



WOODBRIDGE HIGH SCHOOL

Information for Parents Re-opening of the School

September 2020



Kindness

Respect

Tolerance

Excellence

Contents

1. Government Guidance.....	3
2. Guiding Principles for Woodbridge.....	3
3. Attendance at School.....	3
4. First Day of Term.....	4
5. First Week of Term.....	4
6. Travel to and from School.....	5
7. Face Coverings.....	5
8. Student Wellbeing.....	5
9. Timings of the School Day.....	7
10. Uniform and Equipment.....	8
11. Lessons.....	8
12. Breaktime, Lunchtime and Catering.....	9
13. Student Behaviour.....	10
14. Cleaning.....	10
15. Recovery Plans.....	11
16. Distance Learning.....	11
17. System of Controls at Woodbridge.....	12

1. Government Guidance

The government guidance requires us to open to all students and expect all students to attend. We are required to establish a system of controls as follows to make this possible:

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 more thoroughly 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 detergent and bleach;
5. Minimise contact between individuals and maintain social distancing wherever possible;
6. Wherever necessary, wear appropriate personal protective equipment (PPE);
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.

In this information booklet included, we have set out in full for parents how the school will be implementing these required control measures. The full risk assessment, as approved by the London Borough of Redbridge, is also on the school's website.

2. Guiding Principles for Woodbridge

As we have set up and organised all of the systems in this booklet, we have worked to the following guiding principles:

- The emotional and social wellbeing of students will be paramount. We should return to school in as normal a way as possible. The most vulnerable students and families in our community will be further adversely affected or endangered without schooling as normal. We should ensure that reopening plans include full provision for wellbeing and safeguarding support.
- The health of our local community will be an important consideration. We should do all we can to ensure hygiene and infection prevention measures are in place and minimise as far as possible social mixing amongst teenagers. We should consider how we can reduce public transport use.
- The breadth and depth of our curriculum provision will be protected. We should ensure that our reopening protects all parts of the curriculum and that for the vast majority of students access to a broad and balanced curriculum will remain the expectation. We should not seek to prioritise league table positions or accountability measures over curriculum breadth or depth.
- Educational provision will need to be of the highest quality, including appropriate additional support for those who have exams in 2021. We should remain focused on providing a high-quality educational experience for all of our students. We should prioritise teaching lessons and giving students good feedback. We should use systems to intervene where necessary, recognising that the class teacher in lessons is the best person to do this effectively.
- A contingency plan will be in place for high-quality distance learning. Plans should be in place to ensure we are also able to deliver high-quality distance learning in the event of any future partial closures or local lockdowns.

3. Attendance at School

From the first day of term for their year group, as set out below, attendance is compulsory for all students. Normal attendance monitoring systems will apply.

However, students must not attend if they, or a member of their household, has symptoms of Covid-19. Any student with any of the following symptoms MUST NOT ATTEND school under any circumstances:

- a high temperature – this means they feel hot to touch on their chest or back (you do not need to measure their temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- a loss or change to their sense of smell or taste – this means they have noticed they cannot smell or taste anything, or things smell or taste different to normal

If any student, or any member of their household, has any of these symptoms, then the student **MUST STAY AT HOME** and not come to school, and you must let us know using the usual absence line. The student and all members of their household must get a test, stay at home (apart from to get a test) until they get the results of the tests. You should confirm the result for any students with us.

If the result of the test is negative, students can return to school as long as they feel well and everyone they live with has also tested negative.

If the result of the test is positive, students must stay at home for 10 days from when the symptoms started (or when they had the test if they did not have symptoms). Everyone in the household must stay at home for 14 days.

If a member of the household has symptoms as above or has tested positive, but the student does not have symptoms, the student must stay at home for 14 days even if their test is negative. If they develop symptoms, they should get another test and then follow the rules as above.

If a student has been contacted by NHS Test and Trace and told to self-isolate, then they must stay at home for 14 days, regardless of any symptoms or test outcomes.

If a student has been abroad, then parents should ensure that the students follows any quarantine rules applying to those returning from that particular country.

4. First Day of Term

Term starts for students on the following dates and times:

Friday 4 September	Year 7	Arrive at 09:15
Monday 7 September	Year 11	Arrive at 08:35
Monday 7 September	Year 13	Arrive at 09:35
Tuesday 8 September	Year 10	Arrive at 08:35
Tuesday 8 September	Year 12	Arrive at 09:35
Wednesday 9 September	Year 9	Arrive at 08:35
Thursday 10 September	Year 8	Arrive at 08:35

5. First Week of Term

During the first week of term, we will introduce one year group first each morning to enable us to go through all the necessary routines with them before the other year groups begin school. For the first week, normal lessons will start from period 2. The table below sets out the start times for each year group in the first week:

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Friday 4 September	09:15						
Monday 7 September	08:50				08:35		09:35
Tuesday 8 September	08:50			08:35	09:35	09:35	09:35
Wednesday 9 September	08:50		08:35	09:35	09:35	09:35	09:35
Thursday 10 September	08:50	08:35	09:35	09:35	09:35	09:35	09:35
Friday 11 September	08:50	08:55	08:55	08:35	08:35	08:35	08:35

From Friday 11 September onwards, the start times will settle into the routine as follows:

Year 7	08:50, line up in Wynndale Playground
Years 8-9	08:55, go straight to period 1
Years 10-13	08:35, go straight to registration

Students who arrive after the cut-off time from Friday 11 September onwards will be marked as late and the usual late detention arrangements will operate.

6. Travel to and from School

We are required to put in place measures to minimise use of public transport by our students as much as possible. We would therefore ask for parents to support in enforcing the following:

- Students must walk or cycle to school if this is at all possible, even if it means leaving earlier;
- If walking or cycling is not possible, then parents should bring students by car if they can, but drop them off away from the gates to avoid congestion;
- If students have to use public transport to travel to or from school, including the school bus, then they must wear face coverings and observe social distancing rules;
- We will restrict the use of the 675 school bus towards Walthamstow in the afternoons to only those who live outside the IG8 or E18 postcode areas and who have pre-booked spaces (please see letter of 16 July for booking details);
- We will not allow students to board the 275 bus towards Walthamstow on the bridge outside the school in the afternoons, as many of them in the past have just got off the bus within walking distance. If students need to travel to Walthamstow, then they must book a place on the 675 bus or walk further up the road to catch the bus;
- We will monitor other bus stops (W14 in both directions and 275 towards Barkingside) and introduce restrictions or move students on if necessary.

7. Face Coverings

Students must wear face coverings if they are travelling on public transport. It will reflect poorly on the school if students wearing uniform are not following this requirement.

The government guidance states that face coverings are not necessary in education settings. However, we have decided that in order to reduce parent and student anxiety, students may wear sensible face coverings if they wish in school in the following circumstances:

- When moving around the site in corridors or outside;
- When in lunch queues;
- In classrooms at the discretion of the teacher only. The teacher may request that face coverings are removed by all students in their room to avoid communication problems.

Face coverings worn on the school site must be plain and sensible and must not have inappropriate pictures or designs, such as skulls or skeletons, on them. They must cover the mouth and nose only and in no circumstances must the upper part of the face or eyes be covered.

Any member of staff may request that any student remove their face covering at any time for communication or identification purposes.

Inappropriate face coverings worn in school will be confiscated and returned at the end of the day.

Staff may wear face coverings and / or visors when they are working closely with students.

8. Student Wellbeing

If you have any concerns about one of our students, you can email our Child Protection team at any time, on childprotection@woodbridgehigh.co.uk

Student wellbeing on their return to school is of paramount importance to us.

The arrangements to provide for students' wellbeing are set out in the recovery plans which have been sent separately to all parents. These have been developed by our Wellbeing Team and will support all students on their return to school.

There are three tiers to our recovery plan arrangements for wellbeing, as set out below.

For all students:

- Character programme in registration time during the first two weeks of school to support students to reflect on school closure, returning to routines, their own wellbeing and how to help themselves.
- Life Studies session which will focus on school closure and how to support their own resilience and wellbeing.
- The school website will continue to signpost information and guidance, such as organisations offering useful resources for young people and families.
- Regular parent support information, either in person or through pre-recorded videos.

For students with additional needs:

- Small support groups will be established in every year group to support students with issues such as anxiety, trauma and bereavement.
- These small group sessions will be led by Form Tutors and Year Co-ordinators.
- Information from parent and student surveys will also be used to inform these sessions to ensure we are prepared to support students as they return to school.

For students with further or complex needs:

- One to one therapeutic sessions and small group specialist interventions will be provided for those presenting with a high level of need, such as those who have suffered bereavement.
- These will be led by our Wellbeing Team (counselling and mentoring).

Counselling and mentoring sessions will resume for all students who have these when we return to school. These will operate in a socially distanced way.

Additional sources of support if your child is very anxious or worried about returning to school in the meantime are set out below:

Kooth

www.kooth.com

Kooth offers emotional and mental health support for children and young people aged between 11 – 24 years and is available up to 10pm every day.

Childline

0800 1111 www.childline.org.uk

Free 24-hour helpline for children and young people in the UK.

The Mix

www.themix.org.uk

Online guide to life for 16-25 year olds. Straight-talking emotional support is available 24 hours a day. Chat about any issue on our moderated discussion boards and live chat room.

Papyrus

Papyrus helpline: 0800 068 41 41 (Mon-Fri 10:00 am to 10:00 pm Weekends 2:00 pm to 10:00 pm Bank Holidays 2:00 pm to 10:00 pm)

www.papyrus-uk.org

Provides information and support for anyone under 35 who is struggling with suicidal feelings, or anyone concerned about a young person who might be struggling.

Full details of our Wellbeing Team and the services that they can provide for students and families are on the school website.

9. Timings of the School Day

The diagram below sets out the revised timings of the school day.

Time	Y7	Y8	Y9	Y10	Y11	Y12 and Y13
08:35 – 08:55	Line up at 08:50	Arrive at 08:55		Registration		
09:00 – 09:55	Period 1					
10:00 – 11:00	Period 2					
11:05 – 12:05	Period 3					
12:10 - 13:45	Lunch 12:05 – 12:35		Period 4 12:10 – 12:40		Period 4 12:10 – 13:15	
	Period 4 12:40 – 13:45	Lunch 12:40 – 13:10				
				Period 4 13:15 – 13:45		Lunch 13:15 – 13:45
13:50 – 14:50	Period 5					
14:55 – 15:10	Registration			End of School		
15:10 – 16:10	Period 6					

10. Uniform and Equipment

Full uniform expectations will be in place from the first day, including:

- Black blazer with school badge
- White shirt or blouse
- School tie
- Black school trousers or school skirt (skirts must be worn on the knee)
- Black leather school shoes – no trainers will be allowed
- PE kit (school PE polo shirt, black shorts, socks, trainers)

Please check that your child has a uniform that fits. Please see the website for full details of the school's uniform requirements and stockists. Spare uniform is available in school for families who might need it. Please see the latest letter from Mr Hogan with details.

Students will not be allowed to share equipment in lessons, and all students must therefore make sure that they have:

- Pens
- Pencils
- Rubber
- Ruler
- Electronic calculator
- Relevant exercise books and other books issued to them by teachers
- Any specific subject equipment, such as for Art or PE

11. Lessons

One of the key principles for us is that students should have access to their full curriculum entitlement, including specialist and practical subjects. Lessons will therefore take place as normal as per each student's timetable in the rooms set out on the timetable.

Students will receive their timetables on the first day of term for them. They will spend the first hour with their form tutor going over the expectations, systems and arrangements, and then lessons will begin. Whilst each new year group is introduced in the first week, other students (apart from Y7) will start one hour later.

The following specific arrangements will be in place for every lesson:

- Teachers will be in their classroom ready to receive students at the start of lessons or registration to reduce waiting or crowding in corridors;
- Students must go straight into the classroom and will not line up or queue outside;
- **At the start of every lesson, all students must sanitise their hands.** The teacher will apply hand sanitiser to the hands of every student at the doorway. Alternatively, students may bring their own hand sanitiser.
- All desks will face forward and be as far apart as possible, and where it is not possible for them all to face forward, students sitting face-to-face will not be less than 2m from each other;
- Students will stand behind their desks and wait to be told to sit down;
- Where possible, students will not share textbooks or materials. Where they have to share them, then one student in the pair will be in charge of the book or sheet, and turn the pages etc.;
- Students will not be allowed to share pens, pencils, rulers etc. All teachers will have boxes of these to give to students if they do not have their own;
- Teachers will maintain a 2m distance from students wherever possible. If they need to approach a student, they will do this for a brief amount of time. If they are unable to maintain this distance, they may wear face coverings or visors;
- Learning Support Assistants working with students will work side-by-side if they can. They may wear face coverings or visors.
- In practical subjects, students will be asked to clean equipment after they have used it using sanitising wipes. Some practical work may be altered or demonstrated.

12. Breaktime, Lunchtime and Catering

The two most busy times for the school are usually break and lunchtime. During these times, under normal operation, year groups frequently mix together and some areas of the school (canteens and social areas) become very crowded and food queues are long and busy. Under the government guidelines we will not be able to allow this kind of queueing, mixing and crowding.

We will therefore be implementing the following system:

- **Breakfast Club:** this will operate as normal from 08:00 – 09:00 in Wynndale Canteen with breakfast food service available (note that this is free for all to attend and that breakfast is free for students who usually have free school meals);
- **Morning Break:** This will be temporarily removed. Instead students will be given a five-minute break in their classroom either at the end of period 2 (for Y7-8) or at the start of period 3 (for Y9-11). Students should bring their own snacks or drinks.
- **Toilets:** These will be open throughout the day and students will be able to request to leave their lesson to go to the toilet.
- **Lunch:** There will be three lunch sittings, operating on a staggered basis, as per the diagram above. To note in particular:
 - Students will not be allowed to use areas other than those set out below at lunchtime.
 - The menu will be reduced and streamlined to reduce service times, with broadly the same offer available in all outlets.
 - There will be Halal, vegetarian, sandwich and grab-and-go options, with some of the items usually available at breaktime also available at lunchtime.
 - Students will be required to leave the canteens once they have eaten to ease crowding and facilitate cleaning, and seating will be allocated in blocks so that areas can be cleaned between groups.
 - Enhanced cleaning will be operating during all services.
 - Hand sanitiser and wipes will be available at the biometric till points and students will be expected to use these.
- **Sixth Form:** the newly refurbished Sixth Form Café will be open all day and Sixth Form students are expected to use this for their food service

The table below sets out the arrangements for the canteens and social areas available to the different year groups:

		Wynndale Canteen & Back Playground	Mallards Canteen, FoodPod, Outside Library and Courts	Sixth Form Café (open all day)
12:05 – 12:25	Food Service	Year 7	Year 8	
12:25 – 12:35	Social Time / Cleaning			
Changeover				
12:40 – 13:00	Food Service	Year 9	Year 10	
13:00 – 13:10	Social Time / Cleaning			
Changeover				
13:15 – 13:35	Food Service	Year 11		Year 12 and Year 13
13:35 – 13:45	Social Time / Cleaning			

13. Student Behaviour

The school's usual very high expectations of students' behaviour will be in place from the first day of term. The Code of Conduct remains in place, and appropriate sanctions will be issued should students fail to meet the Code. Information about the Code of Conduct and Behaviour and Sanctions Policy is set out on the school website.

If students receive a warning and a Behaviour Point in a lesson, and still continue to disrupt the lesson, they will be removed to the Learning First Zone as per the current system. They will return to lessons once they have shown that they have reflected on their behaviour.

Detentions will continue to operate each day for students who arrive late to school or to lessons, for those who receive three Behaviour Points in one day, for those who have been removed from lessons, and for one-off single serious incidents. As before, students who fail to attend detention will receive a longer detention or ultimately an internal exclusion (Focus Room).

There will be small number of adjustments to our systems to support the new routines:

- Students will be told to sanitise their hands at the start of each lesson and must do this;
- Students will be told to look after and safeguard the community by following a 'catch it, bin it, kill it' approach;
- Students will be told to keep apart as much as possible and avoid physical contact, and the 'no touching' policy will be emphasised;
- Students will be expected to use one-way systems at all times and clear signage will be in place so that students know when and how to use them;
- Behaviour which is not deliberately defiant will be managed in the usual positive and affirmative way, e.g. if students are not keeping their distance or touching each other, or not using the one-way systems, staff will positively remind them of the expectations before issuing sanctions etc.;
- The Learning First Zone and Focus Room will be zoned to enable 2m distancing between students from different year groups. Students will be required to sanitise their hands as they enter and leave, and sanitise their work space as they leave;
- Confiscated mobile phones will be placed directly in an envelope held open for students, and if one is not available, they should be accompanied to the office to hand in the phone;

Clear expectations will be set out for students at the start of term in the form of the 4 S's:

1. **STAY HOME:** if you, or someone in your family, has symptoms, you must stay at home.
2. **SANITISE:** at the start of every lesson, you must sanitise your hands, and equipment at the end.
3. **SAFEGUARD:** use tissues that are available and you must 'catch it, bin it, kill it'.
4. **SEPARATE:** you must keep separate from other years, and you must not touch each other.

An amendment to the school's Behaviour Policy has been put in place to support action being taken in cases of students deliberately causing anxiety about the spread of infection (e.g. by deliberately coughing on people) or deliberately refusing to follow and new systems in place.

14. Cleaning

Extensive additional and enhanced cleaning arrangements will be in place from September, in particular:

- The whole school will be deep cleaned during the last two weeks in August;
- Cleaning each day will cover all areas, with a heavy focus on touch points such as bannisters, stairwells, light switches, door handles and desks;
- Cleaners will use the Selgiene Ultra chemical, which is shown to be effective against Covid-19;
- Cleaners will have appropriate gloves as provided by the contractor;
- Two additional cleaners will be on site all day. One of these will clean toilets and changing rooms on a constant loop during the day, and the other will focus on touch points in high traffic areas, and the staffrooms. Both cleaners will be in the canteens during the lunch period to ensure that the tables and touch points are cleaned;
- All rooms will have supplies of sanitising wipes and sprays.

15. Recovery Plans

We have put in place plans to help students make rapid progress at the start of term, and these have been set out to parents separately. The principles are as follows:

- The attitude and approach will be one of hope, positivity and optimism – we will guard against catastrophising the situation;
- Staff and student wellbeing will be paramount in all recovery planning;
- Students will follow the full curriculum apart from in a small number of specific cases where minor adjustment may be necessary;
- Additional curriculum time and supported private study time and study clubs will be made available to students, with appropriate infection control measures in place;
- Additional funding (where available) will be targeted at the most disadvantaged and at those who have exams in 2021.

16. Distance Learning

The guidance expects schools to have in place the capacity to provide immediate remote education if a whole group of students are required to self-isolate or there is a local lockdown requiring students to stay at home. This will include providing remote education in the circumstances where large are required to stay at home.

If necessary, we are confident that we will be able to provide the following distance learning provision, which goes further than provided during the last academic year for most year groups:

- If whole classes or groups are not in school, teachers will provide the following for their classes as per the usual school timetable:
 - A sequenced, taught curriculum which progresses over the period of distance learning;
 - A live or partially-live lesson using Google Meet for one in every two lessons so that students can ask questions and teachers can check understanding;
 - Pre-recorded or external video content where appropriate for other lessons (e.g. Oak National Academy);
 - Assignments set which students complete online and submit via Google classroom;
 - Appropriate feedback on assignments completed
 - Regular learning checks and assessments as per the department's policy
- If some students in a class are self-isolating at home, but lessons are continuing as normal in school, then teachers will set work for those self-isolating using the Classwork facility on Show My Homework. There will not be an expectation in these circumstances for teachers to also record or do live lessons on Google Meet.
- A contingency plan will be put in place within each subject for distance learning, e.g. specific plans for practical subjects and subjects where the curriculum may have to be altered;
- We will purchase additional software platforms to support students who need to work independently;
- We will conduct a full, new survey of all students to ascertain any gaps in access to devices and equipment, including where one family shares one device between siblings;
- We will continue to provide laptops and 4G routers where necessary and as far as we can to those students who do not have these but need to work at home;
- We will set out the IT Acceptable Use policy to all students and specifically draw their attention to the rules around live lessons;
- We will expect students to attend all live lessons and work at the times as directed by their teachers;
- Teachers, year co-ordinators and form tutors monitor engagement and compliance with distance learning through the behaviour system.

17. System of Controls at Woodbridge

The table below sets out the system of controls that will be in place to protect students, staff and the community. Fuller details are contained within the school's risk assessment document. These measures are in line with and set out according to the government's published advice in the document 'Guidance for full opening: schools'. The risk assessment has been prepared in line with the London Borough of Redbridge Health, Safety and Welfare Management Team's guidance. It is important to note that no control is considered to be 'all or nothing'. The important principles are:

- Controls should be implemented as far as practically possible but not implementing them fully in every way all of the time does not make them not worth doing
- Combined together, controls implemented as far as possible will allow the school to operate in as normal a way as possible

Area of Control	Control Measures at Woodbridge
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	<ul style="list-style-type: none"> • Direction to anyone who has symptoms (continuous cough, fever, loss of taste / smell) or who lives with someone with symptoms not to attend the site. • Regular reminders of this direction through staff bulletins and parent letters, particularly at the start of each week. • Inclusion of this information in the behaviour and routines guidance to students. • Signage around the school.
2. Clean hands more thoroughly than usual	<ul style="list-style-type: none"> • Requiring all those on site to wash or sanitise their hands on at regular intervals through the day, and when moving to different parts of the site, and on arrival and departure. • Requiring all students to sanitise their hands at the start of every lesson. • Provision of a 'hygiene pack' in all classrooms/department areas which will include sanitiser wipes, hand sanitiser gels, some PPE and tissues. • Provision of paper towels and bins in toilets in addition to hand dryers. • Provision of 60 hand sanitiser stations at key locations throughout the site which will be replenished daily, and hand sanitiser dispensers for every room.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<ul style="list-style-type: none"> • Signage throughout the site reinforcing the 'catch it, bin it, kill it' approach. • Provision of tissues and lidded bins in all areas of the site being used by staff and students. • Provision of a 'hygiene pack' in all classrooms/department areas which will include sanitiser wipes, hand sanitiser gels, some PPE and tissues. • Inclusion of this information in the behaviour and routines guidance to students. • Allowing students to wear sensible face coverings around the site if they wish, but they may be asked to remove these in lessons. • Temporarily not allowing singing, chanting or choirs.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergent and bleach	<ul style="list-style-type: none"> • Requiring doors to be left open if possible to reduce touch surfaces. • Increased general cleaning of the site each day with appropriate products, with a focus on 'touch areas' such as door handles and bannisters. • Additional cleaners to be on site all day (not only at the start and end of the day), focusing on regular repeated cleaning of toilets, changing rooms and canteens. • Students expected to clean equipment with wipes once they have used it, including computer keyboards and mice, musical instruments and PE equipment. • Provision of a 'hygiene pack' in all classrooms/department areas which will include sanitiser wipes, hand sanitiser gels, some PPE and tissues.

Area of Control	Control Measures at Woodbridge
5. Minimise contact between individuals and maintain social distancing wherever possible	<ul style="list-style-type: none"> • Expectation that students do not mix across year groups as far as is practically possible. • Altering the structure of the school day to reduce the mixing across year groups, including staggered starts and ends, the temporary removal of break and a move to a staggered lunchtime. • Lunch service and social spaces to be designated by year group to avoid mixing. • Requiring all students to sanitise their hands at the start of every lesson to reduce likelihood of infection across year groups from sharing classrooms one after the other. • Introducing a one-way system around the site, in buildings and outside, to reduce contact between year groups and face-to-face contact. • Expectation that staff maintain a 2m distance from students and from each other as far as possible. • Expectation that students maintain at least 1m or more distance from each other if possible. • Adjustments to classroom layouts to ensure there is no unnecessary clutter which reduces space and desks are as far apart as possible and forward facing if possible, and if not, there is at least a 2m distance between students facing each other. • Expectation that LSAs and teachers supporting students maintain a social distance where possible, and where not, they sit side by side rather than face to face, and use face coverings. • Guidance on safer use of communal staff spaces such as staff rooms and offices, with a focus on using these areas carefully and sanitising hands before and after yet. • Pre-approval of all visitors to the site by LG. Visitors to be kept to those necessary only. Instruction sheet for visitors to follow, with strict 2m social distancing. NHS Track and Trace details will be kept on all visitors. • Residential educational visits will not be permitted at this stage. Non-residential visits will require full risk assessments to ensure that control measures are in place, including social distancing, face covering and sanitising arrangements. • Extra-curricular activities, including sport, fixtures, breakfast club, SuperStudy, homework clubs etc. will take place. Contact sports should be avoided. Within clubs and activities, year groups must be kept separate as far as possible, in different rooms or at least 2m apart in the same room. All the requirements about the use of equipment set out above apply.
6. Wherever necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> • Fluid-resistant surgical masks, visors, disposable gloves, aprons available for staff supervising anyone who is showing symptoms • Fluid-resistant surgical masks, visors, disposable gloves, aprons and resuscitation face shields available for staff who might need to carry out first aid or CPR on students. • Visors may be worn by staff if they wish in offices, when dealing with students, staff or visitors, during lessons or when moving around the site • Students or staff who wish to wear their own face covering or visors in other circumstances, such as when moving around the site, will not be prevented from doing so. Students may be asked to remove face coverings in lessons • Provision of a 'hygiene pack' in all classrooms/department areas which will include sanitiser wipes, hand sanitiser gels, some PPE and tissues. If staff need to get close to a student in an emergency, they can use the PPE in the pack.

Area of Control	Control Measures at Woodbridge
Response to Any Infection	
7. Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> • Direction to anyone in the school community who has symptoms (continuous cough, fever, loss of taste / smell) or who lives with someone with symptoms not to attend the site. • Direction to anyone in the school community who has symptoms to book a test and self-isolate, and inform the school of the outcome. • Direction of anyone who has been on close contact with someone who has symptoms or who tests positive to book a test, self-isolate, inform the school of the outcome. • Direction to anyone in the school community that if they have a negative test and no symptoms, they can return to school. • Direction to anyone in the school community that if they have a positive test they should self-isolate for 7 days from the onset of symptoms, and only return to school if they do not have symptoms other than a cough and loss of taste/smell. Other members of the household should self-isolate for 14 days. • Active engagement with NHS Test and Trace by collecting and providing information to tracers as necessary, and proving information to parents about confirmed cases that are communicated to us. • Collection of track and trace data on all visitors consistent with data protection legislation; • Active engagement with information supplied by the local authority about risk levels and communicate this to parents. • Communication of any confirmed case that is reported to the school to NHS Test and Trace and the local health protection team.
8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community	<ul style="list-style-type: none"> • Isolation and collection space will be set up within school for anyone who displays symptoms while on site, with protocol for collection, with separate toilet facilities. • Immediate contact with the local health protection team of someone within the school community has tested positive. • Co-operation with the local health protection team to identify those that the person has been in close contact with, as they will need to be asked to self-isolate. The school will follow the definitive advice of the health protection team on who to send home. • Sending home those in the school community who have been in close contact (direct face-to-face less than 1m contacts for any length of time, extended close contact (1-2m for more than 15 minutes), travelling in a small vehicle) with the person who tested positive, as directed by the local health protection team, advising them to self-isolate for 14 days since they were last in contact with that person. Members of their household will not need to self-isolate unless they develop symptoms. • Use of class registers on SIMS to identify which classes and groups students have come into contact with when reporting to the health protection team.
9. Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> • Following of advice from the local health protection team where there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid-19 is suspected. • Following direction for a whole-school or whole-year group isolation or school closure where necessary,