



the
LatimerArts
College

**March Restart Briefing
for
Parents and Carers**

March 2021

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Introduction

We are delighted to be planning to welcome students back 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.

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 the systems that we previously operated to take into account the updated government guidance so please do read through the information carefully and take the time to share it with your child.

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

Should you wish to discuss your child's progress or wellbeing 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.

Risk Assessment

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

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

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

We must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

In response to any infection we must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

COVID-19 Symptoms

Students must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell (anosmia)
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate.

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>

Displaying Coronavirus (COVID-19) Symptoms Whilst in School

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 carers 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.

Face Coverings

Face coverings should continue to be worn by students when moving around the College, outside of classrooms, such as in corridors and communal areas **where social distancing cannot easily be maintained.**

In addition, for the remainder of Term 4, it is **recommended** that face coverings should be worn in classrooms **unless social distancing can be maintained**. This means that students will be encouraged to wear face coverings in lessons, with the exception of PE or Dance lessons if this will impact on their ability to take part in exercise or strenuous activity.

Whilst we are also recommending that staff wear face coverings in lessons, classrooms do have a teacher zone marked out which is two metres or more from the student desks. In these circumstances, individual staff may choose to not wear a face covering.

Face coverings do not need to be worn in outside areas.

Face coverings can be removed when eating or drinking.

As students will be wearing face coverings for large portions of the day, we will be encouraging them to spend some time outside during break and lunchtime so that they can remove their coverings and we will be exploring for students to have 'face covering breaks', possibly during lessons changeover times.

Definition of a face covering

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 visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

Face masks should be worn for the purpose for which they were designed.

Face masks must be suitable for a school setting. They should be kept as plain as possible, with no inappropriate images or slogans appearing on them.

Wearing of face masks

Face masks must be worn properly to mask both the nose and mouth, not resting under the chin or on the forehead. The NHS video on How to Wear a Fabric Mask Safely outlines correct procedures:

https://www.youtube.com/watch?v=9Tv2BVN_WTk&feature=youtu.be%C2%A0

We recommend that students bring spare masks to College as, where a face mask becomes damp, it should not be worn and should be replaced. Also, like other uniform items, a face mask may get lost throughout the day.

Face masks should be stored safely in sealable plastic bags when not being worn.

Sanitising must take place when face masks are removed.

Exemptions

Parents and carers must inform the College of any reasons why their child may be exempt from wearing a face mask so that a pass can be issued to them.

Social Distancing

Schools must continue to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum and so we will continue to organise students into group zones in order to reduce the risk of transmission.

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

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.

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

All student desks will continue to be set out to face the front of the classroom. Students can sit side by side but where they can be distanced, this is to be encouraged. 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.

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 continue to 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.

Hand-washing and sanitising

Students will continue to 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 continue to 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-19 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.

Ventilation

Ventilation remains an important preventative measure. Classroom doors will be routinely propped open and windows will be regularly opened to increase ventilation. Although we are heading to Spring and hopefully milder temperatures, we will continue to monitor the forecast on a weekly basis and make short term uniform modifications if required.

Enhanced Cleaning

Daytime cleaning will also be in place with the regular wiping of touch points, such as door handles, light switches and bannisters. Any specialist equipment that may be shared across classes or year groups will be routinely cleaned.

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

Organisation of Teaching and Learning

Timings of the Day

The timings of the day will remain as follows:

Prior to 8.25am	Students arrive and wait in their year group zone area	
8.30am – 9.30am	Lesson 1	Hand sanitising at the start of the lesson
9.30am – 10.30am	Lesson 2	Hand sanitising 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 at the start of the lesson Hand sanitising 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 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 at the start tutor time
1.00pm – 2.00pm	Lesson 4	Hand sanitising 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

Lesson Changeovers

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 remain restricted, although we very much hope in the coming weeks we will be able to widen this provision.

All year groups will undertake some practical PE sessions and the milder weather will support with us being able to widen our activities. The PE team will confirm with students what their schedule will be.

Whilst initially there will be no extra-curricular activities after school we will review this with a view to considering if we can offer a provision in Term 5, including considering if we can re-introduce our 'Aspire' after school homework support.

Dining Arrangements

abm Catering Solutions, our catering providers, will continue to provide a 'grab and go' style food provision.

A breakfast service will be available from 8.00am in Picassos each day.

We will still only be able to offer a break time provision to Sixth Form.

There will be a lunch service provided to all year groups, in their learning zones. 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.

Students are also welcome to bring a packed lunch.

Students will be required to sanitise their hands on dismissal for break and 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](#).

As lunchtimes remain shortened, and to minimise circulation in the local community, Sixth Form students will still not be permitted to leave the College site at lunchtime unless they are leaving for home study.