

Student Guidance for Returning to School in September

Contents

Welcome Back!	1
Attendance.....	2
Travel to/from School	2
Entering the School Buildings	3
Leaving School.....	3
Where you can go in school.....	4
Break Time	5
Lunch Time	5
Moving around the school.....	6
Equipment.....	6
Uniform	6
PE	6
PPE	7
Good Hygiene.....	7
First Aid/Medical.....	8
Arrangements for first day back	8

Welcome Back!

We are really looking forward to welcoming all students back in September. School has not been the same without you all here!

In order to comply with all the rules that the government has put in place for schools, we have had to make a lot of changes and your daily routines in school will be very different from what you have been used to. Whilst it will seem very strange to begin with, we know that you will adapt very quickly to the new systems. In this guidance booklet we have set out most of the changes so that you know what to expect. There may be new guidance from the government during the summer holiday so you will all have a briefing on your first day in school to make sure that you are up-to-date with all the things you need to know.

We will need everyone to play their part and make sure that they are following all the rules. These are in place to keep everyone safe and to enable us all to return to school. You will need to try and socially distance yourself from each other as much as possible whenever you are not seated in your classroom facing the front. Because teachers will be moving between all the year group bubbles it is especially important that you maintain a 2m distance from all of the adults in school.

Please read all this guidance carefully and check the school website just before you return to school in case there have been any updates.

Attendance

You must not enter the school if you or a member of your household is displaying symptoms of Covid-19. The NHS Guidance below must be followed.

When to self-isolate

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

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

For more information, read the further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 7 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.

Travel to/from School

The government advice is to avoid using public transport whenever possible. Please follow the guidance below in all cases.

Travel by Public Bus – Students should wear face coverings and comply with all instructions given to them by the bus company/driver. Students should have a small plastic bag (e.g. food zip lock bag) to place their face covering in on arrival in school. This is to both keep the face covering clean throughout the day and avoid contaminating other items in their bag.

Travel by Dedicated School Bus – students should sit within their school year group bubble as far as possible. Students must not move seats. Students should wear face coverings and comply with all instructions given to them by the bus company/driver. Students should have a small plastic bag (e.g. food zip lock bag) to place their face covering in on arrival in school. This is to both keep the face covering clean throughout the day and avoid contaminating other items in their bag.

Travel by Car – Students should be dropped off/picked up away from the school and then walk the rest of the way. Additional entrances to the school are having to be used and pavement access and visibility for some of these are not ideal. **It is essential that for the safety of our students, parents do not drop off/pick up in Cooling Lane.**

Travel by Bicycle – If students have been allocated the main school entrance as their entrance (i.e. year 11 and year 12) then they may park their bicycle in the bike shelters as usual. Any other student intending to cycle to school must email Mrs Chapman, fchapman@folkestonegirls.kent.sch.uk, by **Friday 21st August** so that appropriate arrangements can be made for them to park their bicycle safely.

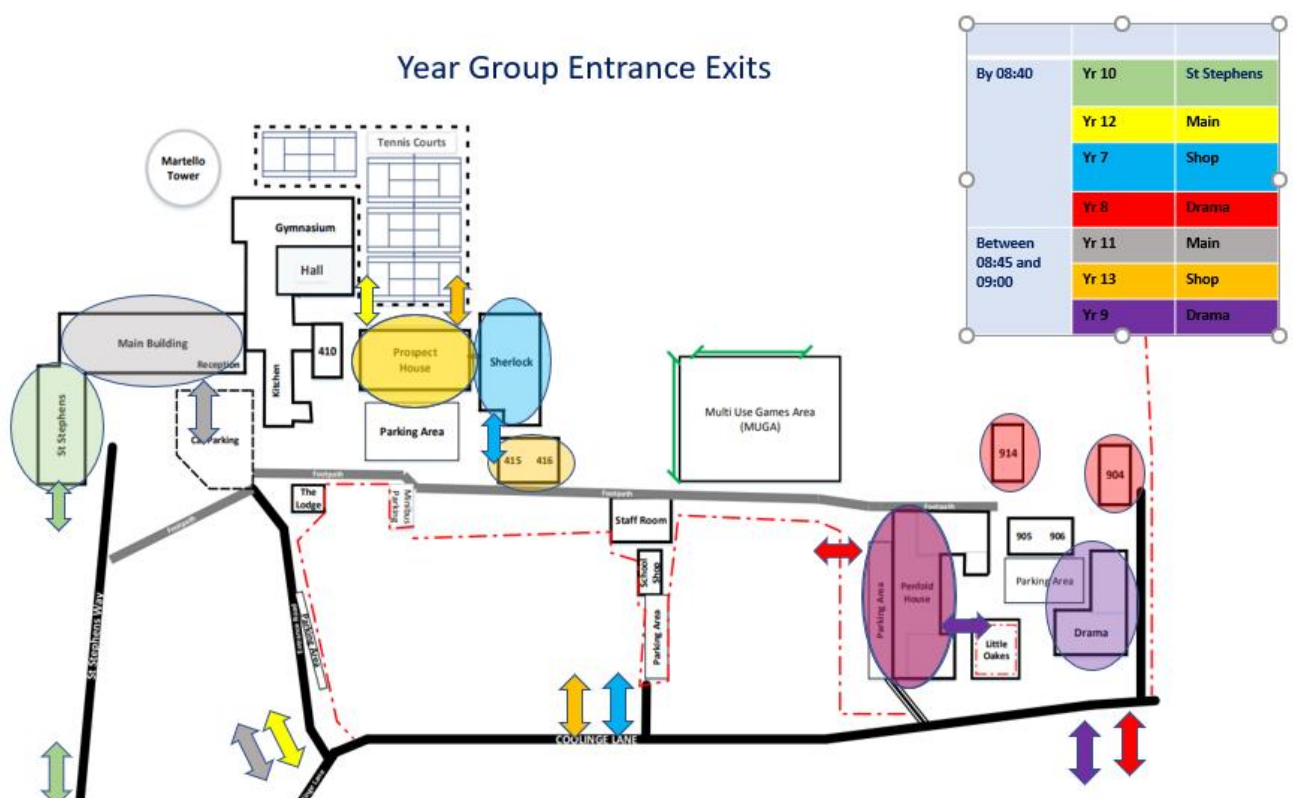
Walking into school (applies to all students irrespective of their mode of travel) – Students should avoid walking in large groups of mixed ages. They should try to keep to groups of two or three students from within their year group bubble. Students must only enter/exit the school at their designated entrance and time. Students must only cross Cooling Lane at the crossing points supervised by a member of staff. Students must not gather outside the school entrances or on Cooling Lane but go directly into school at their designated time via their designated entrance.

Normal Arrangements are below however please read the details regarding the first day of term carefully as there are slightly different arrangements for some year groups.

Year Group	Entrance	Time
7	School Shop	Arrive 08:40 May arrive any time before 08.40 but must be in their form rooms by 08.40 at the latest. Depart 15:15
8	Drama Gate	
10	St Stephen's Gate	
12	Main School Entrance	Arrive 09:00 Must not arrive before 08.45 but must be in their period 1 class by 09.00. Depart 15:30
9	Drama Gate	
11	Main School Entrance	
13	School Shop	

Entering the School Buildings

Students must enter the school buildings through their designated entrance to their year group zone. They may not use other entrances. The entrances are identified on the map below



At each building entrance there will be hand sanitiser. Students must sanitise their hands every time they enter and leave their building.

Leaving School

At the end of period 5, students should leave immediately through their designated entrance/exit gate. Students must not wait at entrances to meet other students – all entrances must be kept clear. Students wanting to meet

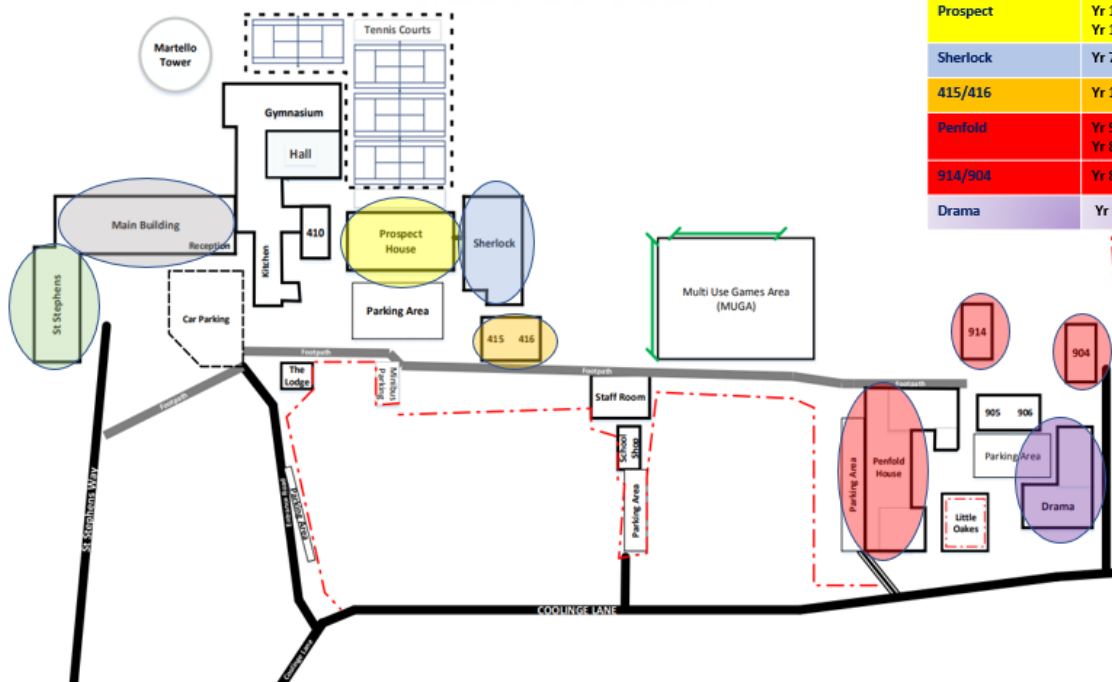
siblings or parents for their travel home should agree a meeting point that is away from the school perimeter and is not in Cooling Lane. Students should not gather in large groups in the streets and areas around school but must go straight home in groups of two or three. Students must only cross Cooling Lane at the designated crossing points supervised by a member of staff.

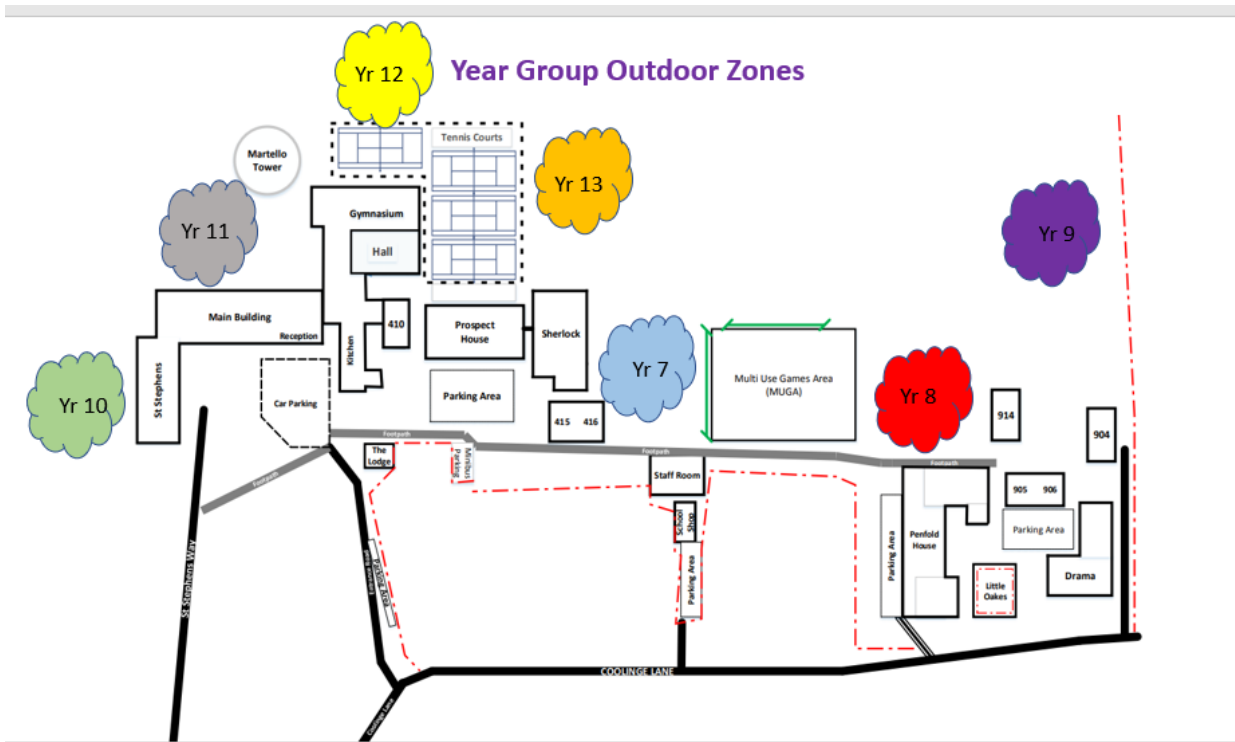
Where you can go in school

On arrival at school you must go straight to your year group zone and enter by the designated entrance. You must not go to any other zone in the school unless escorted by a member of staff and only in exceptional circumstances.

Year Group Zones

St Stephens	Yr 10
Main Building	Yr 11
Prospect	Yr 13 Upper/413 Yr 12 Lower/414
Sherlock	Yr 7
415/416	Yr 13
Penfold	Yr 9 Upper Yr 8 Ground
914/904	Yr 8
Drama	Yr 9





Breakfast/Break Time

The canteen will not be operating a breakfast or break time food service. Students should ensure that they have a good breakfast at home and will need to bring their own break time food and drink with them to school.

We need to minimise the number of students using the same water fountain. Therefore, students should ensure that they have their own water bottle which they fill at home and is large enough to be sufficient for their day in school. Students will be allocated a classroom for break time or they may choose to go outside to their year group outdoor zone. Students must not go into another year group zone .

Lunch Time

The canteen will be providing a reduced menu at three separate locations in the school. Students wishing to purchase lunch may only do so at their designated serving location at their designated time. Students will need to queue as directed by staff and move quickly away from the serving point as soon as they have collected their food. This will be either to the classroom they have been allocated for lunch time use or their year group outdoor zone.

Students must wash or sanitise their hands before eating.

Year Group	Food Collection Time	Serving Location
7	12.25	Canteen
8	12.25	905/906 Mobiles
9	12.45	905/906 Mobiles
10	12.25	Evelyn Glennie Music Practice Room
11	12.45	Evelyn Glennie Music Practice Room
12	12.15	Canteen
13	12.45	Canteen

Moving around the school

Students should only move around their zone within school at the usual movement times of the day. i.e. Arriving in the morning, lesson change overs, break, lunch and at the end of the day. Movement at any other time will need permission from a member of staff and movement to another area of the school will be with staff supervision in exceptional circumstances only.

Students must keep a suitable distance from each other when moving around school. Ideally 2m but not less than 1m. When it is not possible to maintain 2m distance, students must make sure that they are not face-to-face with each other.

SDL's will have a new office located in their year group zone so that students can access them when needed.

Equipment

Individual and frequently used equipment such as pencils and pens must not be shared. You should therefore make sure that you have your own pencil case with all the basic stationery equipment that you might need. This includes a calculator, ruler, protractor and compasses for maths lessons.

School equipment that needs to be shared by students will be cleaned regularly and cleaned meticulously before use by another year group. Resources that cannot be cleaned, such as paper resources, will have to be quarantined for 48 hours before being handled by somebody else. For this reason, we will be avoiding using paper-based resources as much as possible.

Uniform

All uniform rules continue as normal. We will be making sure rooms are well ventilated, windows and doors open etc and so it may be cooler in classrooms than normal. You should therefore make sure that you have a jumper as well as your blazer with you each day, even if you think it will not be cold enough to need it. Teachers may also allow coats to be kept on in the classroom when necessary.

If you have any issues with having the correct uniform, you should speak to your SDL as soon as possible on your first day back with a note from home explaining the issue. Alternatively, a parent can email your SDL in advance to explain. Your SDL will then issue you with a uniform card giving a reasonable period of time for you to resolve the issue.

Please remember the school rules regarding piercings. Only one earring per ear and no other facial piercings are allowed. Do not have additional piercings over the summer that you cannot remove for school as retainers are not permitted.

PE

Indoor PE spaces will be more difficult to allocate whilst maintaining our year group zones. You will therefore have PE outdoors for as much of the time as possible. You will therefore need additional, warmer clothing for PE as classes will only be brought inside to a classroom when the weather is very poor. There is no requirement to purchase additional school PE kit items if you have suitable navy or black tracksuit bottoms and sweatshirts. A lightweight shower proof jacket/kagool would also be recommended as you are likely to remain outside in light drizzle.

Each year group will have an allocated changing space however this may not be a proper changing room and will not be large enough for everyone to change at the same time whilst avoiding face to face contact within 2m. We are therefore expecting students to wear their PE kit to school on days that they have PE. If you wish to remain in your PE kit all day, then you are allowed to do so. You should bring some dry spare uniform/PE kit in case your clothing gets damp. If you choose to get changed after PE, then you will be required to wear a face covering whilst in the changing area. Ideally you should bring your own with you however PE staff will supply a disposable mask if required.

PPE

The guidance to schools from the Department for Education states

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.

The school will therefore not require staff or students to wear a face covering other than in a very few specific circumstances:

- (i) On the rare occasions that students from different year groups are timetabled into the same lesson.
- (ii) Students choosing to get changed in school after PE
- (iii) Students travelling on public transport

Outside of these situations, we very much support individuals own personal choice. If a student or staff member wishes to wear a face covering in school, then this will be permitted.

Good Hygiene

It is important that you wash or sanitise your hands frequently and properly. You **must** do this:

- Entry and exit from the school.
- After using the toilet.
- When returning from breaks.
- Before and after eating.
- On entry and exit from each classroom/zone building.

To sanitise/wash your hands properly you should follow the steps below:



It is also important to

- Avoid touching your face
- Use tissues or the inside of your elbow when coughing or sneezing. Remember to 'catch it, bin it, kill it'.

First Aid/Medical

Feeling unwell during the day – report this to your teacher who will send you to your SDL if they think you are too poorly to remain in your lesson. During break/lunch you can go directly to your SDL. You are not allowed to leave your year group zone to go to admin or the medical room. If it is necessary for you to go to the medical room, you will be taken by a member of staff.

Minor First Aid Incidents, for example needing an ice pack or plaster – report this to your teacher who will send you to your SDL if they feel that this is appropriate. During break/lunch you can go directly to your SDL.

Serious First Aid Incidents – alert the nearest adult who will ensure that a First Aider comes to you. Remain where you are until help arrives.

Arrangements for first day back

In order to ensure that all students are properly briefed on the new arrangements there will be a more staggered start to the new term than usual.

Wednesday 2nd September – Years 7 and 12 only

Year 7 students should arrive by 08:40 and enter through the main school entrance and reception. They will meet their form and form tutor in the hall and have their briefing before going to their classroom in the new building, Sherlock.

During the day year 7 will be shown where their normal entrance and exit will be which is next to the school shop. They will then leave school at 15:15 via this gate at the end of the day. From Thursday 3rd September onwards, year 7 students should only arrive and leave via this gate.

Year 12 students should arrive no earlier than 10:15 for a 10:30 briefing in the main school hall. They should arrive via the main school gate and go directly to the hall. From Thursday 3rd September onwards, they should arrive by 08:40 via the main school entrance and go straight to their form room in Prospect. They will leave school via the main school entrance at the end of their last lesson for the day.

Thursday 3rd September – Years 11 and 13 start

Year 11 students should arrive no earlier than 08:45 for a 9:00 briefing in the main school hall. They should enter via the main school gate. From Friday 4th September onwards, they will arrive at the same time, no earlier than 08:45 for a 9:00 start but will go straight to their period one lesson entering via the main school gate and reception. They will leave school at 15:30 via the main school gate.

Year 13 students should arrive no earlier than 11:10 for a 11:25 briefing in the main school hall. They should arrive via the main school gate and go directly to the main school hall. From Friday 4th September onwards, they will arrive no earlier than 08:45 for a 9:00 start and will enter via the School Shop entrance going directly to their period one lesson. They will leave school at the end of their last lesson of the day via the School Shop entrance.

Friday 4th September – Years 8, 9 and 10 start

Year 8 students should arrive by 08:40 via the Drama gate and go directly to their form room which will be located on the ground floor of Penfold or in one of the Penfold mobile classrooms. Staff at the gate will be able to direct

students to the correct room for their form. Year 8 students may only enter Penfold via the main doors next to the SDL offices as year 9 will use the entrance by the gym and toilets. This will be their normal arrival arrangements every day. They will leave via the same gate at 15:15 each day.

Year 9 students should arrive no earlier than 11:10 for a 11:25 briefing in the main school hall. They should arrive via the main school gate and go directly to the main school hall. They will leave school at 15:30 via the Drama gate. From Monday 7th September onwards, they will arrive no earlier than 08:45 for a 9:00 start and will enter via the Drama Gate going directly to their period one lesson which will be upstairs in Penfold or in the Drama block. Year 9 must use the entrance to Penfold by the gym and toilets only as year 8 will use the main door by the SDL offices. They will leave school at 15:30 via the Drama gate.

Year 10 students should arrive no earlier than 13:10 for a 13:25 briefing in the main school hall. They should arrive via the main school gate and go directly to the main school hall. They will leave school at 15:30 via the St. Stephens gate. From Monday 7th September onwards, they will arrive by 08:40 and will enter via the St. Stephens Gate going directly to their form room. Year 10 must only use the entrance to St. Stephens on the music corridor. They will leave school at 15:15 via the St. Stephens gate.