020/08/Covid-attend-flowchart-Sept-2020.pdf</a></p> <p>This flowchart can also be seen in Appendix 1 of this Return to School Guide.</p>

## N - Site and cleaning arrangements

	Question	Response
N1	How will the zones be cleaned each day?	<p>The school has a cleaning team onsite during the school day to address any cleaning needs that arise while students are in school.</p> <p>This team is enhanced at the end of the school day and all team members been trained on how to complete a post-session cleaning programme.</p> <p>All cleaning products have been checked to ensure they conform with the latest infection control advice.</p> <p>Students will contribute to this process via regular handwashing and by wiping down their respective workspaces after use using the wipes provided in each classroom.</p>
N2	How are computers cleaned?	Where required, students will be assigned a computer for their day or session. This will be cleaned in accordance with our new cleaning protocols prior to the next user.
N3	How is the school ventilated?	School is well -ventilated and areas have been selected which are easily accessible form outside and have a good range of opening windows. Classroom doors will remain open.
N4	Has the school been thoroughly cleaned ready for September?	<p>We have a trained and experienced site cleaning team whose processes, schedules and products have been updated to ensure the site is thoroughly cleaned to Covid-19 published standards for educational settings.</p> <p>This enhanced provision has been in operation on site since early in the summer term 2020.</p>
N5	Has the school continued with its regular site maintenance, cleaning and health and safety checks?	<p>Maintenance and cleaning work have continued on site every weekday since 23<sup>rd</sup> March. During this time, maintenance work has occurred across the site while cleaning has focused on the areas being used by students and staff involved in the in-school programme.</p> <p>Since 1<sup>st</sup> June, cleaning activities have extended across the whole site and all areas being used by students and staff from 15<sup>th</sup> - June will have been thoroughly cleaned.</p>

## Should my child attend school?



1. Anosmia is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked
2. Call 119 for the NHS coronavirus service or visit [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) to arrange a test
3. Call attendance on 01625 441089 (Years 7-11) or 01625 441070 (sixth form) and leave a message
4. Royal College of Paediatrics and Child Health  
[https://www.rcpch.ac.uk/sites/default/files/2020-04/covid19\\_advice\\_for\\_parents\\_when\\_child\\_unwell\\_or\\_injured\\_poster.pdf](https://www.rcpch.ac.uk/sites/default/files/2020-04/covid19_advice_for_parents_when_child_unwell_or_injured_poster.pdf)

