



the
LatimerArts
College

**Health and Safety Briefing
for
Parents and Carers**

September 2020



Introduction

We are delighted to be planning to welcome students back in September and as always safety remains our priority for all in the College and wider community.

Firstly, we would like to reassure you that we are focused on ensuring that students enjoy their return to College and we are mindful that we must also focus on their emotional and mental wellbeing as well as identifying the progress they have made whilst studying remotely during the enforced school closure.

We hope that this information booklet is a useful reference document for parents/carers, and their children, to support a positive restart of onsite education in September.

We intend that it:

- Provides a rationale for our approach and to reassure you that we are doing everything we can to ensure our College is as safe as it can be for students and staff.
- Outlines the expectations of all students attending the College to ensure everyone is safe.
- Gives information on our current systems and procedures, all of which are designed to ensure that your child can return to College safely and has the very best learning experience. There are changes and modifications to our current systems to take into account the [government guidance for the full reopening of schools](#) so please do read through the information carefully.

Please note that some of the following information is subject to change as further guidance is provided by the Government. However, we believe that our proposals offer flexibility for sensible modifications should we need to make them.

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1) Safeguarding and Health and Safety

Child Protection

The College fully recognises the contribution it can make to protecting children and supporting students in school. Students' welfare and safety is of paramount importance. We have a Safeguarding and Child Protection Policy, the aim of which is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate.

The College has a duty to keep parents/carers informed of its responsibilities with regards to Child Protection. In line with this, should the College have reason to suspect a child is at risk, it is our duty to inform the relevant agencies of our concerns and to work with them as required.

Should you or your child have any concerns about safeguarding, please contact either:

Ms Jyoti Pankhania: Assistant Principal - Designated Safeguarding Lead (DSL)

Mrs Heidi Angel: Deputy DSL

Mr Steve Harvey: Child Protection and Safeguarding Officer

Mrs Sue Hutchins: Child Protection and Safeguarding Officer

Mrs Tina Squires: Child Protection and Safeguarding Officer

Risk Assessment

Our Risk Assessment has been produced in consultation with our Health and Safety advisory service, Essential Safety. This can be viewed on our website.

This document has framed the action plan that we have put in place in order to reopen the College to students in September.

It will be reviewed on a regular basis, in line with government guidance and any local situations.

We will follow the government guidance in relation to the system of controls that schools must take, which are grouped into 'prevention' and 'response to any infection' as follows:

Systems of Control

We will follow the government guidance in relation to the system of controls that schools must take, which are grouped into 'prevention' and 'response to any infection' as follows:

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

NB: Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.



Response to any infection:

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

NB: Numbers 7 to 9 must be followed in every case where they are relevant.

Whilst we all hope these measures will be short-term, we need to be prepared for the possibility that these restrictions will be in place for some time. All the measures being taken are designed to prevent the spread of infection and enable us to respond to any infections rapidly. They should limit the potential for further closures to school and help enable further cases to be contained more easily.

COVID-19 Symptoms

We need to remind parents and carers that the most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if your child has any of the symptoms above they must stay at home and arrange to have a test to see if they have COVID-19.

Students should not come onto the College site if someone they live with has symptoms of COVID-19 until testing confirms the outcome.

This information can be accessed: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please note that the current government guidance states that face masks do not need to be worn in schools.

Hand-washing and Sanitising

Students will be required to sanitise their hands at the start of Lesson 1, at the start and end of break and the start and end of lunchtime. If they wish to wash and sanitise their hands more frequently, they will be able to do this, either by **bringing their own hand sanitiser** or by using the dispensers which are in all classrooms and other key locations.

All handwashing should be in line with the current COVID-19 guidelines and be for at least 20 seconds on each occasion. There are posters displayed above basins and outside of toilet facilities to remind everyone of the correct method.

'Catch it. Bin it. Kill it.'

Students will be encouraged to adopt the 'Catch it. Bin it. Kill it.' principle. Posters are displayed in all classrooms to promote this.

Boxes of tissues will be provided in each classroom and each student will be asked to ensure that they have a tissue at their desk at all times. The College will supply tissues but students are encouraged to bring their own.

Covid waste bins have been placed in all classrooms and will be routinely emptied throughout the day and the waste disposed of in a Covid-secure way.



In addition to this, where possible, classroom doors will be propped open and windows will be opened to increase ventilation. Whilst it may not be practical to do this for the full duration of the day, at the very least, classrooms will be ventilated during the lesson changeover period.

Enhanced Cleaning

Routine and frequent hand-washing/sanitising, as set out above will play a significant part in reducing risk.

As teaching staff are moving around across year group zones, they have been provided with a portable cleaning kit. This is so that they can clean any multi-use equipment on arrival to their next classroom location, such as projector remote controls, the teacher desk etc.

Daytime cleaning will be in place for the limited specialist classrooms and equipment that will be used for multiple year groups and any other identified higher risk areas.

The post-school cleaning regime will follow the relevant government guidance.

Access to College Site

To safeguard our students, we lock down the College site between 8.25am and 2.50pm, with the three entrances being secured between these times. May we remind you that students should be on the College site by 8.25am. Those arriving after this time will be deemed as late and may be placed in detention.

Entry to the site throughout the day will only be via the Castle Way entrance. We have an electronic gate and access will only be granted to students and authorised visitors, who will need to contact main reception via an intercom system.

In order to support with social distancing, parents/carers will not be permitted to access the College site in cars in order to drop off their child at the start of the College day, or when collecting their child at the end of the College day. Access will only be granted to those who need extra support with mobility for which a car park pass will be issued on request (please contact the Visitors' Receptionist about this).

Parents and carers will not be allowed to routinely access the College site and buildings. We will endeavour to hold parental meetings via telephone or our preferred remote platform, Microsoft Teams. Should an onsite meeting be necessary, in the first instance, these will be held after school to minimise contact with others. All onsite visitors will need to adhere to our social distancing, face mask and hand sanitising rules.

Displaying Coronavirus (COVID-19) Symptoms

If your child is displaying symptoms, or there is someone in your household with coronavirus (COVID-19) symptoms, they must not attend school.

Ensuring that students, staff and other adults do not come into the College if they have coronavirus (COVID-19) symptoms, or have tested positive in the **last 10 days**, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

If anyone in the College becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the government guidance which sets out that they must self-isolate **for at least 10 days** and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved to a room where they will be isolated behind a closed door, with appropriate adult supervision until they can be collected.



Test and Trace

We are actively encouraging all members of the College community to engage with the NHS Test and Trace process should this be necessary. This means we would like parents and carer to be willing to:

- Book a test if their child is displaying symptoms
- Keep your child at home until the outcome of that test is known
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate if your child has been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Where the College becomes aware of someone who has tested positive for coronavirus (COVID-19), we will contact the local health protection team immediately and follow their guidance accordingly.

2) Organisation of Learning

Social Distancing

Teachers and all staff in school will be required to maintain social distancing of 2 metres from students and colleagues wherever possible. This will mean that they will be teaching from the front of the class and at a more remote distance than is usual. Brief closer contact such as passing in corridors, moving around the room or passing items is not a risk.

Students should also be supported to maintain distance. To support this, each year group will have a zone to minimise student circulation around the College. The government guidance is that students do not then need to socially distance within these year group zones.

Year	Learning Zone
Year 7	Science
Year 8	English and LRC
Year 9	Humanities
Year 10	Maths
Year 11	Art and DT and IT3/IT4
Sixth Form	Masque, Sixth Form and Media Suite

There will be very limited use of rooms within a zone by another year group and where this does occur, external entrances and exits will be used and the room and equipment will be cleaned immediately afterwards.

Lessons will be timetabled within these zones and, for a significant proportion of the timetabled time, students will remain in the same classroom. This minimises their contact with others and significantly reduces the need for daytime cleaning.

There are toilet facilities for each year group in their zones.

Sixth Form students will be provided with the Masque Theatre as their study area **and the Sixth Form Centre when this is not being used for lessons**. However, as space will be limited, additional home study will be allocated where students do not have lessons at the start or end of the school day. However, this will be monitored carefully and can be withdrawn at any time if a student is not making the expected progress.



Use of Face Coverings: To be reviewed: Friday 18 September (or sooner should the advice change)

The government's latest advice around the use of face coverings states that face coverings may be worn in the following situations:

- 1) If a school is in an area defined as government intervention
- 2) At the discretion of the head teacher in certain situations

Therefore, our current protocols will be as laid out below and will be routinely reviewed in line with the latest government guidance:

1. If a school is in an area defined as in need of government intervention

The advice currently states that if an area is defined as areas of national government intervention as [listed on gov.uk](#), face coverings should be worn by adults and students in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.

As we have already taken the precaution of students being separated from other year groups in year group zones, and mixing will be taking place only within these zones, staff and students would be encouraged to wear masks when moving around but this would not be mandatory if we were identified as being in a government intervention area, unless otherwise advised by the Local Health Authority. This is because of the other precautions we have taken which limits students to existing bubbles and where there is very limited movement around the site where bubbles would come into to contact with each other.

2. At the discretion of the head teacher in certain situations

The current guidance gives more discretion to head teachers about the wearing of face masks as outlined below.

- Where the layout of the school or College estate makes it particularly difficult to maintain social distancing when staff and students are moving around the premises
- Where, on top of hygiene measures and the system of controls recommended in the full [opening guidance to schools](#), permitting the use of face coverings for staff, students or other visitors would provide additional confidence to parents to support a full return of children to school or College

Due to the precautions taken so far we do not believe that bullet point 1 applies to our school setting due to the zoning of year groups and the other precautions that have been put in place.

However, it may be that some staff or students would feel more confident wearing face masks and so we will allow this to be a personal preference.

We must stress that ***we do not recommend the wearing of face coverings***, and would prefer students and staff not to. This is because the current guidelines state that the wearing of face coverings is useful for only passing interactions such as in a shop, not in a setting where individuals are spending a large amount of time with other individuals (such as a classroom).



Protocols

If staff or students do choose to wear face coverings, the following protocols will apply:

- There are many different types of face coverings, but only face masks are permitted in College. Scarves, snoods, bandanas etc. will not be permitted.
- Face masks must be suitable for a school setting. There are an increasing number of personalised and designed face coverings. We ask for them to be kept as plain as possible, with no inappropriate images or slogans appearing on them.
- Face masks must be worn properly covering both the nose and mouth, not resting under the chin or on the forehead.
- Face masks must not be worn in classrooms.
- If students are using public transport to travel to and from school, face coverings must be worn.

On dedicated school transport the wearing of face coverings is not compulsory but advisory, especially as it will be difficult to maintain social distancing.

On their arrival at school, any student who has worn a face covering on school transport, must ensure they follow staff instructions for the removal of them. Hands must be washed thoroughly or sanitised after removing the face covering. The face covering must be placed in a plastic bag that can be sealed.

- Face masks should only be worn in communal areas such as corridors, dining areas or where social distancing is difficult to maintain.
- Cleaning/ sanitising of hands must occur before and after touching the face mask– including to remove or put them on – and the face masks must be safely stored in individual, sealable plastic bags between use, if it is a reusable one.
- Disposable face masks must be placed in a Covid-bin, one of which can be found in each classroom.
- Where a face mask becomes damp, it should not be worn and should be replaced carefully.
- Face masks should be worn for the purpose for which they were designed.

Please note that the College will not provide face masks, unless there are individual exceptional circumstances.

If any parent or carer, particularly of a student over the age of 12, wishes to discuss an underlying health condition then they should contact the College to discuss this further.

If any member of staff wishes to discuss an underlying health condition, they should speak to the Principal to discuss further.

Visitors

Whilst visitors to the College will be kept to a minimum, all visitors will be required to wear a mask and this should be worn at all times.



Timings of the Day

The timings of the day will be revised from September in order to support with social distancing and year group zones.

We will not be implementing a staggered start to the day as students naturally arrive at different times. However, on arrival, students must go straight to their year group zone and wait there until the bell goes.

In order to allow individual year group access to catering facilities, our lunchtime will be split and reduced to 35 minutes.

In order to avoid all students leaving at once, we will have a staggered end to the day, taking into consideration the zones that students are in. When students are dismissed, unless they are waiting for buses, they must leave the site immediately, to avoid overlapping another year group.

Students waiting for the bus will be zoned in an area that avoids contact with other year groups, but will not be distanced from those others who are getting on the bus in other year groups, given that they will not be able to socially distance on the bus.

Prior to 8.25am	Students arrive and wait in their year group zone area	
8.30am – 9.30am	Lesson 1	Hand sanitising will take place at the start of the lesson
9.30am – 10.30am	Lesson 2	Hand sanitising will take place at the end of the lesson
10.30am – 10.50am	Break	Students in indoor or outside year group zone areas
10.50am – 11.50am	Lesson 3	Hand sanitising will take place at the start of the lesson Hand sanitising will take place at the end of the lesson
11.50am – 12.25pm	Lunch / Tutor Time	Lunch: Year 7, Year 9, Year 11 Tutor Time: Year 8, Year 10, Sixth Form Hand sanitising will take place at the end of tutor time
12.25pm – 1.00pm	Lunch / Tutor Time	Lunch: Year 8, Year 10, Sixth Form Tutor Time: Year 7, Year 9, Year 11 Hand sanitising will take place at the start tutor time
1.00pm – 2.00pm	Lesson 4	Hand sanitising will take place at the start of the lesson
2.00pm – 3.05pm	Lesson 5	Year 7 and Year 8 dismissed at 2.55pm Year 9, Year 10 and Sixth Form dismissed at 3.00pm Year 11 dismissed at 3.05pm

Classroom Organisation

In line with government guidance, desks will be organised in rows, facing the front, with the exception of computer rooms where students will face towards their computers. Students will not be sat facing each other.

Although the lesson experience will be different, as they are good practice, seating plans will be in place and students will be expected to adhere to them. This will also support with providing information for the Test and Trace system if required.

Each zone/year group will have its own set of resources (text books, exercise books, stationery etc.). Where relevant, teaching staff will ask Year 11 to bring in their revision guides for use in lessons.



All students will be issued with their own mini whiteboard and pen. We ask that students look after them and bring these with them every day as they will be routinely used in lessons to support teachers to assess progress in the absence of them being able to circulate the classroom.

Lesson Change Overs

Students will remain in the same zone and teaching staff will move around the College site. During the transition time, additional adults from our non-teaching team will supervise each corridor/zone, until the next class teacher arrives.

We expect students to behave in a responsible way during this transition time and to be ready to start their lesson promptly once their teacher arrives.

Curriculum Delivery

Access to specialist teaching rooms such as Science labs, Art and Design workshops, Music rooms and PE facilities will be restricted. Where possible, we have been able to schedule these for Sixth Form and Year 10 and Year 11.

Initially, there will be no practical lessons for any year group (such as PE, Dance, Drama and Music). Where theory can be delivered, this will be done as an alternative.

In addition to this, there will be no extra-curricular activities at lunchtime or after school.

Once we are operational, we will consider if we can organise the timetable and roomings to facilitate the safe delivery of practical lessons and extra-curricular activities. More information on this will follow accordingly.

Regrettably, we will not be able to offer after-school provision when we initially return in September. We will monitor the situation and re-introduce this support as soon as we can.

Tutoring

In order to support with year group zones, all students have been re-organised into a form group within their year, rather than their original vertical tutor group. This means that most students will have a new form tutor in September, with the exception of Year 13 students, most of whom will stay in their form group from last year.

Each Achievement Leader will take responsibility for leading a year group as follows:

Achievement Team Leader: Mr Tom McGuire

Year 7: Mr Nigel Corrigan

Year 8: Miss Chloe King

Year 9: Miss Jo-Anne Milson

Year 10: Miss Lauren Watson

Year 11: Mr Stephen Tamkin

Sixth Form: Mr Chris Tebbutt

Should you wish to discuss your child's progress or well-being at any time, please contact their **form tutor** as the first point of contact. From here, the tutor will ensure that the relevant member of staff supports you with your enquiry.

3) Dining Arrangements

Students are welcome to bring a packed lunch.

abm Catering Solutions, our catering providers, will only be able to provide a significantly reduced food offer in September.

We will be **unable** to offer a breakfast service or a break time service. However, we will provide breakfast



snacks for our children who are eligible for free school meals. Therefore, we recommend that all other students bring a snack with them.

There will be a lunch service provided. This will comprise of 'grab and go' food, such as pasta pots, baguettes and sandwiches, pizza slices, fruit pots and drinks.

Each year group will be assigned a different venue from which to purchase and eat their food. No two year groups will be in the same venue at the same time:

Year	Catering	Outdoor Space	Indoor Space (break)	Indoor Space (lunch)
Year 7	Old Sports Hall	Tennis Courts (Science)	Old Sports Hall	Old Sports Hall
Year 8	Old Sports Hall	Tennis Courts (far)	English LRC	Old Sports Hall
Year 9	Picassos	Peace Garden	Gym	Gym
Year 10	Picassos	Front of Masque Picnic Benches	Maths	Picassos
Year 11	Art and DT	Quad	Art and DT	Art and DT
Sixth Form	Masque	Sixth Form Area	Masque Sixth Form Centre	Masque Sixth Form Centre

Students will be required to sanitise their hands on dismissal for lunch and again if they wish to enter a venue to buy food. This is because we will still operate a cashless catering service, whereby money is placed on a student's account in advance and they pay for it using a fingerprint system. By sanitising hands before 'paying' for food, this reduces the risk of contamination.

As students **will not be able to** add money to their account in College, as our machines are all located in one area which would mean that year groups overlap, parents and carers must top up online using School Gateway, details of which can be found on our website:

<https://www.latimer.org.uk/page/?title=College+Meals+Service&pid=107>

Students will be encouraged to take home all of their food packaging to reduce the risk of contamination.

As lunchtimes have been shortened and to minimise circulation in the local community Sixth Form students will not be permitted to leave the College site at lunchtime for the foreseeable future.