

Ref: MDS/NE/SM/libcydborepl

21 August 2020

Dear Parents/Carers

As September approaches, Millom School is working to reopen the school for all students to return to full time education at school. I am sure that you can appreciate that applying government guidance to our school, in order to make it COVID secure, has been a complex task. We are confident that the changes we have made will allow for a safe return to school, and our school community will rise to the challenge of working together in new ways to return to classrooms.

When students return to school in September, they will receive information about the day-to-day operation of the school, as well as everyone's responsibilities to keep each other safe. For example; students will be following a timetable that has been developed to minimise the movement of students around the school, and keep students to year group bubbles. To try and prevent all of this information being overwhelming, the attached information provides a majority of the information that we expect to apply to our school community. We have worked to address what might be the most common queries in relation to the reopening of the school, so I ask that everyone reads the information carefully.

I am sure that you are all too aware that guidance across all sectors is changing on a regular basis, and this is no different for schools. The safe operation of the school will be reviewed on at least a weekly basis, and any substantive changes will be communicated through the usual school channels.

IMPORTANT: As was the case in March, decisions on school closure can take place with very short notice. Whilst we are confident that our new systems will mean the school can operate safely, such decisions can be out of our control; full school closure, or partial closure (EG school closed to certain year groups) may be unavoidable. As such, it is essential that you have considered this, and have plans for supervision in the event of closure. Also, it is expected that you will keep your current contact details up to date.

We are looking forward to welcoming students back to school in September. The changes may take a little adjusting to, but if everyone accepts their responsibilities towards others, the school will be a safe place for all.

Further information will follow this letter in the coming weeks; timetables and groupings will be available through Go4Schools and further details about the running of the school will feature on the school Facebook page and via email. Please check these platforms regularly, especially throughout week commencing 31 August.

Please read the attached information carefully, and, as ever, please do not hesitate to contact us if necessary.

Your faithfully



M D Savidge
Headteacher

As school re-opens in September 2020, a number of questions may exist regarding the updated routines and expectations for students on their return to school as we work together to learn in a COVID secure environment. This document serves as a means to address as many points as possible.

Term start dates

Year 7 students will start at Millom School on Thursday 03 September at 08.45. Staff will be awaiting the arrival of students to give further instruction.

All other year groups return to school on Monday 07 September at 08.45. Signage will direct students to their intended room, and staff will be available to give further information.

Arrival at School

Students arriving via school transport will be dropped off in the school visitor car park as usual. Students will enter school via the glass corridor, sanitise their hands, and follow a one-way system around the school (following arrows on the floor).

Students arriving by other means (walking or car drop off) will enter through the gate near the Station Hotel. Students are not to arrive on to the school site before 08.35. Upon arriving, they will sanitise their hands and follow a one-way system around the school (following arrows on the floor)..

End of the school day

Students travelling via school transport will be dismissed at 15.00 to the Ulpha Yard, following the one-way system. Students will line up according to the bus they catch, and then be escorted to the transport.

Students leaving by other means will be dismissed at 15.05 to leave the school site via the Station Hotel gate, following the one-way system.

Travelling to/from school

Students travelling via school transport are advised to wear a face covering. Further guidance can be found at <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

A seating plan will be implemented on school transport, and must be adhered to. Students will be expected to use hand sanitiser on the entry to and exit from

Those students who are able to walk or cycle to school are encouraged to do so.

Any students who travel to the school via public transport (EG train) are required to follow the current guidance relating to use of public transport (see www.gov.uk website)

Uniform

School uniform expectations remain unchanged to previous years from September 2020, including rules on hair colourings/styles/length and jewellery and make-up. Further information can be found on the school website.

On days where students have **PE lessons**, they should attend school wearing their school PE kit, to reduce the need to use changing rooms. Students are allowed to wear a track suit over their PE kit, if required. PE lessons will be taking place outside for the vast majority of lessons; as such consideration for the weather will need to be made (spare trainers, dry clothing). Students who are excused from PE lessons on medical grounds will still attend PE lessons and be outside with their group; they will need to be prepared for the weather conditions of the day. A note explaining the reason for being excused from the lesson is still required from parents/carers, as is normal procedure.

Equipment

Students are expected to bring their own equipment to school to allow them to fully engage in the days learning. Equipment should not be shared, and loaning equipment from the school is to be avoided. If you are facing difficulty purchasing items, please contact the school.

Items of lost property will be stored for 72 hours before being handled by members of staff. As such, it is important that students take responsibility for their belongings.

Break time

Students will have a 15 minute break during the morning. However, refectory facilities will not be available, so snacks and drinks will have to be brought to school by students, and litter disposed of correctly.

Lunchtime

Lunchtimes will vary in start/finish time slightly for some year groups. However, all students will receive a 45 minute lunch break. Year groups will be directed to a specific refectory at an allotted time. Students will be refused entry outside of these times. A limited selection of hot and cold food will be available from each refectory, and students are permitted to bring in packed lunches.

NOTE: See separate information on the ban on bringing nuts or products containing nuts into school.

Additionally, we have been required to disconnect water dispensers until further notice. As such, students will need to bring enough drinks to last the day. Drinks will be available to buy from refectories at lunchtimes.

Year 11 and Sixth form students **will not** be allowed to leave the school site at lunchtime.

Year Group	12.20 – 12.40	12.40 – 13.00	13.00 – 13.20		Venue	Time
7	Form Time	Lunchtime	Lunch		Small Fec	13.00
8	Form Time	Lunchtime	Lunch		Large Fec	13.00
9	Form Time	Lunchtime	Lunch		Large Fec	12.45
10	Lunchtime	Lunchtime	Form Time		Large Fec	12.20
11	Lunchtime	Lunchtime	Form Time		Small Fec	12.20
12&13	Lunchtime	Lunchtime	Form Time		Small Fec	12.35

Toilets

Students will use toilets in specific parts of the school according to their year group. Only 2 students are allowed in to the toilets at any one time. Hand washing and sanitization equipment is to be respected for the safety of our school community.

Behaviour

Students are required to uphold the usual behaviour expectations of the school, **and** the additional expectations regarding social distancing and rules specific to Coronavirus (COVID-19). Further information can be found in the school behaviour policy, which is available on the school website. Updates have been made to this policy to include information specific to the COVID secure operating of the school.

Behaviour at break and lunchtime will have to respect personal space of other students. Physical contact between students is not permitted, including horseplay and games involving personal contact.

Hygiene

Students must wash their hands at regular intervals throughout the day and adopt the 'Catch it, bin it, kill it' approach to coughs and sneezes (tissues and hand sanitiser are available in each classroom and throughout the school). Students will be required to sanitise hands on entry and leaving of classrooms.

Symptoms of Coronavirus (COVID-19) / Test and Trace process

If students are displaying any of the 3 symptoms (cough, temperature, loss of sense of smell or taste) they **MUST NOT** come to school and must be tested.

If a student displays symptoms whilst at school, they will be immediately taken to an isolation room and you will be expected to arrange collection as soon as possible. They should then be taken for testing. If they test positive you must inform the school immediately. If they test negative, they are allowed to return to school.

You can book a test at <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or ordered by telephone via NHS 119.

You should also self-isolate if you have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus.

Lessons

Students will be expected to remain in their seats for the duration of a lesson, unless following instruction of a member of staff.

Seating will be arranged to face the front of the class and teachers will remain at the front of the class during the lesson.

	Start Time
Lesson 1	08.45
Lesson 2	09.35
Break	10.25
Lesson 3	10.40
Lesson 4	11.30
Lunch/Form Time	12.20
Lesson 5	13.20
Lesson 6	14.10

Movement around the school

Students will follow their timetable as normal, with measures taken to reduce movement around the school. A one-way system will operate around the school site (indicated by arrows on the ground), students **MUST** follow this system.

Students should walk in single file along corridors and not congregate around doorways. Areas such as reception and the corridors around the Alex Hall are not to be used as a short-cut.

Visitors to school

Visitors to the school must have a pre-arranged appointment. You should only come in to school if you have arranged an appointment in advance; meetings are most likely to take place after school hours.

Medical/Dental appointments

As in previous years, appointments should be arranged to take place outside of the school day. In cases where this is not possible, appointments should be made towards the end of the school day, as students **will not** be allowed to return to school following their appointment.

Communication with school

Where possible, communication with school should be via email. Copies of letters or appointment should be sent into school via email where possible.

During the course of the year, changes to guidance may require alterations to the information contained in this document. Updates to arrangements and procedures in school will be sent via email where possible and publicised on the school Facebook page. As such, it is important that school has the most up to date contact details for parents/carers.

If you have specific queries regarding the return to school or questions that are not covered within this document, please direct these to genenquiries@millom.cumbria.sch.uk