

Cranbrook School September 2020 Re-Opening

Standard Operating Procedures

These operating procedures come into effect at the start of term September 2020 until further notice as directed by the Government advice and guidance. These procedures follow the Governments [Guidance for full opening: schools](#) and will be updated according to Government guidance.

All students and staff must follow the public health system of controls to minimise coronavirus risks which includes:

- ✓ Minimise contact with individuals who have symptoms of coronavirus or have someone in their household who has symptoms or have tested positive in the last 10 days
- ✓ Clean hands more thoroughly and more often than usual
- ✓ Ensure good respiratory hygiene by following the “catch it, bin it, kill it” approach
- ✓ Support the enhanced cleaning processes
- ✓ Minimise contact between individuals by maintaining social distancing where possible
- ✓ Engage with the NHS Test and Trace process

1. Hand Sanitising

Every classroom will have a hand sanitising ‘station’ at the entrance to the classroom and disposable masks for use if a student exhibits symptoms. a ‘grab box’. The teacher will supervise all students in the class sanitising their hands at the following times:

- Arrival for period 1
- Return from break time
- Departure for lunch break
- Return from lunch break
- When a student enters or leaves a ‘flexible’ classroom

2. Good Respiratory Hygiene

Students must use the “catch it, bin it, kill it approach” when sneezing or coughing. Use a tissue or elbow to cough or sneeze into and use bins provided for tissue waste.

3. Lesson Locations

Each Year Group will be treated as a separate ‘bubble’ and be located within a group of classrooms that they stay in as a single group all day. Year 7 and 8 will be considered as their own ‘bubble’.

Areas and arrangements are as follows:

	Year 7 and 8	Year 9	Year 10	Year 11	Year 12	Year 13
	R1	CL1	MA1	C1	C2 1	Hi1 (12)
	R2	ML1	MA2	P1	B2 2	Hi2 (16)
	R3	ML2	MA3	P2	GG1	Hi3
	RB2	ML3	MA4	B1	GG2 (12)	W5
		ML4	EN1	LT	GG3	W6
		MA5	EN2	HE3	RE1	W3

			EN3	TS	MR	IT1
					EN5 (12) 3	IT2
					Hi4 (14) 3	HUB1
						HUB2
Entry/Exit Point	Main white doors to Rootes	Side door next to ML2	Door facing Quad area next to Maths office	Corner doors in back Quad near to B1 and LT	All Horsley doors. Side door to PAC. 1 Access via outside fire exit. 2 Access via Waterloo Rd and drive next to CCF. 3 Access via front car park and library stairs	Metal staircase behind art
Gathering area	Gym Lawn	Next to QH area	Area of Quad nearest Horsley	Area of back Quad near to Bio and LT	SFC	SFC
Flexible Rooms	Art 1, Art 2, QH, Drama studio, Sports Hall, HE1, Vickers, Observatory					
Toilets	Rootes (m) Chem (f)	Horsley (m/f)	Horsley (m/f) English (f)	Physics (m) Chem (f)	SFC (m/f) PAC (m/f) Horsley (m/f)	SFC History (m) English (f) Hub (m/f)
Water Filling Point	Rootes	DH	DH	Rootes	SFC	SFC

Lesson Locations ctd

- Yrs 7-11 will stay in their areas all day and move classrooms within their area for different lessons when needed. There may be some limited use of specialist flexible classrooms.
- Yr12/13 will have lessons in their classroom areas and there may be some limited use of specialist flexible classrooms. They will also be able to use the SFC for PS periods. The SFC will be separated with Yr 12 upstairs and Yr 13 downstairs. They will have separate entry/points.
- Art lessons will be timetabled in art rooms. Students will only access these rooms from the outside doors. Tables will face forward and be wiped between classes and all students will sanitise hands on entry and exit. A Risk Assessment will be written for Art Room use.
- Drama lessons will be timetabled in classrooms – the class will be allowed to be taken to the Drama Studio if led by the teacher after other classes have settled. A Risk Assessment will be written for Drama Studio use.
- Food lessons will be timetabled in classrooms – the class will be allowed to be taken to the HW1 if led by the teacher after other classes have settled. A Risk Assessment will be written for HE1 use.
- Music lessons will be timetabled in classroom areas – the class will be allowed to be taken to the Vickers Rm if led by the teacher after other classes have settled. A Risk Assessment will be written for Vickers use.
- PE lessons will take place in the SH. Classes will walk there and queue outside the main door to be let in under supervision. PE lessons will be conducted under the control measures of the PE Risk Assessment.
- Games lessons will take place in the SH or outside. Students will meet at a given time at the SH and queue outside. Games will take place under the control measures of the Games Risk Assessment.

4. Tutor Group Locations

For this period of time tutor groups will only meet in their allocated year group hub areas as follows:

Day

	WEBSTER	ALLAN	HORSLEY	LYNX		SELLERS
YEAR 9	ML3	ML1	ML2	CL1	7S- SR	RB2
YEAR 10	MA1	MA2	MA3	MA4	7S – SJE	R3
YEAR 11	C1	P1 and P2	B1	LT	8S – MW	R2
YEAR 12	C2	MR	GG1	GG3	8S - NP	R1
YEAR 13	HI3	W5 and IT2	W6	W3		

Boarding

	BLUBERY	CORNWALLIS	CROWDEN	RAMMELL	SCOTT	SCHOOL LODGE
YEAR 9	BLUBERY		CROWDEN		ML4	SCHOOL LODGE
YEAR 10		EN1		EN2	EN3	
YEAR 11		CORNWALLIS		TS	HE3	
YEAR 12		B2		RE1	GG2	
YEAR 13		IT1		HI2	HE2	

5. Use of 'Flexible' Classrooms

As these classrooms will be used by different year groups, the following additional conditions will apply:

- Students must sanitise their hands when entering and exiting the room
- Tables and the back of chairs must be cleaned at the end of the lesson (by students)
- Any equipment that could be used by another Year group class must be cleaned at the end of the lesson
- Art must be entered by the external doors to those rooms

6. Entry/Exit to Year Group areas

Each year group must only use the entry/exit points for their area. This will avoid any contact between year groups in corridors and minimise movements around school. Entry to flexible rooms as follows:

Drama studio – side door to PAC

Food – the outside door accessed all the way around the back of Art and Biology

Vickers – main door to PAC

Art – outside doors round the back of Rootes

SH - main doors to Sports Hall

7. Staff Movements & Information

Teachers will need to move to the classrooms timetabled for their lesson (so are not likely to be teaching in their subject rooms). Teachers should maintain 2m distancing from students and other staff as much as possible and minimise time spent within 1m of anyone. All classrooms will be risk assessed and have a clear 2m distance from the front of the class to the students.

Teachers should reduce movement around the classroom during a lesson.

Staff should keep to their departments where possible, if you are in corridors or other areas of the school please consider the use of face masks. If you used shared equipment such as photocopiers please use a antibacterial wipe to clear afterwards. Consider the use of e-mail and phone calls as alternative to face to face meetings.

8. Lesson Change Overs for Years 7 to 11

Five minutes before the end of the lesson, a bell will ring and students should then, as directed by the class teacher, pack up. The teacher will leave and the class will be joined by the next teacher. When directed by the teacher and where necessary, students will then move to and enter their next classroom. This does not apply to sixth form lessons when the teacher will leave before or after all the students. Behaviour during this period of lesson changeover is expected to be sensible and calm with all students mindful of not only normal classroom behaviour expectations but also the COVID system of controls.

9. Student Movements during the Day

- Years 7-11 – All day students will be required to be on-site all day. Students must not move outside their year group supervised areas at break or lunch. Boarding students are to return to boarding houses for lunch and will then return to their year group supervised areas. No students will be allowed to go into town.
- Years 12 and 13 do not have to be in school before their first lesson unless this is lesson 3 or later, in which case they must be in school for tutor time. They do not have to be in school after their last lesson of the day. Parental permission will be sought for the days they arrive late or leave early. Boarders will be allowed back to boarding houses during lunchtime and PS time (but nowhere else). No Year 12 or Year 13 will be allowed into town during the school day unless it is to travel to or from school.

10. Tutor Time

Tutor time will take place every day for all year groups lasting for 20 mins at either 10.20 or 10.40. There will be no full House assemblies or gatherings. The only assemblies that can take place are for a single year group (or for Yr 7 and 8). These will be arranged when needed. All tutor groups will take place in classrooms timetabled within the year group area. The only exceptions to this will be School Lodge, Blubery and Crowden which will meet in their boarding house.

11. Morning Arrival

There will be a slight staggering of arrival and start times to lessons as follows:

8.20 – Yr 11 and 13 (Teaching may not start until 8.30)

8.30 – Yr 10 and 12

8.40 – Yr 7, Yr 8 and Yr 9

On arrival students should go straight to their classrooms for the first lesson where the teacher will be waiting in the classroom. The teacher will supervise the students using hand sanitiser as they enter the room. The lesson may not start for a few minutes. Students will be encouraged to arrive at the correct time but if they have to arrive earlier, they should only be in the gathering area for their year group and not be elsewhere. Teachers will need to be in the classrooms ready for the students from 8.20.

12. Afternoon Departure

There will be slightly staggered departure times to prevent unnecessary mixing of year groups.

3.15 – Any year group on games

(Yr 7&8 = Fri; Yr 9 = Tues; Yr10 = Thurs; Yr11 = Mon; Yr12&13 = Wed)

3.25 – Yr 10 and 12 (if not on games)

3.30 — Yr 11 and 13 (if not on games)

3.35 - Yr 9, 7 and 8 (if not on games)

Students should leave the site promptly including boarders and day students. Those who get buses should go straight to the bus and wait in Year group queues for each bus. Parents will be

asked not to allow students to remain at school (unless they have an activity) or congregate anywhere locally off site.

13. Lunch Arrangements

- Year groups will not mix with each other. Year groups should line up outside the Dining Hall observing the distance indicators along the railings. They will then be directed into the Dining Hall in small groups to sanitise before collecting a tray and doing their thumb print. Students will sit on one side of the table only. After eating the students can go to their outside supervised area. The tables will be cleaned after each Year group by the tutor group in that year group for the House on duty that week.
- All Boarders will go back to their Houses at their lunch break and eat what is provided in the House. After eating they will be allowed to join their year group in the outside supervised area.
- No staff will eat in the Dining Hall. All staff who wish to will order at the start of the week and be provided with a baguette/sandwich lunch to be picked up in the Staff Room.
- Wet lunch or break – students will return to the classroom in their year group area.

14. Equipment

Students should bring everything they need for the day in their own bag which should be kept in designated areas for their year group or classes. No items should be left out. There should be no sharing of personal equipment such as stationery or drinking bottles etc.

15. Uniform

Normal school uniform and sixth form dress code will apply for all days. The exception to this is that students of any year group will be required to come to school in PE kit with a school track suit when they have a games afternoon or PE lesson.

16. Behaviour

Any student who presents challenging or unacceptable behaviour in relation to the points above and including purposefully coughing on someone or spitting, will face a sanction consistent with the consequences of misbehaviour detailed in the schools Behaviour For Learning Policy.

Rewards and recognition will be allocated to individuals and groups of students who are actively supporting and promoting the schools system of controls in these challenging times.

17. Lesson Timings

Lesson	Start	Finish	Years	Notes inc. Break and Lunch Arrangements
Lesson One	8.20	09.25	Yr 11 and 13	Gathering area: SF – SFC, Yr 11-Back Quad (near Biology), Yr 10-Front Quad (Next to LT), Yr 9-outside Horsley and QH, Yr7/8-next to Rootes. Entry Doors to classrooms: Yr 13 – Fire exit staircase behind IT only Yr 12 - various Yr 11 – Back Quad door to Physics/LT area only Yr 10 – Maths corridor door only Yr 9 – Outside door (op. QH) to ML area Yr 7/8 – Main Rootes door only
	8.30	09.25	Yr 10 and 12	
	8.40	09.25	Yr 7, 8 and 9	
Lesson Two	09.25	10.20	All	

Tutor Time Break	10.20 10.20	10.40 10.40	Yr 9, 11 and 13 Yr 7, 8, 10 and 12	In Tutor rooms Outside supervised areas Yr 7 and 8 - The Cage and surrounding area Yr 10 – Quad area
Tutor Time Break	10.40 10.40	11.00 11.00	Yr 7, 8, 10 and 12 Yr 9, 11 and 13	In Tutor Rooms Outside supervised areas Yr 9 – The Cage and surrounding area Yr 11 - Quad area
Lesson Three	11.00	11.55	All	
Lesson Four A	11.55	12.50	Yr 7-10	
Lunch Break A	11.55	12.50	Yr 11, 12 and 13	Lunch on a rota – eg: 12.00 – 12.15 Yr 12 (tables wiped afterwards) 12.15-12.30 Yr 13 (tables wiped afterwards) 12.30-12.45 Yr 11 (tables wiped afterwards) When not in lunch, Yr 12 and 13 be in boarding houses or the SFC. <u>Outside supervised area</u> Yr 11 - Quad area and Astro (all days except Monday)
Lesson Four B	12.50	13.45	Yr 11, 12 and 13	Yr 11 are allowed a short break in classroom between lessons
Lunch Break B	12.50	13.45	Yr 7, 8, 9 and 10	Lunch on a rota – eg: 12.50 – 13.05 – Yr 7 and 8 (tables wiped afterwards) 13.05 – 13.20 – Yr 9 (tables wiped afterwards) 13.20 - 13 35 – Yr 10 (tables wiped afterwards) <u>Outside supervised areas</u> Yr 7 and 8 - The Cage and surrounding area Yr 10 – Quad area (all days), Astro (Tues, Weds, Fri). Yr 9 - Horsley area (all days), Astro (Mon, Thurs) Cage area (Fri)
Lesson 5	13.45	14.40	All	Games lessons for Yr 7 - 11 start at 13.30 (meet at SH) Yr 11 are allowed a short break in classrooms between lessons
Lesson 6	14.40			3.15 – Yr 7, 8, 9 and 10 when on games 3.25 – Yr 10 and 12 (if not on games) 3.30 – 11 and 13 (if not on games) 3.35 –Year 9, Yr 7 and Yr 8 (if not on games)

18. Staff Briefings

Monday break meetings will be moved to 3.45 in the QH with appropriate social distancing so that all teaching staff can attend. This is directed time. Normal scheduled Monday meetings to continue afterwards.

19. Face Coverings

Students are strongly advised to wear face coverings in communal areas, such as corridors and should adhere to the safe use of face coverings issued by the government if they do so. [Face Coverings](#) Staff are strongly recommended to wear face masks or shields at all times other than in the classroom or their offices.

20. Visitors

Parents and other visitors should not arrive at school without an appointment and should use alternative methods of communication such as Zoom or Microsoft Teams, wherever possible. Where it is necessary for them to come to the school they must adhere to social distancing and hygiene rules. If they enter Barham House they must use the hand sanitiser on

entry and preferably wear a mask. Meetings with parents should be 1-2 metres apart and be as brief as possible.

Specialists. Therapists, and other support staff for students should provide intervention as usual whilst adhering to above rules.

21. Gym

As the primary aim is to get the school open and lessons in place, additional facilities out of school hours / normal lessons will be added in as and when safe to do so.