



Update to the Parental Guide – wider NSB opening from September 2020

28 August 2020

Dear Parents and Carers

I hope this letter finds you and your family well and we are very much looking forward to welcoming your son / daughter back to school next week.

The NSB Parental Guide for a wider school opening (sent at the end of last term) has been updated following recent revisions in Government guidance pertaining to the September opening of schools across England.

The changes in the NSB Guide (which follows this letter) are highlighted in red but the main points for parents are also summarised for ease of reference below:

Face coverings

The government announced on August 26th that students in all secondary schools within areas of national government intervention for COVID-19, should wear a face covering in designated indoor areas within school. Northampton is classified as an area of national government intervention and therefore the following rules on face coverings will apply on return to NSB:

1. The government guidance states that ‘face coverings should be worn by adults (staff and visitors) and students when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain’
2. In practice this will mean that students at NSB will be expected to wear a face covering when they are inside the school buildings in all areas other than classrooms or assembly areas. Face coverings will not be required by students to be worn outdoors, during lessons (including lessons and study time within the Library or Pod), in assemblies or when students are sat down to eat indoors at breaktime or lunchtime
3. The government state that face coverings have a negative impact on teaching and learning and therefore their use in the classroom should be avoided. If, however, you feel strongly that you would wish for your child to wear a face covering in lessons please contact

Mr Kneeshaw mkneeshaw@nsb.northants.sch.uk or

Mr Armstrong carmstrong@nsb.northants.sch.uk at the school.

Approval will normally be given to these parental requests and relevant teachers will be notified

4. Face coverings should be of plain colour(s) and without images. The covering should not be inappropriate in the nature or size of branding. When a student has finished wearing a face covering it must be placed in a sealable plastic bag or freezer bag (brought in by the student) within their main bag / blazer or jacket pocket or placed in a bin, it must not be left lying around

Headmaster Mr R Bernard MA

Billing Road Northampton NN1 5RT T 01604 230240 F 01604 258659

E nsb@nsb.northants.sch.uk www.nsb.northants.sch.uk

@NSBSchool

Company registered in England and Wales No. 07333885



5. Where possible students should carry a spare face covering in a sealable plastic or freezer bag in case the one that they are wearing is lost, dropped or accidentally placed where it could be contaminated
6. Masks that are not disposed of should be washed at home before they are worn in school again
7. Students who travel on public transport must, in line with government policy, wear a face covering whilst on the public transport system that they use
8. Students must wash or sanitise their hands before and after touching their face covering, including to remove or put them on. Hand sanitiser stations are available outside of each classroom and are close to all entrance / exit doors to buildings

Public Health England has made available resources on how to make and wear a simple face covering: <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering> . If anyone is struggling to access face coverings please contact Mr Kneeshaw or Mr Armstrong at the school.

Some individuals are [exempt from wearing face coverings](#). For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if people are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions apply at school. Please alert Mr Kneeshaw / Mr Armstrong if your son / daughter cannot wear a face covering and relevant staff will be notified.

The school is seeking to bring in NSB branded face coverings for our students during Term 1, however they will not be available at the very start of term. Further details will be confirmed with parents / carers shortly.

Assessment

Due to the updated DfE restrictions on the handling of shared resources such as paper and books, almost all assessment tasks for written teacher feedback will be set online through home learning tasks with the teacher feedback provided online. Where assessments requiring written teacher feedback, such as the formal termly assessments or end of year exams, are completed on paper or in books there will, in line with current DfE requirements, be a 48 hour delay before marking commences.

Assemblies

In line with DfE guidance regarding year group bubbles, year group assemblies will still take place in the Theatre with a seat gap between each student. Sixth Form assemblies will be restricted to a half year group at a time. There will be no cross-year group assemblies.

Please contact Mr Kneeshaw or Mr Armstrong at the school in the first instance if you have any questions regarding this updated guidance.

Yours faithfully



Richard Bernard
Headmaster



Peter Bason
Chair of Governors



Parental Guide – wider NSB opening from September 2020

In making these operational arrangements the school has sought to put into place a series of controls which will help to minimise the spread of COVID-19 through both direct transmission (instances when in contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). Carefully implemented, these controls will substantially reduce the risk of transmission of COVID-19 after reopening.

One of the key areas of infection control that all parents must adhere to is ensuring that students who live in a household where any occupant has Coronavirus symptoms do not attend school, under any circumstances, until periods of self-isolation in line with government directives have taken place.

COVID-19 symptoms currently include:

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

Overview

Although the school will be open to all year groups there will be a range of interventions in place to minimise the risk of COVID-19 infection and transmission. These interventions will follow the essential measures outlined in the DFE's 'Full opening for schools' guidance, which are identified below:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and to minimise potential for contamination so far as is reasonably practicable – in order to achieve the reduction in contacts, a year group will act as a bubble which will have all interaction with other year groups (bubbles) minimised.

Alongside the range of health and safety interventions, the school will continue to:

- Teach an ambitious and broad curriculum in all subjects from the start of the autumn term. Gaps from school closure will be closed quickly with the aim to realign with the normal school curriculum as quickly as possible.
- Plan a curriculum which will be informed by an assessment of students' starting points and which will address the gaps in their knowledge and skills, in particular making effective use of regular formative assessment and low stakes testing (for example, quizzes, observing students in class, talking to students to assess understanding, scrutiny of students' work). Please note that the end of Year exams for the current academic year 2019/20 have been cancelled rather than postponed.

For students in Year 7 it may be necessary to address the gaps in English and Maths by teaching essential knowledge and skills from the KS2 curriculum. Students in Year 13 will need to be aware that the Term 1 assessments will be part of the process that teachers will use to inform predicted grades for UCAS applications.

- Develop remote education so that it is integrated into school curriculum planning: Remote education will need to be an essential component in the delivery of the school curriculum for some students who are absent from school, alongside classroom teaching, or in the case of a local lockdown. The school will ensure any students educated at home for some of the time are given the support they need to master the curriculum and to make good progress.
- Address individual student needs where lockdown has created gaps in knowledge, with the support of DfE catch up funding as available.

Key Dates

Tuesday, September 1st: Training Day for staff

Wednesday, September 2nd: Training Day for staff

Thursday, September 3rd: Induction Day for Year 7 and Y12 students only

Friday, September 4th: All students return – lessons 1-3 all students with Form Tutor

The schedule for the first day back at school for all students (September 4th) and the Induction Day information for Year 7 and 12 students will be sent to parents / carers well before the beginning of term.

Measures to protect against COVID-19 - please also see the NSB COVID-19 Risk Assessment on the school website

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

We will ensure that all students, staff, parents, governors and other relevant adults are aware that they must not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days. COVID-19 symptoms currently include:

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

The school will also ensure that anyone who 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), are sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 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.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned in accordance with COVID-19 regulations after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

2. Clean hands thoroughly and more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or similar mild detergent or by hand sanitiser.

All students will be required to clean their hands when they arrive at their respective entry gate in school. All students will be required to clean their hands regularly throughout the school day. This will include when they arrive at school, every time students enter a classroom, before and after eating, before and after sport/physical activity and before they leave the school grounds. Students with complex needs will be helped to clean their hands properly. Skin friendly skin cleaning wipes will be used as an alternative where students have allergic reactions to sanitiser. Students must clean their hands before entering a toilet and they must wash their hands with hot water and soap after using the toilet.

3. Ensure good respiratory hygiene / **Face coverings**

The school will ensure that there are sufficient tissues and bins in the school (in addition to the recycling bins) to support all students and staff to follow the ‘catch it, bin it, kill it’ routine. Posters highlighting the ‘catch it, bin it, kill it’ slogan will be advertised in each classroom. There will be a bin for general waste and tissues in each classroom and all classrooms will have a supply of tissues. Students with complex needs will be given support to get this routine right.

The government announced on August 26th that students in all secondary schools within areas of national government intervention for COVID-19, should wear a face covering in designated indoor areas within school. Northampton is classified as an area of national government intervention and therefore the following rules on face coverings will apply on return to NSB:

- 1) The government guidance states that ‘face coverings should be worn by adults (staff and visitors) and students when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain’
- 2) In practice this will mean that students at NSB will be expected to wear a face covering when they are inside the school buildings in all areas other than classrooms or assembly areas. Face coverings will not be required to be worn outdoors, by students, during lessons (including lessons and study time within the Library or Pod), in assemblies or when students are sat down to eat indoors at breaktime or lunchtime
- 3) The government state that face coverings have a negative impact on teaching and learning and therefore their use in the classroom should be avoided. If, however, you feel strongly that you would wish for your child to wear a face covering in lessons please contact Mr Kneeshaw mkneeshaw@nsb.northants.sch.uk or Mr Armstrong carmstrong@nsb.northants.sch.uk at the school. Approval will normally be given to these parental requests and relevant teachers will be notified

- 4) Face coverings should be of plain colour(s) and without images. The covering should not be inappropriate in the nature or size of branding. When a student has finished wearing a face covering it must be placed in a sealable plastic bag or freezer bag (brought in by the student) within their main bag / blazer or jacket pocket or placed in a bin, it must not be left lying around
- 5) Where possible students should carry a spare face covering in a sealable plastic or freezer bag in case the one that they are wearing is lost, dropped or accidentally placed where it could be contaminated
- 6) Masks that are not disposed of should be washed at home before they are worn in school again
- 7) Students who travel on public transport must, in line with government policy, wear a face covering whilst on the public transport system that they use
- 8) Students must wash or sanitise their hands before and after touching their face covering, including to remove or put them on. Hand sanitiser stations are available outside of each classroom and are close to all entrance / exit doors to buildings

Public Health England has made available resources on how to make and wear a simple face covering: <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering> . If anyone is struggling to access face coverings, please contact Mr Kneeshaw or Mr Armstrong at the school.

Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if people are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions apply at school. Please alert Mr Kneeshaw / Mr Armstrong if your son / daughter cannot wear a face covering and relevant staff will be notified.

The school is seeking to bring in NSB branded face coverings for our students during Term 1, however they will not be available at the very start of term. Further details will be confirmed with parents / carers shortly.

Students and staff will have to wear face coverings at all times on public transport or when attending a hospital as a visitor or outpatient. Students and staff who wear face coverings to school will be instructed not to touch the front of their face covering when removing them.

4. Enhanced cleaning, including cleaning frequently touched surfaces often according to COVID-19 regulations

The school will put in place a cleaning schedule which ensures that cleaning is enhanced. This will include school cleaners undertaking:

- more frequent cleaning of rooms / shared areas that are used by different bubble (year) groups of students
- the cleaning of frequently touched surfaces more often than normal
- the cleaning of toilets regularly throughout the day – in line with DfE guidance toilets will not be zoned for different year groups but strict hand hygiene will be enforced
- the cleaning of dining tables between bubble groups

Resources that are shared between bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously. This cleaning will always take place between bubbles, or the

equipment will be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

All students will also be required to take responsibility for wiping their tables in the classroom with a totally harmless, non-toxic, non-hazardous and non-allergenic mild detergent. Teachers will spray each table and each student will wipe the table with a disposable paper towel / cloth before taking / leaving their seat.

5. Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). The school will seek to minimise contacts and mixing while delivering a broad and balanced curriculum. This will be achieved through keeping groups separate in year group bubbles and by seeking to maintain distance between individuals. The school will undertake the following measures to minimise contacts:

Segregated entry to the school

Students are encouraged to walk or cycle to school if at all possible.

Students eating breakfast will be permitted into school through the red doors at the front of the school at 8am. These students must go directly to the Concourse where they will eat breakfast in year group zones before going directly to their Form Room.

For all other students there will be a segregated arrival to the school. Students will enter through six different entrances according to their year group.

Parents must not drop students off from the front of the school in the Crescent unless special dispensation has been given due to student injury or physical needs.

Students will not be permitted into school buildings until 8.30am and students should aim to arrive from 8.30am. Students who arrive before 8.30am will be asked to wait in year group zoned areas on the school site but outside of the school buildings. Upon arrival students must clean their hands and make their way, without delay, directly to their Form Room or to the Cripps Theatre for assembly where they will sit at their desk until registration at 8.45am.

Students must use the pedestrian crossing on the Billing Road nearest their entrance gate (if applicable).

Year 7 – Cripps Theatre pedestrian gate (opposite ONs) with a waiting area outside of the Cripps Theatre

Year 8 – Library Gate on the Billing Road with a waiting area in the quad

Year 9 – Bus Stop Gate with a waiting area in the bus assembly zone

Year 10 – Chipsey Avenue Gate with a waiting area in the Cripps Theatre backstage parking area

Year 11 – Access Road with a waiting area in the Sports Hall car park

Year 12 / 13 – Through the main red doors entrance with a waiting area in the Year 12 or Year 13 designated study rooms. Where Year 12 / 13 students are not being taught during lesson 1 they are encouraged to arrive shortly before their first lesson of the day, to swipe in and then make their way directly to their classroom. If Sixth Form students have a timetabled lesson for lesson 1 they must attend an registration.

Where Year 12 / 13 students have no option but to arrive earlier than shortly before their first lesson of the day (outside of lesson 1) they must go directly to their Year 12 / Y13 designated study area and work in there until it is time for their first lesson.

The Year 12 designated study areas are the Sixth Form Pod / MF7 and MF8. The Year 13 designated study areas are the Sixth Form Library and F1.

Timings of the school day

In order to accommodate a staggered break, lunch time and exit to minimise the numbers of contacts between different bubble (year) groups of students, the timings of the school day will change from September. These timings will be subject to regular review as the national guidance changes.

8.30am – Students can enter the school buildings and should make their way directly to their Form Room (Form Tutors will supervise)

8.45am – 9.00am – Tutor time / Registration / Assembly

9.00am – 9.45am – lesson 1

9.45am – 10.30am – lesson 2

10.30am – 11.35am – lesson 3 (incorporating a staggered 20 minute break)

11.35am – 12.20pm – lesson 4

12.20 pm – 2.00pm – lesson 5 (lesson 5 will be elongated by 5 minutes to 50 minutes rather than 45 minutes, incorporating a staggered 50 minute lunch)

2.00pm – 2.45pm – lesson 6 (note no pm registration – registration will take place in the lesson 6 class)

2.45pm – 3.25pm or 3.35pm – lesson 7

Years 7/8/ 9/ 12 leave at 3.25pm (first bell)

Years 10 /11/13 leave at 3.35pm (second bell)

Movement around the school

Contacts will be limited by the use of one-way systems around the school to alleviate pinch points and busy corridors. These one way systems must be strictly adhered to by all students and staff. Many of the corridors in the school are significantly wider than the government expected width. Consideration was given to suiting classrooms to year groups however this was not deemed a viable option due to a heavily insufficient number of non-specialist generic classrooms in the school for a school population of 1650 students. **Students must wear face coverings when moving from lesson to lesson inside the school buildings.**

Staggered and zoned break and lunch times

Break and lunch time will be staggered and students in each year group will have different indoor and outdoor zone areas for both break and lunch (zones to be confirmed).

Students in Years 7/8/9 will have break time from 10.30am – 10.50am and students in Years 10/11/12/13 from 11.15am to 11.35am.

Food will be available at break time and will be served from different hatches for different year groups. Tables will be zoned by year group to eat the food at and these will be cleaned between the two staggered breaks.

Lesson 5 is extended, and all students will take either early or late lunch during lesson 5.

Students in Year 7/8/9 will take an early lunch from 12.20pm until 1.10pm and have lesson 5 from 1.10pm until 2.00pm.

Students in Years 10/11/12/13 will have lesson 5 from 12.20pm – 1.10pm and take a late lunch from 1.10pm until 2.00pm.

Sixth Form students will not be allowed out at lunch time unless they have finished their timetabled lessons for the day and therefore will not be returning to school.

Staggered and separate exits

Students in Years 7/8/9/12 will leave on the 3.25pm bell through the gates they arrived at.

Students in Years 10/11/13 will leave on the 3.35pm bell through the gates they arrived at.

Students must use the pedestrian crossing on the Billing Road nearest their exit gate (if applicable).

Students who are waiting for the bus should make their way directly to the bus gate where they will be asked to wait in year group zones.

Parents must not pick students up from the front of the school in the Crescent unless special dispensation has been given due to student injury or physical needs.

Measures within the classroom

Teachers will maintain a 2 metre distance from the students and from any other adult where possible. Space will be provided at the front of the classroom to facilitate this. Teachers will avoid close face to face contact with students and will minimise time spent within 1 metre of anyone. Distancing may not be possible when working with students who have complex needs or who need close contact care. These students' educational and care support will be provided as normal.

Desks will be spaced out as far as is possible in each classroom and almost all classrooms will have the students seated side by side and facing forwards. Where it is not possible to sit students side by side, such as in the Art and Music rooms, suitable shields will be used as desk dividers.

Hand sanitiser and tissues will be provided outside / in all classrooms and we will ensure that all students are briefed on the nationally advised approach of the promotion of using an elbow or tissue to cough or sneeze and to 'catch it, bin it, kill it'. There will also be a packet of antibacterial wipes in each classroom for the teacher to use as they deem necessary.

Students will stay in the same seat for every lesson that they have in a subject.

Unnecessary furniture will be moved out of classrooms to make more space.

Students will be directed / supported to maintain a 2m distance from staff and to maintain as much distance from their peers as possible with no physical contact permitted.

Classroom entrance doors will be propped open to reduce use of door handles and to aid ventilation but must be closed when the room is not occupied - windows will be kept open in classrooms unless the weather poses a health and safety risk to do so.

Other relevant measures to minimise contacts

Sixth Form Study Arrangements

In order to minimise the risk of transmission of the virus in the local community, Sixth Formers must not leave the school site (including at break time and lunch time) unless they have finished their last lesson and once they have left the school site they will not be permitted to return that day.

Year 12 and 13 students will have the designated study areas with computer access (rooms to be confirmed) to complete their study in free periods.

Extra-curricular clubs and activities

Lunchtime sessions will start from the beginning of term, however after school sessions including home learning sessions, will not start until the week beginning September 15th. Any sessions run will meet government health and safety guidance for that activity and must not mix students from different year groups.

Inter school competitions, matches, shows and productions will not take place until government guidance permits them to do so.

Further guidance on after school extracurricular activities will be released at the beginning of term when we have the most up to date government advice.

Assessment

Due to the updated DfE restrictions on the handling of shared resources such as paper and books, almost all assessment tasks for written teacher feedback will be set online through home learning tasks with the teacher feedback provided online. Where assessments requiring written teacher feedback, such as the formal termly assessments or end of year exams, are completed on paper or in books there will, in line with current DfE requirements, be a 48 hour delay before marking commences.

Assemblies

In line with DfE guidance regarding year group bubbles, year group assemblies will continue to take place in the Theatre however there will be a seat gap between each student. Sixth Form assemblies will be restricted to a half year group at a time. There will be no cross-year group assemblies.

Awards Evenings

These will not take place unless DfE guidance changes. Award winners will be published on the school website and prizes will be awarded personally by the Headmaster or his representative. This will also apply to the Sports Awards and the Arts Awards evenings which were cancelled this academic year due to the lockdown.

Library

Until the DfE guidance changes, the Library will be used for Y7/8 Accelerated Reader only in lesson time with books cleaned between year bubble groups. The Library will be used as a Year 13 space only at lunch time.

Parents' Evenings

These will be calendared into the timetable and decisions will be made as to the format that each evening will take (in due regard to the latest government guidance) closer to the time of each scheduled evening.

Concerts / Productions / Shows

These will not take place live until the DfE guidance changes. Some productions may be recorded without an audience and published on the website. Any extra-curricular rehearsals or recorded shows / productions will not mix year groups of students.

Enterprise Week

Due to the residential cancellations and the restrictions on visitors allowed into school, Enterprise Week will not take place this year. The school will seek to ensure that essential external speaker input will take place in Term 6 after the summer examinations (COVID-19 regulations permitting).

Parental visits

The number of visitors in school will be kept to a minimum. Parents should attend school by appointment only, other than in emergencies. All visitors to the school site, such as parents, will be given guidance on physical distancing and hygiene either on or before arrival. Staff will ensure that where visits can happen outside of school hours, they should. A record will be kept of all visitors to the school site.

Equipment and Resources

Students must bring their own very frequently used equipment, such as pencils, pens, calculator, ruler and other basic maths equipment. A kit list of essential items for students can be found on the school website. These items should not be shared. Classroom based resources, such as books and paint brushes can be used and shared within a year group bubble; the cleaning of resources that are shared between bubbles is dealt with in the cleaning section of this Guide.

Students are asked to limit the amount of equipment they bring into school each day, to essentials such as a lunch box, coat, books and stationery. Bags are allowed but students should minimise the number of bags they bring into school. Students and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to student education and development.

Students must not leave their bags unattended in communal areas during break or lunchtime.

Music / Dance / Drama / DT / Food Technology / Art / Photography / Science

The DfE guidance states that there might be an additional risk of infection in environments where the teacher, students or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. The school will seek to reduce the risk, particularly when students are playing instruments or singing in small groups by, for example, physical distancing, playing outside wherever possible, positioning students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation and screening of students where desks are unavoidably facing each other. Singing, wind and brass playing will not take place in groups above fifteen such as in large school choirs and ensembles, or school assemblies until the DfE guidance changes.

Peri teachers will continue to be employed by the school to teach students whilst maintaining appropriate levels of social distancing although the number of appropriately sized rooms to accommodate social distancing effectively are currently restricted.

Dance and drama lessons will run practical lessons which are non-contact and which seek to maintain social distancing as far as is possible. Students will perform side by side rather than facing each other.

Practical lessons in Science, DT, Food Technology, Art and Photography and all other relevant subjects will be encouraged to take place where effective distancing and health protection measures can be implemented.

PE and Sport

Students will be limited to playing sports in year groups, sports equipment will be thoroughly cleaned between each use by different year bubble groups, and contact sports will be avoided until the DfE guidance changes.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying close attention to cleaning and hygiene.

Students in the changing rooms will be encouraged to stay as far apart as possible from each other.

External coaches and volunteers will continue to be used to support extra-curricular sport whilst maintaining social distancing and limited contact with other adults.

Inter school matches and competitions will not take place until DfE guidance on school sport changes. Any extra-curricular training will not mix year groups of students and all relevant government health and safety guidelines for the sport will be met.

6. Where necessary, wear appropriate personal protective equipment (PPE)

For parental information, the majority of staff in school will not require PPE (**other than face coverings in communal areas**) when in contact with students beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained.
- Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
- If a student becomes unwell with symptoms of COVID-19 whilst at school, they will be directed immediately to the First Aid Room to wait until they can be picked up to return home. If a student is in need of personal care until they can return home, then a face mask will be worn by the supervising adult if the supervising adult is within the same room as the student. If contact with the child or young person is necessary, then gloves, an apron, a face mask and eye protection will be worn by the supervising adult. All of this PPE equipment will be provided by the school and will be located in the First Aid Room.
- If a child has a care routine which already involves the use of PPE due to their intimate care needs, then they will continue to receive their care in the same way.
- For use in and preparation for practical lessons such as in Science or DT.

7. Engage with the NHS Test and Trace process

All parents/carers will need to:

- [Book a test](#) if their child is displaying symptoms of COVID-19. Students must not come into the school if they have symptoms and will be sent home to self-isolate if they develop them in school.
- Contribute to providing details of anyone the student has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- Ensure their child [self-isolates](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

Any student or member of staff who displays symptoms of coronavirus (COVID-19) will be required to get a COVID-19 test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

The school is due to receive a number of home testing kits for the autumn term from the government. Once received the school may choose to give home testing kits out to staff who have displayed symptoms at school or to parents to test students who have displayed symptoms at school.

Parents will be asked to inform the school immediately of the results of a test and follow the relevant course of action as indicated below:

- If a student tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If a student tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at

least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

If we become aware that someone who has attended NSB has tested positive for coronavirus (COVID-19) we will contact the local health protection team. This team will also contact NSB directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with NSB in this situation to guide us through the actions that we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

To support this process, through the timetable, we will seek to keep a record of students and staff in each bubble group, and of any close contact that takes places between children and staff in different bubble groups. This will be a proportionate recording process. The school, in line with DfE guidance, will not ask students to keep records of everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

We will not request evidence of negative test results or other medical evidence before re-admitting children or welcoming them back after a period of self-isolation.

9. Contain any outbreak by following local health protection team advice

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, then this may signify an outbreak, and we will continue to work with the local health protection team who will be able to advise if additional action is required such as sending larger groups of students to self-isolate at home as a precautionary measure or undertaking wider testing of the school community at a mobile testing unit on site or in the locality.

Other relevant information

Students who are shielding or self-isolating

The vast majority of students will be able to return to school. However, there may be circumstances where students are legitimately not able to return to school and therefore absence will not be penalised:

- A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).
- Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means students who remain on the shielded patient list can also return to school unless expert medical advice indicates that they should remain at home, as can those who have family members who are shielding. Read the [current advice on shielding](#).
- If rates of COVID-19 rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- Some students will no longer be required to shield but will remain under the care of a specialist health professional. In these circumstances parents may need to discuss the student's care with their health professional before they return to school.

Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer the student access to remote education.

Students and families who are anxious about return to school

The school recognises the potential concerns of students and parents who may be reluctant or anxious about returning. This may include students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of students with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures that we are putting in place to reduce the risk in school.

We will, however be clear with parents that students of compulsory school age must be in school unless a statutory reason applies (for example, the student has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

Safeguarding and Welfare

The school will seek to actively:

- Support the rebuilding of friendships and social engagement
- Address and equip students to respond to issues linked to coronavirus (COVID-19)

- Support students with approaches to improving their physical and mental wellbeing

The school will also provide more focused pastoral support where issues are identified that individual students may need help with, drawing on external support where necessary and possible. Some students will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists and counsellors. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be significant gaps which will need to be addressed.

The school will work with the school nurses as leaders of the [healthy child programme](#) to offer a range of support for relevant students including:

- Support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues
- Support for students with additional and complex health needs
- Supporting vulnerable children and keeping children safe

Remote education support

Where an individual student or class, group or small number of students need to self-isolate, or where there is a local lockdown requiring students to remain at home, we will offer remote online education of a high quality through our AIM system.

The remote learning offered will meet the following criteria:

- Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- Gives access to high quality remote education resources
- Selects the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback
- Provide printed resources, such as textbooks and workbooks, for students who do not have suitable online access
- Recognise that younger students and some students with SEND may not be able to access remote education without adult support, and so we will work with families to deliver a broad and ambitious curriculum

When teaching NSB students remotely, we will:

- Set assignments so that students have meaningful and ambitious work each day in a number of different subjects
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- Gauge how well students are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work

- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding
- Plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers
- Ensure that all students have access to a suitable computer to undertake remote learning at home

Attendance expectations

Under DfE regulations school attendance will be mandatory again from the beginning of the autumn term. This means that from September, the usual rules on school attendance will apply at NSB, including:

- the parents' duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age
- the school's responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

School uniform

In line with DfE recommendations the school will operate a full school uniform and Sixth Form Dress Code policy in the new academic year.

Reporting arrangements

Due to the lockdown students have not been formally assessed through the normal Term 5 and 6 assessments and end of year examinations. This also applies to students joining the school into Year 7 and Year 12. All students in all year groups will sit a Term 1 assessment and will receive a Term 1 report based on that assessment in addition to the normal school annual reporting cycle.

In line with DfE guidelines, the school has reported on student performance and progress for the 2019-20 academic year up to the point of lockdown through the Term 4 reports. Parents and carers are reminded that they can access the Term 4 reports through the school AIM system if they have not done so already.

Educational visits and residentials

Domestic (UK) overnight and overseas educational visits are currently not supported by the DfE.

Non-overnight domestic educational visits will be considered in line with protective measures, such as keeping children within their consistent group, and in compliance with the COVID-secure measures in place at the destination.

Behaviour expectations

The school has updated the Behaviour Policy to set out clearly the expectations of students in regard to adhering to the health and safety regulations and the consequences for deliberately breaking the rules regarding restrictions on movement and the new hygiene requirements.

The school will work with students who struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.

The Behaviour Policy has been updated to state that students can be sanctioned, up to and including exclusion if they wilfully refuse to adhere to arrangements of movement around the school site, social distancing and / or deliberately cough or spit at students or staff thereby putting them at risk.

Mobile Phones / Electronic devices

Following a successful introduction of restrictions on the use of mobile phone use at NSB last year, the school is extending the rules to Key Stage 3 students to apply to all students in Key Stage 3 and Key Stage 4 (Years 7-11). This decision will help support social distancing by eliminating situations where students are tempted to crowd around a screen. The rules from September for all students in Years 7-11 regarding mobile phones and devices are:

- The use of a mobile phone / electronic devices is prohibited on the school site during the school day unless a teacher gives authorisation for them to be used to positively support work in a lesson – for example taking a picture of a practical piece of work in DT or for taking an image of revision notes. At all other times they must remain turned off and out of sight
- Headphones/Earbuds are prohibited on the school site
- They must be handed in to a teacher during sports lessons and activities
- They must be handed to a teacher immediately upon request
- Mobile phones are allowed to be used to contact home on the school site at the end of the school day
- Students who need to contact home during the school day should do so through Student Services

The rules regarding the use of mobile phones and electronic devices for Sixth Form students remain unchanged (please see the school Behaviour Policy) for details.

Other Policies reviewed and updated

Management of Health and Safety, Management of Fire Safety, Management of Infection Control, Child Protection and Safeguarding, Attendance, Exclusions and Pastoral / Welfare policies have all been updated to reflect changed practice due to COVID19.

