



Lealands

High School

Excellence Responsibility Respect

Parent and Student Guide
September 2020

Introduction from the Headteacher

Over the past 17 weeks we have been working hard at Lealands High School to meet all of the expectations of the extensive Government guidance during the period of partial school closure. We have remained open for vulnerable students and the children of key workers, providing a safe and supportive environment for them to attend throughout the Spring and Summer term, including Easter and half term breaks. We have invited all students into school to meet with their tutors to review online work and discuss support and wellbeing. We have invited Year 10 students in for an English, maths and science face-to-face lesson which was extremely well attended and students behaved impeccably throughout. In addition, a number of coursework and support bubbles have been set up to support a large number of students to complete GCSE coursework or catch up on their online learning. From the beginning of the lockdown, the school has been making 400 phone calls a week to vulnerable students and their families which has risen to well over 1000 weekly, as we have moved to check in on and support all students and their families.

We have also delivered online lessons through Google Classroom which was set up at the start of the closure period. Many lessons have been recorded with teacher voice overs and some of these lessons have been live for Year 10. Live tutor periods have been added weekly for all students to attend and students have also benefited from a weekly online assembly from their Head of Year. The school has been able to lend out well over 100 laptop devices and has also provided approximately 90 work packs weekly for families who have requested these instead of using the online facility. Finally, we have been carrying out online transition for our new Year 7 students starting in September and have created many resources for them and their families including a new interactive online tour.

Our students have been incredibly resilient and have adapted extremely well. Many have been praised for their efforts through Epraise and weekly draws. Departments have also been publishing details of students doing extremely well as well as providing individual rewards. During the last two weeks of term alone, over 12,000 STEP points have been issued that students can spend on a revamped range of lockdown prizes.

We have tried to communicate as swiftly and as openly as possible and thank each and every one of you who has taken the time to contact us with messages of support during this unprecedented time. All of this has taken place whilst working to submit approximately 1,600 centre assessed grades for our Year 11 students.

In September, Lealands will open for all year groups. The school will have to run very differently to pre-lockdown and this guide will outline those changes. If you have any questions following your reading of this guide, please email admin@lealands.luton.sch and your question will be forwarded to the appropriate member of staff to answer.

As always, we are responding to the most up to date Government guidance and if we need to adapt and change our plans over the summer, we will communicate this via our MyEd app and on our website. Please continue to follow us on Facebook and Twitter as updates will be published there too. Our arrangements will be stringent and we need the cooperation of all members of the school community to ensure that these work effectively. There are many changes to our normal operations which are necessitated by the Government guidance. All schools are adapting to this differently depending on their context, facilities and staffing. Our model is based on creating mostly year group 'bubbles' of students to be kept apart which is

being adopted by many secondary schools. In our building and context this model leads to many compromises to normal school operation that are far from ideal. However, we are very much looking forward to welcoming back all our students and our new Year 7 cohort. Our teachers are looking forward to being in the classroom with their students again.

Thank you for your patience and understanding during this next phase and I hope that you will feel confident that your child will be in safe hands at school from September.

John Burridge
Headteacher

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1. Preparing for changes to school in September

Returning onsite after several months away may be daunting for your child and you may be feeling concerned about their return to school, especially if they find change difficult. If your child has been disengaged with their studies, you may be anxious about their attitude to learning and worried about their education. To support their return, please aim to complete the following over the summer break to help prepare your child and gain a sense of control over the uncertainties.

- Think about your child's individual needs. Take some time to talk through their return with them and read this guide together.
- Preempt any worries your child may have by contacting their Head of Year or tutor prior to the end of the term.
- Review the work they have completed online and help them to catch up on any work missed so they are not behind their peers when they start in September.
- If you feel the School needs to know any details about your lockdown experience that will support your child's return, or changes to your personal circumstances, please contact their Head of Year or Pastoral Support Manager. Our pastoral teams will be focusing on your child's social, emotional and mental well-being reintegration into the school environment.
- Talk regularly about returning over the summer break and go through some of the school preparation together: gather their equipment; try on their uniform; purchase a new school bag, for example.
- For students starting with us for the first time, please visit our website and Facebook Page, read our newsletters and engage with Google Classroom.

2020-2021 Heads of Year and Pastoral Support Managers

Year 7: Miss Seaton and Miss Goodrum

Year 8 - Mr Dummett and Miss Lawrence

Year 9: Miss Keefe and Miss Cutteridge

Year 10: Mr Taplin and Mrs Hill

Year 11: Mr White, Ms Wall (Associate Head of Year) and Miss Chin

We are really pleased to add Miss Seaton to our pastoral team as Head of Year 7 and Ms Wall as Associate Head of Year 11. Ms Wall will be working closely with Mr White and Miss Chin to support Year 11.

2. School Uniform and Personal Hygiene

- All Year groups will be returning to the school in full school uniform
- Students are reminded about the school uniform policy related to jewellery, hair styles and colour and make up. These need to fall in line with school policy before the return to school. Details of these rules are available on the school website.
- Students in years 8-10 will be given a new school tie on the first morning in school and therefore do not need to wear their usual tie to school. These will be a different colour from normal in order to be able to distinguish between year groups to fit in with government guidelines about keeping year groups in 'bubbles'. Parents will be charged £6 for replacement tie if lost or damaged.
- A thorough personal hygiene routine must also be applied by students in the morning before they come to school and when they return in the afternoon.
- Students will need to sanitise hands as they enter the school grounds in the morning and again as they enter their classrooms.
- They will be required to sanitise their hands after every break during the day and also before eating.
- Government guidance no longer suggests washing uniform more frequently than you usually would.

3. The School Day

There are 3 student entrances to the site:

- Front gate (Years 7 and 11)
- Back gate (Years 8 and 10 - SEND Bubble)
- Courts gate (Year 9)

Students will only be permitted to enter the school through their allocated gate at their allocated time and year groups will be identified from the different colour ties they will be given (Y8 yellow, Y9 red, Y10 green, Y7 blue, Y11 blue and purple)

Lessons for Year 7,8,9 will begin at 8:45am

(entry permitted 8:25 – 8:40am to designated 'bubble area for the day')

Lessons for Year 10,11 will begin at 9:00am

(entry permitted 8:45 – 8:55am)

Bells will only sound at the end of breaks (5 minute warning)

In order to meet the Government requirements students will be split into year group “bubbles”. They will not be allowed to cross bubbles and we thank students in advance for adhering to the restrictions on timings and movement. To facilitate the requirements, we will have two separate starting and finishing times.

	08:45	09:00	09:45	10:00	11:00	11:25	12:25	13:25	13:55	14:55	15:10
Y7-9		Period 1	Tutor	Period 2	Break	Period 3	Period 4	Lunch	Period 5		
Y10-11		Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	Tutor		

KS3 students will start at the normal time (8:45am) and finish earlier (2:55pm), while KS4 students will start later (9:00am) and finish at the normal time (3:10pm). This stagger is facilitated by a shorter lunch and tutor time for all students.

Lessons are “in line”, i.e. Period 2 starts at 10:00am for all students.

KS3 students will learn Character and Culture in Tutor Time with their period 1 teacher; KS4 students will do this with their period 5 teacher.

Break and lunch times are common for all students. Year groups will stay within their allocated bubble area for that day and the suite of rooms they are based in. There are some exceptions to this including practical PE lessons, however the rest of the time will be spent in the year group’s area.

Lunch Arrangements

The lunch break from September will be 30 minutes. Each year group bubble will have their own dedicated area to spend their lunchtime. We will not, in September, have any catering system in place. Students will need to bring their own packed lunch. Those entitled to Free School Meals will have a packed lunch provided for them. You will be required to order the sandwich filling weekly, otherwise the sandwich will be cheese.

The school does not have sufficient indoor space, therefore, every lunchtime and breaktime the students will be required to be outside, and therefore students will need a waterproof coat. Wet breaks will only be in place during considerable, and persistent rain. In this case, the students will be required to stay in their classrooms with a member of staff.

4. Other changes

- Teachers will continue to comply with 2m social distancing and will therefore remain as much as possible at the front of the classroom.
- Students will be regularly asked to sanitise their hands, including when they arrive onsite.
- Students will need to follow clearly defined routes around school during any movement times in order to avoid mixing with other year group bubbles and ensuring students and students remain safe.
- Posters are present in all areas of the school to remind students to apply the 2m social distancing rules when near school staff.
- Posters and sanitising stations are present in all blocks and classrooms continually promoting positive hygiene.
- Lunch and break times will be supervised and staff will be requesting that large groups do not gather. This is intended to keep students safe. They may find it frustrating at first, but please help them realise we have their best interests at heart.
- The school will be distributing limited resources throughout the school day. Students must attend school with all their own equipment. Details are provided in this guide.
- Unfortunately, students will not have access to lockers on their return because this would mean moving into different bubble areas.
- Furniture may have been removed from or moved around rooms to support teachers. Classrooms have been rearranged in accordance with Government guidance and desks, where possible, will be in rows and facing forwards.
- Students will be in strict seating plans in classes and will be expected to sit in their allocated seats.
- They will be allowed to enter the classroom wearing their coats and take them off when they get to their desks to reduce the likelihood of corridors becoming congested and entry to the classroom is efficient.
- Students will need to remain facing forward whilst sitting at their desk.

5. Extra support for individual students.

For those families who are supported by our Student Support and Pastoral Team, they will be contacting you directly to discuss the changes and confirm what support that may be required to meet your child's additional needs in September.

On returning to school there will be members of staff available to support students if, for any reason, they are struggling with the return to full time school. We will continue to work closely with external agencies to ensure adequate extra support is given to students who need it.

6. Equipment

Students **must** bring in their compulsory daily items:

- Their own pencil case with;
- 3 black pens,
- 3 HB pencils,
- A green pen,
- Yellow highlighter,
- Ruler,
- Eraser and sharpener
- Their own scientific calculator - model Casio fx-83GT Plus or Casio fx 83gTx
- Their own full water bottle
- A reading book



Please support your child by ensuring they have this compulsory equipment with them on a daily basis. To minimise the risk from sharing of equipment within their bubble you might also want to provide them with the following optional items.

- Coloured pencils
- Glue stick
- Protractor
- Pocket size dictionary

7. PE Kit

PE and Dance lessons will continue wherever possible. Students will be required to bring their PE kit to school on the days when PE is scheduled. The normal changing rooms will not be open due to social distancing difficulties. Students will be given access to other areas where they can change into PE kit.

8. Lockers

It will not be possible for students to be allocated a locker. This is due to students being in a different bubble every day and not being able to cross over to another bubble. Therefore, students will need a school bag suitable to carry their books and belongings.

9. Toilet breaks and refilling water bottles

Each year group bubble will have their own dedicated toilet facilities which will be cleaned regularly throughout the day. To ease congestion at break and lunch times, students will be able to access the toilets at their teachers' discretion during lessons. However, this will be carefully monitored, and students will only be allowed out of their lesson one at a time and will only be able to access toilets within their bubble. Teachers will be monitoring the movement of students during lesson time.

Water fountains can be used during break times to refill bottles if the water fountain is in their bubble area. However, where possible, students should bring full water bottles with enough for the day. If absolutely necessary, students can fill their bottles in the sinks in the toilet areas in their bubble. The water in these taps is drinkable and not all bubble areas have water fountains.

10. PPE on buses and when in school.

Government guidance states that PPE and face covering is not a requirement in school settings and should be discouraged due to the dangers associated with improper use; however, the school will permit your child to wear a face covering when walking around the building and during social time providing the following conditions are met:

- Face coverings must be plain with no patterns or designs
- Your child must have ample hand sanitiser to allow them to clean their hands before and after touching the mask every time they use it.
- Your child must have an airtight container to store the face covering when it is not being worn. If your child is using a disposal mask, it must be placed in the allocated bins located at external entrances/exits or special bins in the classrooms.

If your child (aged 11+) uses public transport to travel to and from school, they will be required by law to wear a face covering for the duration of their journey. Arriva Travel are advising the following social distancing rules will apply to all passengers:

- One passenger per row unless travelling with a member of your own household.
- Face coverings must be worn on for the entire journey. Face coverings must be worn onboard.
- Follow the no standing policy
- Payment must be made contactlessly or the Arriva App. Cash will only be accepted as a last resort and with exact fare only as drivers cannot provide change.
- Do not travel if feeling unwell
- Face away from others when sitting onboard

Bus timetables/frequency may be affected. For more information please go to www.arriva.co.uk .

11. Extra-Curricular Clubs and Activities

The school will suspend our extra curricular activities from September. We will continue to review the government guidance and implement a staggered roll out of our extra curricular activities as soon as we feel that it is safe and appropriate for our students and staff.

12. First Aid and Medical

The School has a dedicated first aid team. Miss Maczugowska will continue to oversee all medical care and treatment onsite. Miss Maczugowska and any other staff member supporting our students with their medical needs will be using personal protective equipment, including a face mask, gown and gloves if symptoms are consistent with Covid-19.

If your child's medical details have changed during the school closure, please contact Miss Maczugowska so our records can be updated.

To reduce the amount of movement around the school site we will not be providing paracetamol or ibuprofen. Where possible, we ask that students carry some plasters in their bag for minor cuts and avoid the medical rooms wherever possible.

13. Symptoms and Self Isolation

The Government's advice regarding symptoms remains unchanged. If your child displays any of the following symptoms, they should isolate for 7 days and the household should isolate for 14 days.

- A high temperature – this means you feel hot to touch on your chest or back
- A new and continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Students and their families are eligible for COVID-19 testing. This can be accessed via the 111 website. For family members under the age of 5, please contact the 111 helpline. If a student tests negative for Covid-19 following the onset of symptoms, they should return to school.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>

Please contact the school immediately if a member of your household tests positive.

To support the Government's track and trace system you should contact the Public Health England Health Protection Team on 0300 303 8537.

In all suspected cases onsite, we will follow the guidance set out by Public Health England which includes the isolation of the student or staff member and a thorough cleaning regime. Should your child need to isolate we will contact you directly.

14. Getting to school

We continue to encourage as many students as possible to walk or cycle to school to support with the maintenance of year group bubbles. Students should only walk to and from school with students in their year group and distancing should be maintained.

When dropping your child off at the school, please do not exit your car or enter the school car park. Visitors will only be allowed on site if they have an pre-arranged appointment. We will not be allowing cars on site to drop off students or turn around.

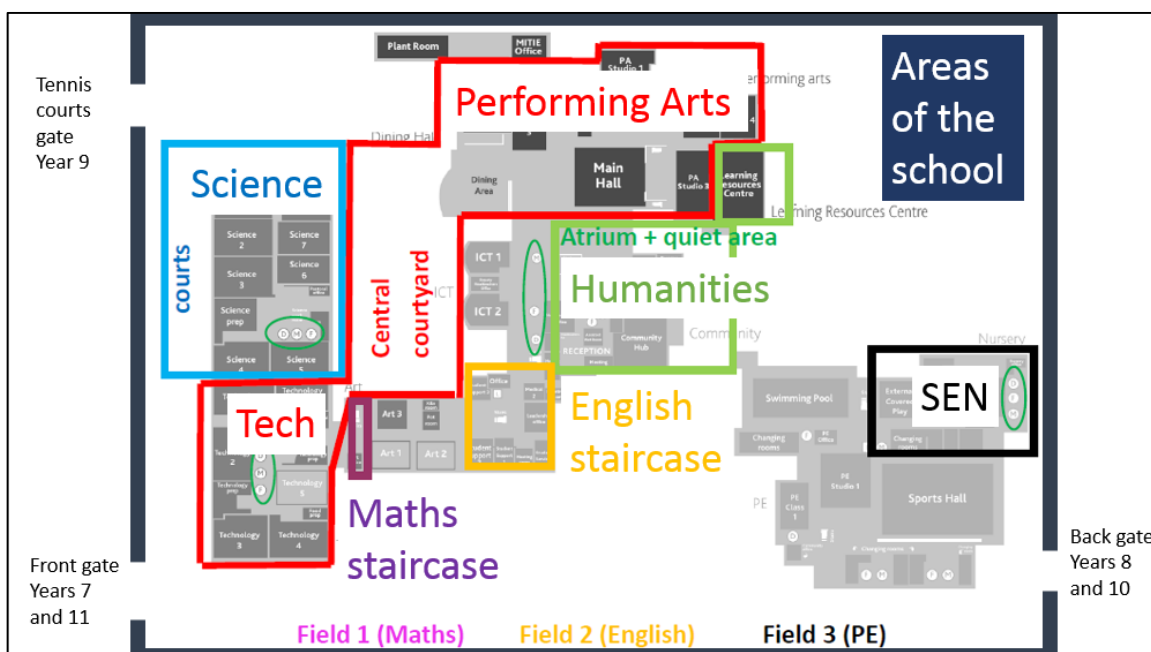
When collecting your child please arrange for a meeting point away from the school grounds and do not enter the school site .

It is important that students maintain social distance on the way to and from school and maintain the bubbles they will be in whilst in school. Students must not gather in large groups at the shops or in the community and should respect the guidelines laid out by the government with regards to conduct in shops and on public transport.

15. Arriving and leaving

Each year bubble has a separate entrance gate. Only students assigned to these entrances should be using them. The school has set up three entrance gates to the school site; these are detailed below. It is imperative that students arrive to school at the correct time at the correct gate. Students will not be permitted to enter the school via the wrong gate.

Year group	Entrance at start of day			Exit at end of day	
	Gate	Entry time	Lesson start time	Gate	Exit time
7	Front gate (Sundon Park Road)	8:25-8:40	8:45	Front gate	2:55
8	Back gate (Pennine Avenue)	8:25-8:40	8:45	Back gate	2:55
9	Tennis courts (Sundon Park Road)	8:25-8:40	8:45	Tennis courts	2:55
10	Back gate (Pennine Avenue)	8:45-8:55	9:00	Back gate	3:10
11	Front gate (Sundon Park Road)	8:45-8:55	9:00	Front gate	3:10



When students enter the school via the correct gate, they will be directed to their year group's area of the school for that day. Students will be in a different area of the school each day and these rotations are detailed below.

		Monday	Tuesday	Wednesday	Thursday	Friday
KS3	Y7	English	PA/Tech	Maths	Humanities	Science
	Y8	Science	English	PAT/Tech	Maths	Humanities
	Y9	Humanities	Science	English	PAT/Tech	Maths
KS4	Y10	Maths	Humanities	Science	English	PAT/Tech
	Y11	PA/Tech	Maths	Humanities	Science	English

Year 7, 8 and 9 - Arrival times - 8.25am - 8.40am

Before 8.25am, the gates will be locked. From 8.25am there will be a member of staff on duty at each entrance to school to welcome students and inform them about where they need to go. Students will go to the social area connected to the bubble they are attending on that day.

At 8.40, students should make their way to lessons.

Lessons will start at 8.45am. Any student from years 7-9 entering through the gates after 8.40am will be deemed as late and will be issued with a 30-minute detention at the end of the day. This will take place in the same 'bubble' the students are in and will be supervised by the support duty staff and leaders within the department.

Year 10 and 11 – Arrival time – 8.45am – 8.55am

The arrival time for students in Year 10 and 11 is between 8.45 and 8.55am

Anyone in Years 10 and 11 arriving to school after 8.55am will be deemed as late and will be issued with a 30-minute detention after school. This will take place in the same 'bubble' the students are in and will be supervised by the support duty staff and leaders within the department.

Students arriving after 9.00am

Any student arriving after 9.00am will need to 'buzz' to be let into school and will need to report to Matron's entrance and will be asked to wait outside the building until a member of staff from the student's bubble comes and collects them. Their name will be recorded and parents will be contacted to inform them of the lateness. They will receive a 30-minute detention after school the same day and will be coded as Unauthorised Absence for the morning session. Repeated concerns will result in parental meetings and an escalation of sanctions which may include personalised timetables.

16. Bikes

Students arriving on bikes will need to lock their bikes up in specific areas allocated to their year group. Years 7, 8, 10 and 11 will have marked areas for their year group within the school bike racks.

Year 9 students will be required to lock their bikes against the railings within the activity play area near the science block. The activity play area will not be in use during this period apart for the purpose of locking up bikes.

Students bringing bikes to school do so at their own risk and the school does not take responsibility for loss or damage.

17. Behaviour and Expectations

We expect all students to abide by our behaviour policy, including the new COVID-19 agreement, and we will not accept any behaviour that threatens the safety of our students or staff. An addendum to our behaviour policy has recently been updated and is available on our website. We will be contacting home if a breach occurs and agreeing the consequences and sanctions for their poor behaviour choice.

18. Classroom expectations

As always, students will be expected to follow the rules and expectations whilst in class. Formal warnings will be given to students who do not follow these rules. After a formal warning, if concerns continue, sanctions will be escalated and parents will be contacted.

Formal warnings will be given to:

- . Not listening in class
- . Not facing forward in class
- . Failing to sit in the correct seat
- . Moving seat without permission
- . Low level disruption
- . Incorrect uniform
- . Eating/drinking in class outside agreed times
- . Failing to follow basic classroom expectations, standards or rules.
- Putting head on desk.

19. COVID-19 Home School Agreement

Home School Agreement – September 2020		
SCHOOL	HOME	STUDENT
Staff will...	As a parent/carer, I understand that...	I will...
<p>Provide an environment which has been risk assessed in response to the COVID-19 infection.</p> <p>Ensure regular cleaning of hard surfaces take place in line with the risk assessment.</p> <p>Adhere to the social distancing rules as set out by the government as much as we reasonably can.</p> <p>Provide a curriculum that meets the needs to your child's well-being, mental health and academic needs.</p> <p>Contact parents/carers if your child displays symptoms of COVID-19.</p> <p>Inform you if staff or children in your child's 'bubble' show symptoms of COVID-19 as this will mean you will all need to self-isolate for at least 14 days or until the test comes back negative.</p> <p>Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy and Addendum as well as the expectations outlined in this agreement.</p> <p>Communicate between home and school through telephone calls, emails, texts, Epraise, newsletters and the school website.</p>	<p>If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school and we will isolate for 14 days as a family, get them tested and inform the school of outcomes as soon as possible.</p> <p>If requested by a member of the Senior Leadership team or the Attendance Officer, I will collect my child from school immediately.</p> <p>When dropping off and picking up, I will strictly stick to school timings for my child and exclusion zones.</p> <p>My child must bring to school the equipment that is detailed in this guide.</p> <p>My child will have their temperature taken if they feel or present as being unwell.</p> <p>I will not be allowed into the school unless I have a pre-arranged appointment.</p> <p>I need to support staff in their efforts to create an environment that is as safe as possible.</p> <p>Read all letter and messages that are sent home.</p> <p>I need to inform school immediately of any changes to parent/carer and emergency contact details.</p> <p>The Headteacher can exclude my child for breaches of safety or discipline following the Behaviour Policy guidelines</p>	<p>Adhere to the principles and details of the Behaviour Policy and this agreement, knowing that if I don't, the consequences will be very serious.</p> <p>Adhere to the social distancing rules in class, around school and on the way to and from school.</p> <p>Tell an adult if I feel unwell.</p> <p>Bring to school the equipment detailed in this guide.</p> <p>Not bring prohibited items into school.</p> <p>Only enter and exit the school building from the designated entrance for my year group/bubble.</p> <p>Stick strictly to the school timings for my bubble and arrive in school at these times.</p> <p>Agree to reasonable sanctions given or any breaking of school rules.</p> <p>Follow good respiratory hygiene: coughing into elbow or using a tissue to 'catch it, bin it, kill it'</p> <p>Follow good hand hygiene, using soap and water for 20 seconds and hand sanitiser.</p> <p>Behave well at all times to maintain the safety of myself and others.</p> <p>Follow the instructions of staff at all times.</p>

20. Detentions

Detentions will be given for lateness to school and disruptive behaviour in class or around school. If a student is issued a detention they will need to sit the detention the same day after school. All detentions will be in year group bubbles with an assigned member of staff and in an allocated room. Parents will be informed of detentions via Epraise and will also receive a MyEd text by 2.30pm.

21. Exclusions

Safety for students and staff is paramount at this time and the Headteacher will need to exclude students from school if their behaviour breaks the school behaviour policy or compromises the learning or safety of others. As well as incidents already detailed in the Behaviour Policy, specific behaviour which may also lead to a fixed term exclusion include:

- . Purposely coughing in someone's direction;
- . Spitting;
- . Purposely touching or grabbing another student;
- . Purposely approaching within a 2m space of a member of staff after reminders;
- . Repeatedly breaking the distancing rule despite reminders and warnings;
- . Physical aggression towards another student or member of staff;
- . Verbal aggression towards another student or member of staff;
- . Bullying;
- . Purposeful misuse of equipment which compromises the health and safety of others;
- . Purposely breaking the 'bubble' by moving into another area of school;
- Exhibiting defiant behaviour - open and willful resistance to the school behaviour policy;
- Deliberate and repeated failure to follow school rules;
- . Purposely and/or repeatedly not entering school via the correct year group entrance.

If students are excluded from school, they will be expected to continue their learning online by accessing work via the Google classroom. This may be new work or work that a student can catch up on from the period of school closure.

22. Attendance

The Government has stated that attendance to school is mandatory from September 2020. However, we are aware that there may be some students for whom the following may apply:

- will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- are no longer required to shield but who generally remain under the care of a specialist health professional and may need to discuss their care with their health professional before returning to school.

If the above applies to your child, please let our Attendance Officer know so we can support your child with their education. Once students return to full time education in September, we will be following our usual attendance process in regard to absence.

We work hard to support students and families where attendance is a concern. If we have concerns regarding your child, we will contact you to discuss the reason for absence. We can offer support strategies that may help to improve attendance and achieve success at school. If your child has a medical condition which may be affecting their attendance, we may require evidence from a healthcare professional to support their absence.

If absences remain unauthorised a Fixed Penalty Notice may be issued and/or a referral may be made to the Education Welfare Officer (EWO).

23. Curriculum

Lealands High School have created systems around the school, as detailed in this document, that enable us to deliver the curriculum that we had planned for in year 7, 8,10 and 11.

We were excited to offer students in year 9 the opportunity to specialise their personal education with option subjects however due to timetable and building challenges, it is with regret that we must postpone the teaching of year 9 option subjects. This means that year 9 will revert to the broad and balanced curriculum that they experienced in years 7 and 8, which easily satisfies the national curriculum and gives our students a significant opportunity for success.

Year 9 Covid curriculum:

Subject	Timetabled hours per week
English	4
Maths	4
Science	4
Geography	2
History	2
PE	3
Religion and society	1
Art	1
French or Spanish	2
Technology	1
Performing arts	1

24. Tutor Time

Unfortunately, students will not be able to see their Tutor for a formal Tutor session each day so Tutors and Heads of Year will be maintaining the Google classrooms that were set up during school closure. Tutor time will continue in school each day but will be reduced to 15 minutes during either P1 or P5 depending on the year group and will be taken by the member of staff teaching the class at these times.

The Tutor Time curriculum will include Character and Culture work, checking in and out, well-being checks, and a weekly assembly which will be delivered online within the classroom. Teachers will also take the opportunity to review Epraise points and attendance.

25. Staying in contact with school

We ask that all parents download the MyEd App and Epraise to their mobile phone or device and allow push notifications. The easiest way to monitor your child's progress is by logging onto Epraise. This will also inform you of Step Points, Demerits and any detentions issued. You will be automatically notified of detentions via MyEd.

26. Countrywide or Local Lockdown

If as a nation or more locally we are required to close the school once more our distance learning strategy will come into operation. Our staff will set your child's work on the appropriate Google classroom, along with completion dates and an estimated completion time. During any lockdown period your child should communicate with their class teacher through the Google classroom.

FOR PARENTS

A SPECIAL COVID MESSAGE

When your child is ill or injured it is very difficult to decide if/when to call your child's GP, NHS 111 or go the Accident and Emergency Department (A&E). During the current situation and while the government is asking everyone to stay at home, it can be confusing to know what to do. Here is some guidance:



FOR ADVICE ON COVID-19 AND CHILDHOOD ILLNESSES/INJURIES VISIT [WWW.NHS.UK](http://www.nhs.uk)

Designed by primary and secondary care clinicians from Barts Health & North-East London STP; endorsed by South East London ICS

YOU SHOULD GO TO A&E AND/OR CALL 999 IMMEDIATELY IF

APPEARANCE

- ▶ Pale/mottled/ashen/blue colour
- ▶ Collapsed/unresponsive/loss of consciousness
- ▶ No obvious pulse or heartbeat
- ▶ Severe allergic reaction

BEHAVIOUR

- ▶ Extreme irritability/pain/sleepiness (can be woken but falls asleep immediately)
- ▶ Seizure/jerking movements/fit

BREATHING

- ▶ Sucking in and out between ribs
- ▶ Flaring nostrils
- ▶ Extremely fast breathing
- ▶ Noisy breathing

OTHER

- ▶ Bleeding from an injury, that doesn't stop after 10 minutes of pressure

YOU SHOULD GO TO A&E IF

APPEARANCE

- ▶ Dizziness/feeling faint
- ▶ Rash that does not fade when you press it

BEHAVIOUR

- ▶ Severe constant tummy pain

OTHER

- ▶ Burn
- ▶ Possible broken bone

OTHER

- ▶ Swallowed foreign objects (especially magnets/batteries)
- ▶ Temperature higher than 38°C in a baby younger than three months old
- ▶ Your child has special health care needs and you have a plan that tells you to go to A&E
- ▶ Feels abnormally cold to touch
- ▶ Expressing suicidal/significant selfharm thoughts

YOU SHOULD CALL YOUR GP IF

APPEARANCE

- ▶ Mild/moderate allergic reaction (known or suspected)
- ▶ New rash that fades when you press on it

BEHAVIOUR

- ▶ Mild irritability/sleepier than normal
- ▶ Tummy pain that comes and goes
- ▶ Vomiting and diarrhoea
- ▶ Not passed urine for more than 12 hours

BREATHING

- ▶ Wheezing/fast breathing

OTHER

- ▶ Temperature >39°C (age 3-12 months)
- ▶ Temperature over 38°C for more than 5 days
- ▶ Ear pain for more than 2 days
- ▶ Emotional distress, that can't be reassured

YOU SHOULD CONTACT NHST11 (BY PHONE OR ONLINE AT www.111.nhs.uk) IF

APPEARANCE

- ▶ Pink eyes/red eyes

BEHAVIOUR

- ▶ Ear pain for less than 2 days
- ▶ Mild tummy pain that comes and goes

BREATHING

- ▶ Cough
- ▶ Runny nose

OTHER

- ▶ If you have any general concerns or queries related to Covid-19