



BECKFOOT REOPENING PLAN

March 2021 (Version 2)

Contents

Introduction	3
Asymptomatic Testing in school	5
First Tests	5
Vulnerable Children and Children of Critical Workers	7
Second and Third tests	7
In the event of a student testing positive on their second and third tests,	7
Consent for Covid-19 testing in school	8
Year 10 and 11 PE lessons during Covid-19 testing in school	9
Asymptomatic Testing at home	9
Home testing for students	9
Home testing for staff	10
Bubbles.....	14
Year 7, 8 and 9	14
Years 10 and 11	14
Sixth Form	14
Maps.....	14
How the Day Will Work.....	19
Start of the Day	19
PPE When Travelling to School	19
Face Coverings in School.....	19
Entering Through Reception	20
Lateness	20
End of the Day	20
Travel advice	22
The Daily Timetable	22
Breaks and lunches	22
Catering plans	28
Curriculum.....	28
Remote Education.....	29
Plans for PE	29
Extra-Curricular Offer.....	29
Trips.....	29
Exams & CAGs	30
Access to Toilets and Washrooms	31
During Lesson Time.....	31
Break and Lunch Times	31
Pastoral Support	31
Supporting the wellbeing and mental health of students	31
Safeguarding	32
Equipment.....	32
System of Control Measures	33
Supporting SEN learners	33
In lessons.....	33
Out of lessons.....	34
Other points to be aware of.....	34
Learner Code of Conduct	34
Rewards.....	34
PLS.....	35
Attendance expectations	37
Uniform	37
Assessment and reporting plans	38
Fire evacuation plan.....	39

First Aid	39
PPE	39
Sixth Form Access to Car Park.....	39
Infection control measures.....	40
Developing Symptoms Out of School	40
Developing Symptoms in School.....	40

Introduction

Dear Parent / Carer,

We are very much looking forward to welcoming our students back to Beckfoot in the week commencing 8th March. It has been such a long time since they have been with us and we are very excited to see them all.

As was the case throughout the Autumn term, when school reopens, we will be providing a full curriculum with no reduction in teaching time. We have carried out detailed risk assessments and put in place all measures expected of us to keep our community safe.

Our expectation is that every child returns to school unless advised by letter to shield. The Government has made clear that attendance will be mandatory for all students. This means all students, in all year groups, will be expected to return to school. If there are any issues that you feel we should be aware of in relation to attendance, please let us know.

It is worth noting a change in the position around the wearing of face masks in school when we return. It is the DfE and PHE's recommendation that students should wear a face covering in classrooms (in addition to corridors and communal areas as was the case in the Autumn term) unless a 2-metre social distance can be maintained. As it is not possible to maintain a 2-metre social distance in our classrooms when all our students return, the recommendation is a requirement unless an individual has a specified reason for not needing to wear a face covering. This will be in place until Easter when it will be reviewed. I am hopeful that this measure will mean further safety for our students and will reduce the need for self-isolation for individual bubbles.

We have planned for a phased start in order that we can best administer the requirement to test all students three times in the two weeks to Friday 19th March. The safety of all members of our school community is of the utmost importance. Therefore, in the week commencing Monday 8th March, we have decided to delay opening of the school by just a few days depending on which year group students are in. Details are as follows:

- **Monday 8th March 2021**
 - Years 11, 12 and 13 will come into school to be tested and then return home immediately to engage in Live Learning.
- **Tuesday 9th March 2021**
 - Years 10 and 9 will come into school to be tested and then return home immediately to engage in Live Learning.
 - Years 11, 12 and 13 will come into school for face to face lessons.
- **Wednesday 10th March 2021**
 - Years 8 and 7 will come into school to be tested and then return home immediately to engage in Live Learning.
 - Years 9, 10, 11, 12 and 13 will come into school for face to face lessons.
- **Thursday 11th March 2021**
 - Welcome back all students to school.

Contained within this booklet is information about how we intend the school to operate each day. We will continue to carry on as we did throughout the Autumn term with students continuing to learn within year group bubbles from Years 10-13, or within smaller class bubbles, within year groups, in Years 7-9. Each year group will be based in the same area of school as you will see as you look through the information. Please read it carefully so that your child knows exactly what to do, where to go and what is expected of them upon their return. For instance, they must know where their bubble will be

based, which entrance of school to use, the arrangements for break and lunch and the toilets that they can use. We hope that all the information you require is set out clearly for you to go through prior to return and is, of course, helpful.

In addition to this booklet, we have produced videos and other support materials for each year group to explain exactly what to expect. A new video has been added to the website this week which will take students and families through our Lateral Flow Testing (LFT) procedures which, we hope, will demystify the process and reassure any of our students that may be worried about taking the test in school.

We recognise the impact that this prolonged period away from school will have had on our community. We all know how hard students have tried to maintain learning at home within the context of their families. Our Blended Learning strategy has been so much better and made effective use of technology to allow students to access a full timetable of lessons and make progress as a result.

We know that our young people will all have had different experiences and our curriculum plans will reflect this. Everyone in our community will be experiencing some sense of loss for the time they have been away whether that is the loss of routine, friends, teachers, exams etc. and we need time to address this; we will.

We are ready for the return to face-to-face learning and to ensure our students are going to flourish despite everything they have been through. That is our collective ambition.

We are hugely excited to see everyone again soon. We have missed the buzz of our school and the daily interactions with students. It has not been the same.

Please continue to stay safe at home and take care of those around you.

Simon Wade
Headteacher

Asymptomatic Testing in school

In order to ensure as safe a return as possible, students will be offered three Lateral Flow Tests (LFT) in the first two weeks. This is in line with the government instructions. To allow for this we have planned a staggered start.

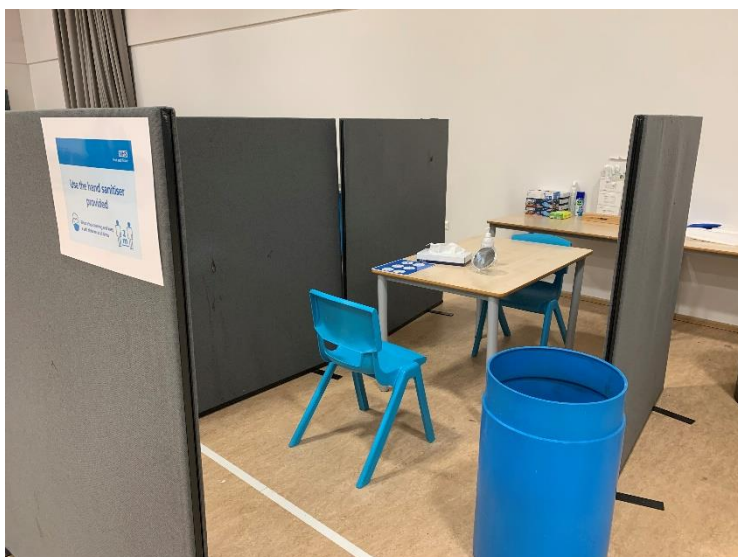
We have set up a mass testing site in school using the school gym. Starting on Monday 8 March 2021, students will be given a time they need to attend school in order to receive their test. All these tests will be self-administered by students, guided by trained staff.

It is important to note that testing for Covid-19 on students in school is voluntary.

[Here](#) is a video explaining how the LFT tests work.

First Tests

There are ten testing bays set up to ensure students have privacy when taking each test. They will be guided by a tester. Students will then return home and continue online live learning for the rest of the day. The tests will be processed in house at the testing facility.



Results will be communicated the same day via text and email to the contact details we have on the school system. Students with negative LFT tests will then start attending lessons in school from the next day.

The dates for these tests and returns to school are as follows:

	Monday 8 March 2021	Tuesday 9 March 2021	Wednesday 10 March 2021	Thursday 11 March 2021
Years to be tested	11, 12, 13	9, 10	7, 8	
Years in school for lessons		11, 12, 13	9, 10, 11, 12, 13	7, 8, 9, 10, 11, 12, 13

In the event of a positive test, students will be asked to self-isolate, along with their household for 10 days. We will contact you to explain this in more detail if the need arises. Please see the flow charts for more details.

Students are to use the back gate only to make their way to the school gym for their first test. Students do not have to wear school uniform for the first test only.

Student tests positive in school (test 2 and 3)	
Designated administrators register tests and student takes test – 3 tests in 2 weeks	
Positive Result	Negative Result
Headteacher informed.	Student continues with normal activities.
Student collected by School Nurse in full PPE, 2m distance.	
<p>School Nurse sits student outside overhang in full PPE, 2m distance.</p> <p>No other staff present.</p> <p>School Nurse to ask the student who they have been in close contact* with that day (and previous 48 hours) outside of classroom within the school community including on transport to school.</p>	
School contacts home to inform of positive test and get student sent home to isolate for 10 days as well as all household/ bubble members.	
All close contacts spoken to and informed to isolate for 10 days.	
Clean areas of school students have had contact with.	
Communications sent out.	
After 10 full days isolation, provided the student has no high temperature for 48 hours before returning, then they can return to school and continue with twice weekly testing and log results.	

* Close contact is defined as

- 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

For more information about these tests, please follow [this link](#).

Time slots are as follows and will also be communicated in a MyEd/Text Message to you:

FIRST LFT					
Monday 8 March 2021		Tuesday 9 March 2021		Wednesday 10 March 2021	
Time	Tutor Group(s)	Time	Tutor Group(s)	Time	Tutor Group(s)
8:30am	1101 / 1116	8:30am	1001	8:30am	801
8:45am	1102 / 1112	8:45am	1002	8:45am	802
9:00am	1103 / 1104 / 1110	9:00am	1003	9:00am	803
9:30am	1105 / 1106 / 1109	9:15am	1004	9:15am	804
10:00am	1107 / 1108 / 1111	9:30am	1005	9:30am	805
10:30am	1114 / 1115 / 1117 / 1118	9:45am	1006	9:45am	806
11:00am	BREAK	10:00am	1007	10:00am	807
11:20am	1201	10:15am	1008	10:15am	808
11:35am	1202	10:30am	1009	10:30am	BREAK
11:50am	1203	10:45am	1010	10:50am	809
12:05pm	1204	11:00am	BREAK	11:05am	810
12:20pm	1205	11:20am	901	11:20pm	811 / 711
12:35pm	1206	11:35am	902	11:35am	701
12:50pm	1301	11:50am	903	11:50am	702
1:05pm	1302	12:05pm	904	12:05pm	703
1:20pm	LUNCH	12:20pm	905	12:20pm	LUNCH
1:50pm	1303	12:35pm	906	12:50pm	704
2:05pm	1304	12:50pm	LUNCH	1:05pm	705
2:20pm	1305 / 1306	1:20pm	907	1:20pm	706
2:45pm	END OF SCHOOL DAY	1:35pm	908	1:35pm	707
		1:50pm	909	1:50pm	708
		2:05pm	910	2:05pm	709
		2:20pm	911	2:20pm	710
		2:45pm	END OF SCHOOL DAY	2:45pm	END OF SCHOOL DAY

Vulnerable Children and Children of Critical Workers

Vulnerable children and children of critical workers can continue to attend school as they have done throughout the lockdown period. From Monday 8 March they will revert back to their September timetable and will be back in their normal rooms with their teacher.

They will be tested in school w/c Monday 8 March 2021 at the same time as their tutor group.

Second and Third tests

When students are back in school, they will receive a second test three to five days after their first and then a third test three to five days after that.

The dates for these are as follows:

- Thursday 11 March 2021: Year 11, 12 and 13 (second test)
- Friday 12 March 2021: Year 9 and 10 (second test)
- Monday 15 March 2021: Year 7 and 8 (second test)
- Tuesday 16 March 2021: Year 11, 12 and 13 (third test)
- Wednesday 17 March 2021: Year 9 and 10 (third test)
- Thursday 18 March 2021: Year 7 and 8 (third test)

Students will go back into their classes to continue learning while the results are processed. Again, results will be communicated the same day via text and email to the contact details we have on the school system.

Students with negative LFT tests will continue to access their lessons in school.

In the event of a student testing positive on their second and third tests, they will be sent home to self-isolate for 10 days along with their household. We will work with Public Health England to determine our next steps. If we need to close a bubble, we will call all families to inform them and explain their next steps. We will also engage with the NHS Test and Trace process as necessary.

Time slots are as follows:

SECOND LFT

Thursday 11 March 2021	
Time	Tutor Group(s)
8:30am	1101 / 1116
8:45am	1102 / 1112
9:00am	1103 / 1104 / 1110
9:30am	1105 / 1106 / 1109
10:00am	1107 / 1108 / 1111
10:30am	1114 / 1115 / 1117 / 1118
11:00am	BREAK
11:20am	1201
11:35am	1202
11:50am	1203
12:05pm	1204
12:20pm	1205
12:35pm	1206
12:50pm	1301
1:05pm	1302
1:20pm	LUNCH
1:50pm	1303
2:05pm	1304
2:20pm	1305 / 1306
2:45pm	END OF SCHOOL DAY

Friday 12 March 2021	
Time	Tutor Group(s)
8:30am	1001
8:45am	1002
9:00am	1003
9:15am	1004
9:30am	1005
9:45am	1006
10:00am	1007
10:15am	1008
10:30am	1009
10:45am	1010
11:00am	BREAK
11:20am	901
11:35am	902
11:50am	903
12:05pm	904
12:20pm	905
12:35pm	906
12:50pm	LUNCH
1:20pm	907
1:35pm	908
1:50pm	909
2:05pm	910
2:20pm	911
2:45pm	END OF SCHOOL DAY

Monday 15 March 2021	
Time	Tutor Group(s)
8:30am	801
8:45am	802
9:00am	803
9:15am	804
9:30am	805
9:45am	806
10:00am	807
10:15am	808
10:30am	BREAK
10:50am	809
11:05am	810
11:20pm	811 / 711
11:35am	701
11:50am	702
12:05pm	703
12:20pm	LUNCH
12:50pm	704
1:05pm	705
1:20pm	706
1:35pm	707
1:50pm	708
2:05pm	709
2:20pm	710
2:45pm	END OF SCHOOL DAY

THIRD LFT

Tuesday 16 March 2021	
Time	Tutor Group(s)
8:30am	1101 / 1116
8:45am	1102 / 1112
9:00am	1103 / 1104 / 1110
9:30am	1105 / 1106 / 1109
10:00am	1107 / 1108 / 1111
10:30am	1114 / 1115 / 1117 / 1118
11:00am	BREAK
11:20am	1201
11:35am	1202
11:50am	1203
12:05pm	1204
12:20pm	1205
12:35pm	1206
12:50pm	1301
1:05pm	1302
1:20pm	LUNCH
1:50pm	1303
2:05pm	1304
2:20pm	1305 / 1306
2:45pm	END OF SCHOOL DAY

Wednesday 17 March 2021	
Time	Tutor Group(s)
8:30am	1001
8:45am	1002
9:00am	1003
9:15am	1004
9:30am	1005
9:45am	1006
10:00am	1007
10:15am	1008
10:30am	1009
10:45am	1010
11:00am	BREAK
11:20am	901
11:35am	902
11:50am	903
12:05pm	904
12:20pm	905
12:35pm	906
12:50pm	LUNCH
1:20pm	907
1:35pm	908
1:50pm	909
2:05pm	910
2:20pm	911
2:45pm	END OF SCHOOL DAY

Thursday 18 March 2021	
Time	Tutor Group(s)
8:30am	801
8:45am	802
9:00am	803
9:15am	804
9:30am	805
9:45am	806
10:00am	807
10:15am	808
10:30am	BREAK
10:50am	809
11:05am	810
11:20pm	811 / 711
11:35am	701
11:50am	702
12:05pm	703
12:20pm	LUNCH
12:50pm	704
1:05pm	705
1:20pm	706
1:35pm	707
1:50pm	708
2:05pm	709
2:20pm	710
2:45pm	END OF SCHOOL DAY

Consent for Covid-19 testing in school

These LFT tests can only be administered if we have parent/carer consent.

You will receive a consent form via our school's MyEd parental communication app, please ensure you read through the information provided (also in Appendix A), enter the requested details and if you consent to your child getting a Covid-19 test in school, click the consent button and press submit.

If you have not downloaded our MyEd parental communication app, you will receive the consent form via a text message.

If you have any problems with the consent form via the link we send you, please contact Emily Wintersgill at becejw@beckfoot.org

Please note, if you do not consent to the test then your child will return to school on the same day as the rest of their year group.

Year 10 and 11 PE lessons during Covid-19 testing in school

As the access route to the testing centre is through the PE Block, the changing rooms will not be available. Therefore, Year 10 and 11 wear PE uniform on their PE lesson days for the first two weeks back (weeks commencing 8 March 2021 and 15 March 2021).

From w/c 22 March 2021, Year 10 and 11 students will wear correct school uniform each day with their PE kit in their bag on PE days.

Asymptomatic Testing at home

Home testing for students

At the end of the second week of testing in school, students will be given a home testing kit to take home. This will include enough tests for 3 weeks.

These tests are also lateral flow tests, not PCR tests.

It is advisory for students to be tested at home twice a week. We recommend this on a Sunday and Wednesday evening.

For students in year 7, it is advised the tests are carried out by a parent or carer. For students in all other year groups, it is advised for parents/carers to be present while the test is self-administered. There are details of how to administer the test on the test packaging. More details can be found [here](#). There are also [these videos](#) to watch to support you. We will share more instructions as they are released.

Once a home test is taken, you are required to register the test on the DfE/NHS website here <https://www.gov.uk/report-covid19-result> and you are to inform the school of the result, whether negative, positive or void by clicking the link the home page of our website: www.beckfoot.org or by clicking [here](#) and submitting the result. We will subsequently pick up the positive results and act on track and trace as per our usual procedures.

If the test is positive, you will also need to book a confirmatory PCR test. Use [this link](#) to book a test. If this test returns a negative result, please inform school and the period of self-isolation will be over and the student can return to school.

Please note, if a student is sent home to self-isolate due to a bubble closure, they can continue to take their home tests but a negative LFT home test result will not mean they can return to school until the ten days isolation is complete.

Home Testing – LFT Procedure

Student tests at home	
Students to self-test twice weekly and log results via the NHS website and our own website	
Positive results	Negative Result
Log results via the NHS website and our own website Book confirmatory PCR test	Log results via the NHS website and our own website
Headteacher informed	
School will contact to identify close contacts and agree self-isolation dates	
Student and household/ bubble told to isolate for 10 days.	
All close contacts identified and spoken to and informed to isolate for 10 days	
Clean areas of school student had contact with	
Communications sent out	
Update school of confirmatory PCR test	
After 10 full days isolation, provided the student has no high temperature for 48 hours before returning, then they can return to school and continue with twice weekly testing and log results.	

* Close contact is defined as

- 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

Home testing for staff

All staff will collect home testing kits on Friday 5 March 2021 from school. These tests are also lateral flow tests, not PCR tests.

Staff will need to self-administer a test before they come back into school. We recommend this is done on Sunday 7 March 2021. This will include enough tests for 3 weeks.

Once a home test is taken, you are required to register the test on the DfE/NHS website here <https://www.gov.uk/report-covid19-result> and you are to inform the school of the result, whether negative, positive or void by clicking the link the home page of our website: www.beckfoot.org or by

clicking [here](#) and submitting the result. We will subsequently pick up the positive results and act on track and trace as per our usual procedures.

If your result is positive, you also need to email Simon Wade, Darren Cooley and Emily Wintersgill as per the cover expectations.

Moving forward, it is recommended you test twice a week at home. We recommend this on a Sunday night and mid week, ensuring 3-5 days between tests.

You need to follow the same logging process each time.



Home Testing – LFT Procedure

Staff member tests at home	
Positive Result	Negative Result
Log results via the NHS website and our own website Book confirmatory PCR test	Log results via the NHS website and our own website
SWW/DPC/EJW informed	Staff member continues with normal activities
DPC to talk to staff	
All close contacts identified and spoken to and informed to isolate for 10 days	
Cover arranged / HR informed	
Clean areas of school staff member had contact with	
Communications sent out	
Update DPC of confirmatory PCR test	
After 10 full days isolation, provided the staff member has no high temperature for 48 hours before returning, then they can return to school and continue with twice weekly testing and log results.	

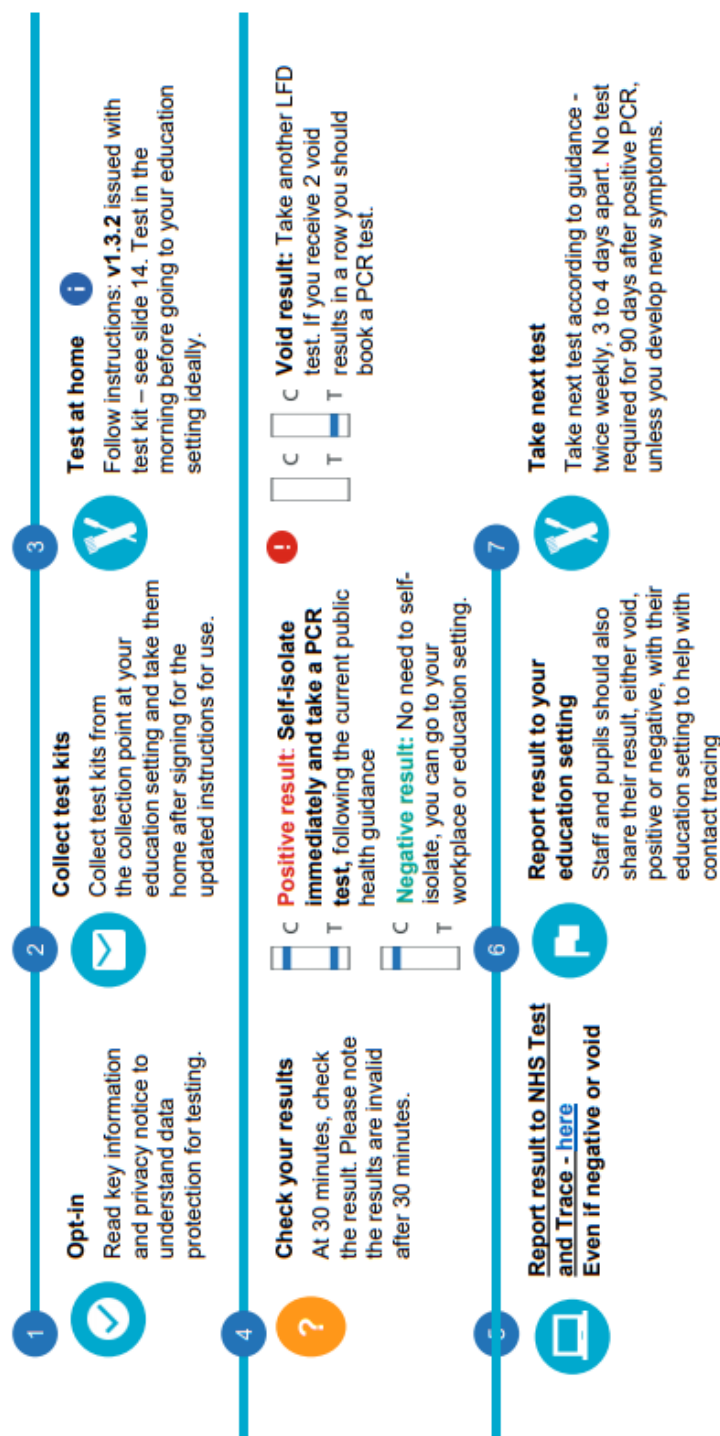
• Close contact is defined as

- 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



Overview

Testing at home – the process



It is recommended that you **test yourself in the morning** before attending your education setting (so there is less chance you get infected between taking the test and attending the setting). However, you may choose to do the testing the evening before, especially the first time, to give you more time to get accustomed to the test, and to have more time for your education setting to react to a positive test result.



If you receive a positive LFD result you should [book a confirmatory PCR test](#). We would advise visiting a community or drive through test site as this is the quickest way to get tested, or you can order a home test kit. It is important that you self-isolate until the result of your PCR test.



Overview



Test and Trace

Key questions

? **Why are we testing people without symptoms of COVID-19?**

Up to one in three people who have coronavirus (COVID-19) do not display any symptoms.

? **Is this compulsory?**

Testing is voluntary, and you should not be prevented from going into the education setting if you do not take part. The success of this public health measure depends on as many people participating as possible.

? **Can children and young people swab themselves?**

No children below the age of 11 should be tested. Secondary pupils aged 11 should have the test administered by an adult, and pupils and students aged 12-17 should be supervised by an adult but can swab themselves.

? **How often do staff and students need to test?**

Staff and students will test at home on a regular basis (twice per week, 3 to 4 days apart) usually before they come into the education setting.

? **How effective are these tests?**

LFD tests have been widely and successfully used to detect asymptomatic COVID-19 cases. The speed and convenience of the tests supports the detection of the virus in asymptomatic individuals, who would not otherwise have got tested. LFD tests are approved by the Medicines and Healthcare products Regulatory Agency (MHRA). The tests are highly specific, with low chances of false positives. They are also very sensitive and able to identify the majority of the most infectious yet asymptomatic individuals. It is important to remember that these tests are an additional layer of health protection measure in addition to hand washing, face covering and social distancing.

? **Where do I get my test kits?**

You can collect your test kits from the education setting that you work at or attend. Test kits were delivered to primary schools and school-based nurseries in January. Test kits will be delivered to other settings from 24 February, and to PVI nurseries from mid-March.

? **Are all staff included in the testing programme, or only teaching staff?**

Enough test kits are being supplied for all staff on-site, including nursery and support staff, such as those responsible for running breakfast and after-school clubs.

Bubbles

The Guidance for the Reopening of Schools is clear that in order to ensure the safety of students and staff we must stay operating in 'bubbles' as they were in the Autumn term. The bubbles will have minimal contact with other bubbles in school. These bubbles can be as big as an entire year group but where possible should be smaller. As a reminder, our Beckfoot bubbles are set up in the following way.

Year 7, 8 and 9

There are eleven bubbles in each year group, each with around 27 students.

These bubbles will remain together for all of their subjects and will have a designated classroom that only they access for the entire week.

Each year group as a whole is also a further bubble - they have a designated area of the school that only they access.

- Year 7 - English area
- Year 8 - Maths and Library area
- Year 9 - Humanities area

Years 10 and 11

We continue to treat the entire year groups as two separate bubbles (year 10 and year 11).

We took this decision to ensure that every student can still follow their personalised curriculum pathway.

We assigned each year group a designated area of the school.

- Year 10 - Science area
- Year 11 - DT and Languages area

Sixth Form

We continue to treat the whole sixth form (years 12 and 13) as one bubble.

We took this decision to ensure every student can follow their personalised curriculum pathway. It also ensures students have access to the specialized equipment required for their courses.

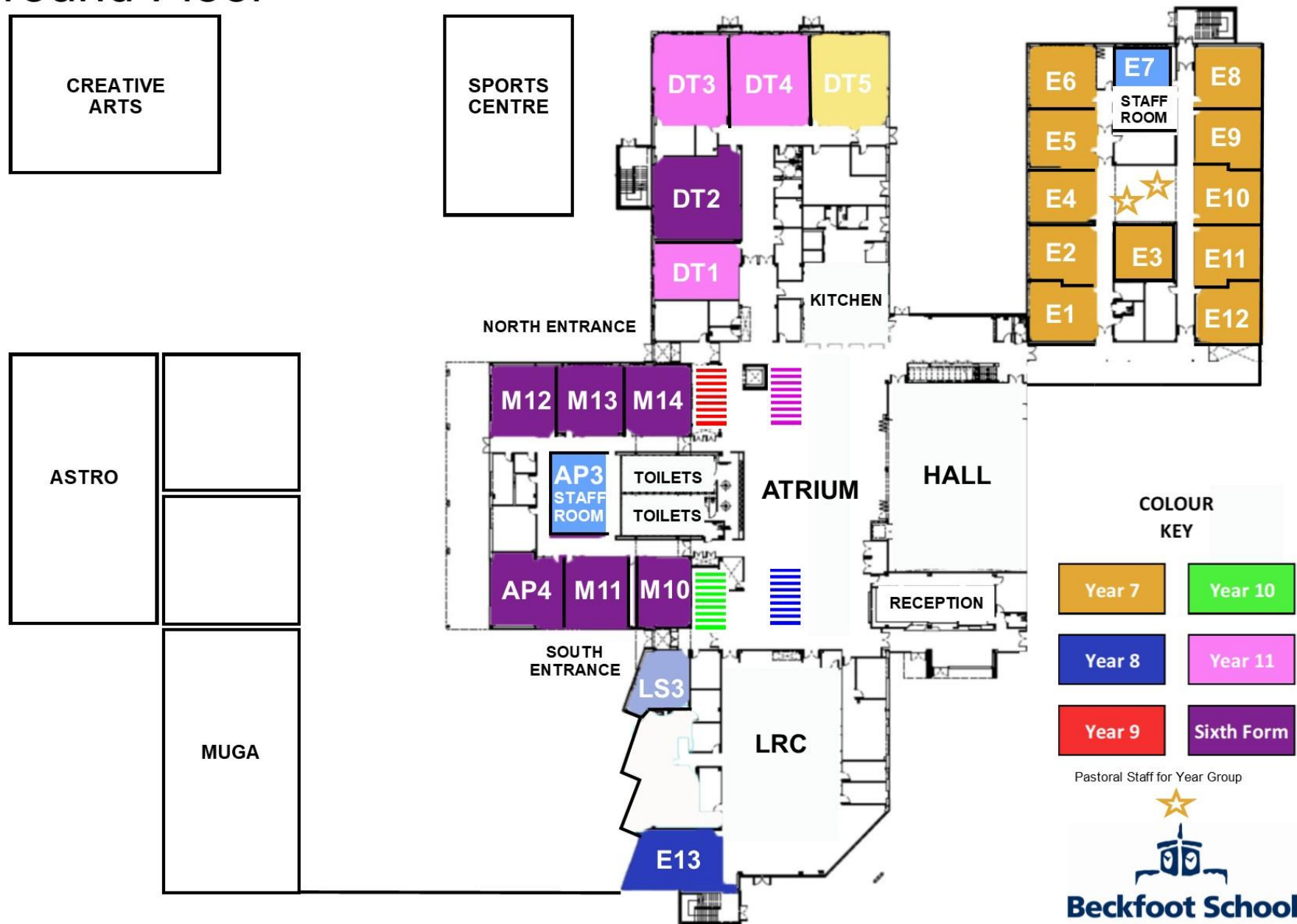
Sixth form lessons are based in the Creative block and the Applied area.

Maps

The maps on the following pages show each area of the school and where each year group are situated.

BUBBLES/ROOMS

Ground Floor



BUBBLES/ROOMS

First Floor



COLOUR KEY

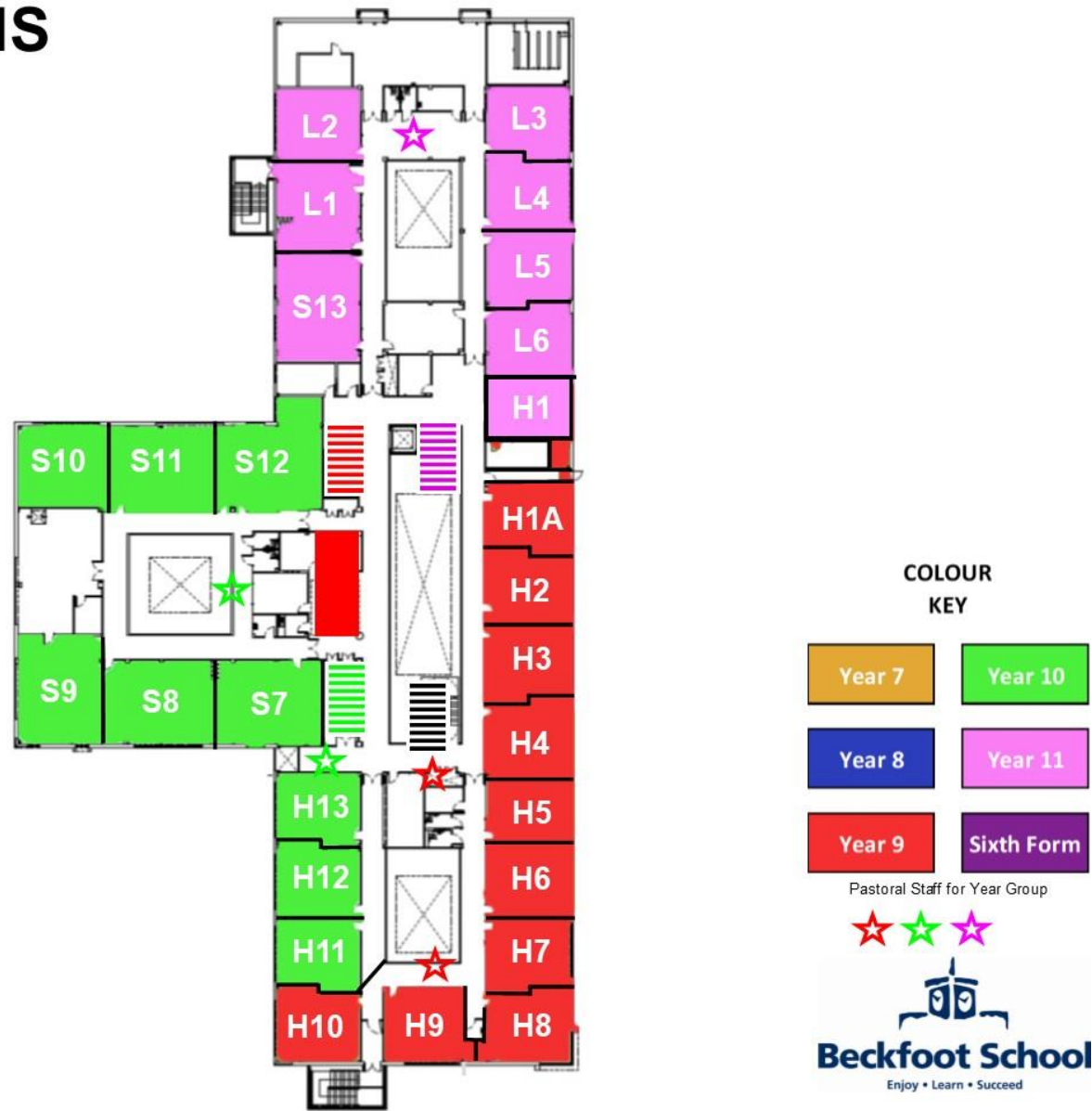
Year 7	Year 10
Year 8	Year 11
Year 9	Sixth Form

Pastoral Staff for Year Group



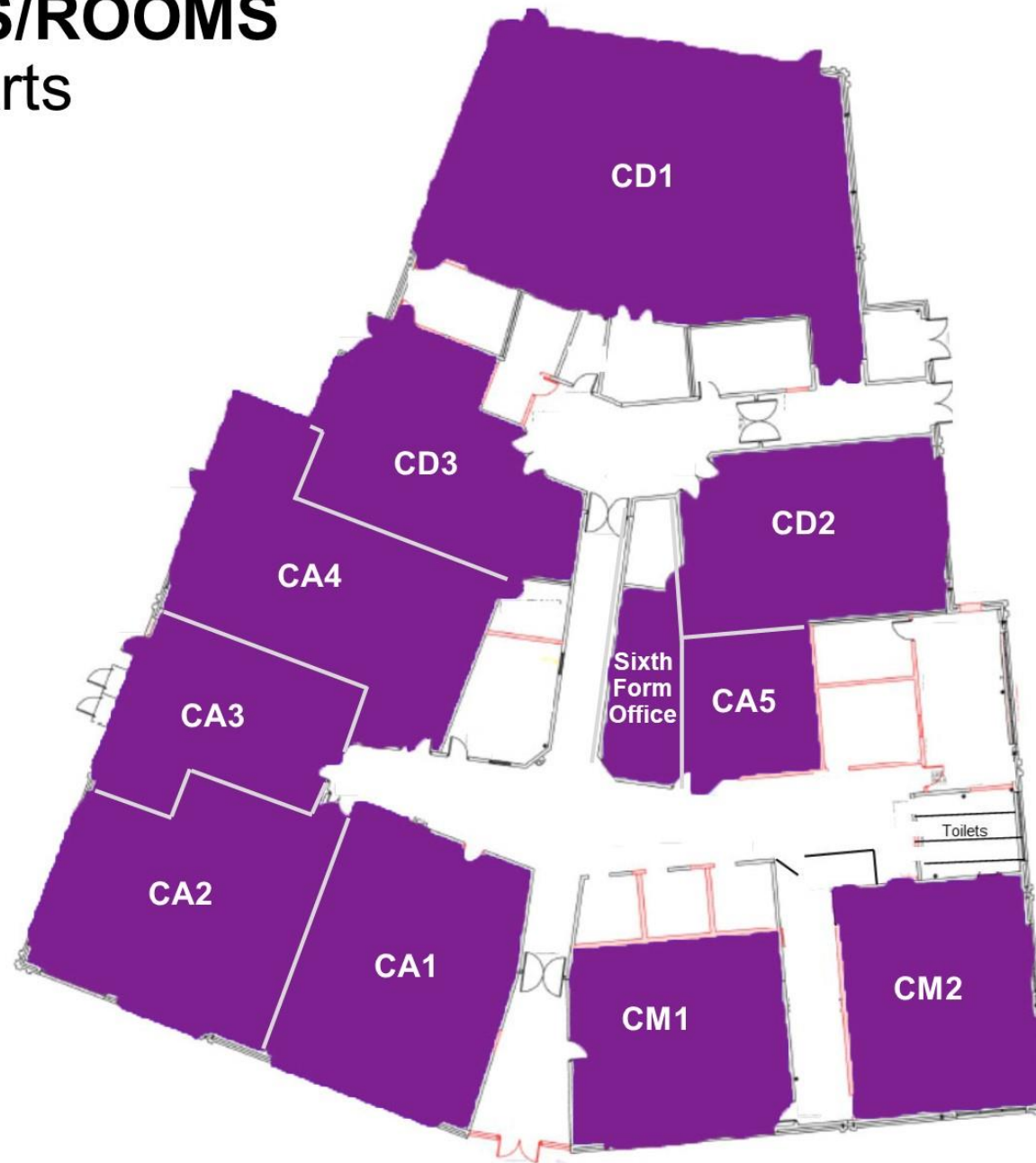
BUBBLES/ROOMS

Second Floor



BUBBLES/ROOMS

Creative Arts



COLOUR KEY

Year 7	Year 10
Year 8	Year 11
Year 9	Sixth Form

How the Day Will Work

Start of the Day

There are no staggered start or end times to the day, as many students come to school on the school buses.

The school gates open at 8am. Leadership team and our Support and Challenge team welcome our students on to site every morning and to ensure student safety through the correct entry to the building.

Each year group has their own entrance to school (see map on next page).

- Year 7 - Back of Atrium entrance
- Year 8 - Library entrance
- Year 9 - North entrance
- Year 10 - South entrance
- Year 11 - Back of DT entrance
- Sixth form – Creativity/Applied entrance

Key Stage three students will be directed straight into the building when they arrive. They will be directed to their bubble. Their areas of the school will be supervised from 8am.

Year 10 students will remain in the playground at the bus bay end and will also be allowed onto the MUGA.

Year 11 students will remain in the playground at the back entrance end and outside PE.

Sixth form students will be directed straight into either the Creativity block or the Applied Area (both have their own separate entrance). On Tuesday 9 March 2021, all Sixth Form students are required to be in school for tutor time. From Wednesday 10 March 2021, Sixth form students who do not have a lesson at 8:30am will be allowed to arrive at a later time depending on when their lesson starts. If they are starting later, they will need to sign in at the Creativity Block and make their way to their lesson from there.

PPE When Travelling to School

In line with Government guidance, staff and students will need to wear a face mask when on public transport. If students choose to remove the mask when they arrive at school, they must place the mask into a plastic bag for storage.

Face Coverings in School

Face coverings must be worn in corridors and communal areas (for example the atrium, hall or LRC) by staff and students unless exempt.

As a precautionary measure, and for a limited time, the government has stated that they recommend students and staff wear face coverings in communal areas, and also classrooms, if social distancing cannot be maintained. This does not apply to students who are exempt or situations whereby wearing a face covering would impact on the ability to take part in an activity such as PE. For this reason, all staff and students (unless exempt) must wear a face covering in communal areas and in lessons whereby a 2-metre distance cannot be maintained from w/c Monday 8 March 2021.

Please ensure your child has a face covering when they return for their test and return to school full time.

They should ensure they wear their face covering in a safe manner as per the below guidance.

Safe Wearing of Face Coverings Requires:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Students may consider bringing a spare face covering to wear
- not touching the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)

Whilst schools will keep a limited supply of face coverings it is the responsibility of the student or member of staff to have with them their own face covering at all times. It would be an idea to have a spare mask with students or staff at all times.

Entering Through Reception

A few of our students will continue to need to access school through the reception area.

Please do not try and come into school via reception unless this has been agreed with Mr Barnes, our SENCO. You will be sent round to the student entrances.

Lateness

The school gates will be locked at 8:30am. Any student arriving after this time will need to queue outside reception following the social distancing signage and wait to be signed in to school by a member of reception staff. Students will then make their way to their designated bubble. Students that are late to school will be issued with a same day break detention. Persistent lateness will result in an afterschool detention (see Positive Learning Strategy).

End of the Day

School will finish at 2:45pm unless students have a period 6, an after school activity or a detention. The LRC will not be open for students to remain in after school.

Teaching staff will ensure all students follow hand hygiene as they leave their final lesson.

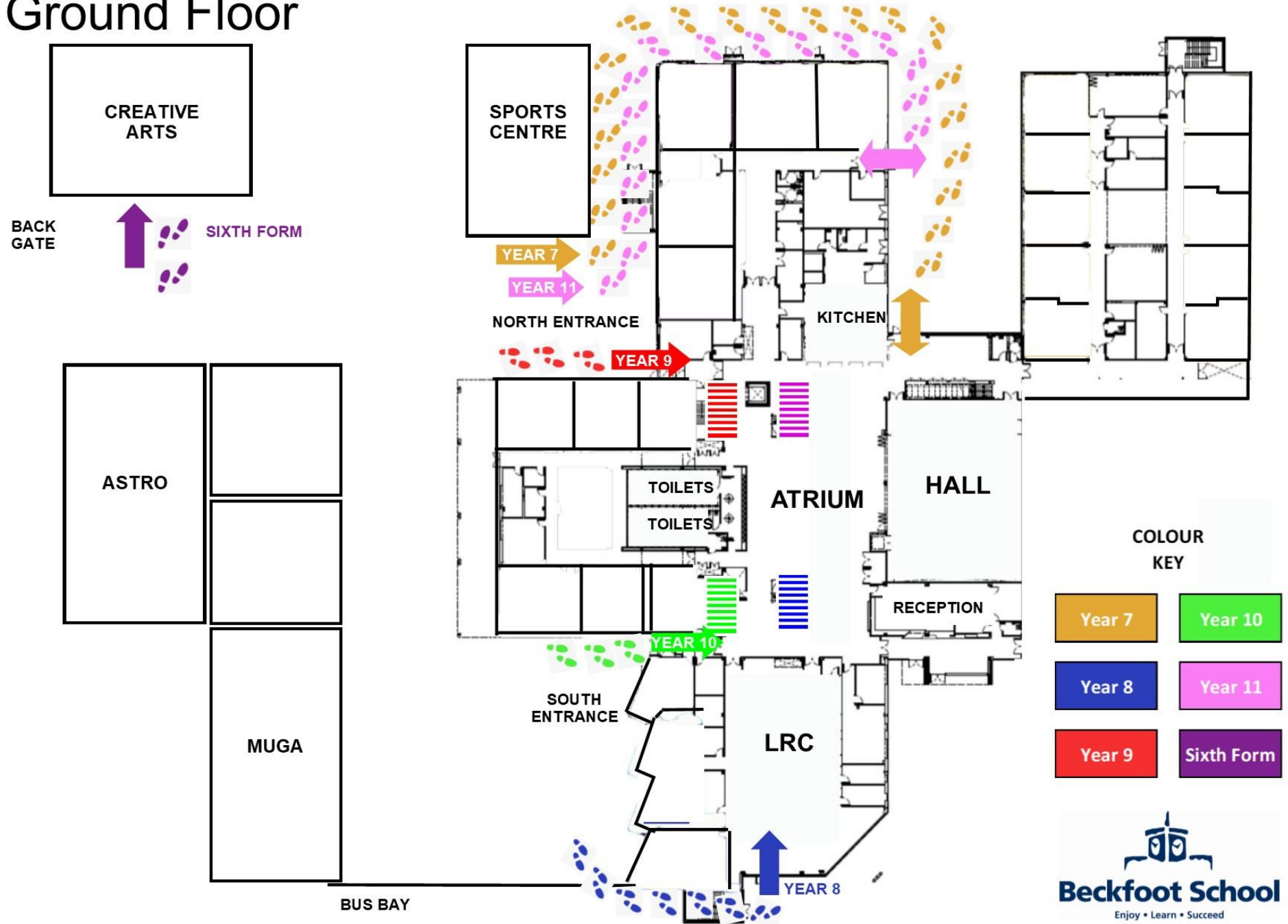
Students will be directed out of the same designated point they entered through (see map).

Staff will be positioned in school and in the playground to ensure student safety exiting the building through the correct exit.

Students will be expected to leave site immediately and not gather in groups at the school gates.

ARRIVAL & EXIT

Ground Floor



Travel advice

We would strongly advise, following government information and guidance that students who live close enough to walk or ride a bike into school safely should do so.

As a last resort, students who will be driven to school, need to be dropped off at the normal drop off points - in designated parking areas on Bradford Road or at the back of school on the turning circle. Unless you have been directed to the front of school by Mr Barnes and provided with a car pass, you will not have access to the front of school carpark.

School buses will run as normal. West Yorkshire Combined Authority and the DfE advised schools that students using School Designated Transport must wear a face mask. Students using school buses should avoid sitting with students who are not in their bubble. Failure to comply with these rules may lead to students not being allowed to use the school bus service.

Students should use the designated school bus service where possible. If students need to travel on public buses they need to follow the current advice and wear a face mask and comply with any rules set by the bus company.

The Daily Timetable

The day will continue like the autumn term, to ensure every year group can have a break and lunch in their year group.

	Year 7 & 8		Year 9		Year 10, 11 and Sixth Form
Lesson 1	8:30 - 9:30	Lesson 1	8:30 - 9:30	Lesson 1	8:30 - 9:30
Lesson 2	9:30 - 10:30	Lesson 2	9:30 - 10:30	Lesson 2	9:30 - 10:30
Break	10:30 - 10:55	Break	10:30 - 10:55	Tutor	10:30 - 10:55
Tutor	10:55 - 11:20	Tutor	10:55 - 11:20	Break	10:55 - 11:20
Lesson 3	11:20 - 12:20	Lesson 3	11:20 - 12:20	Lesson 3	11:20 - 12:20
Lunch	12:20 - 12:50	Lesson 4a	12:20 - 12:50	Lesson 4	12:20 - 13:20
Lesson 4	12:50 - 13:50	Lunch	12:50 - 13:20	Lunch	13:20 - 13:50
Lesson 5	13:50 - 14:45	Lesson 4b	13:20 - 13:50	Lesson 5	13:50 - 14:45
		Lesson 5	13:50 - 14:45		

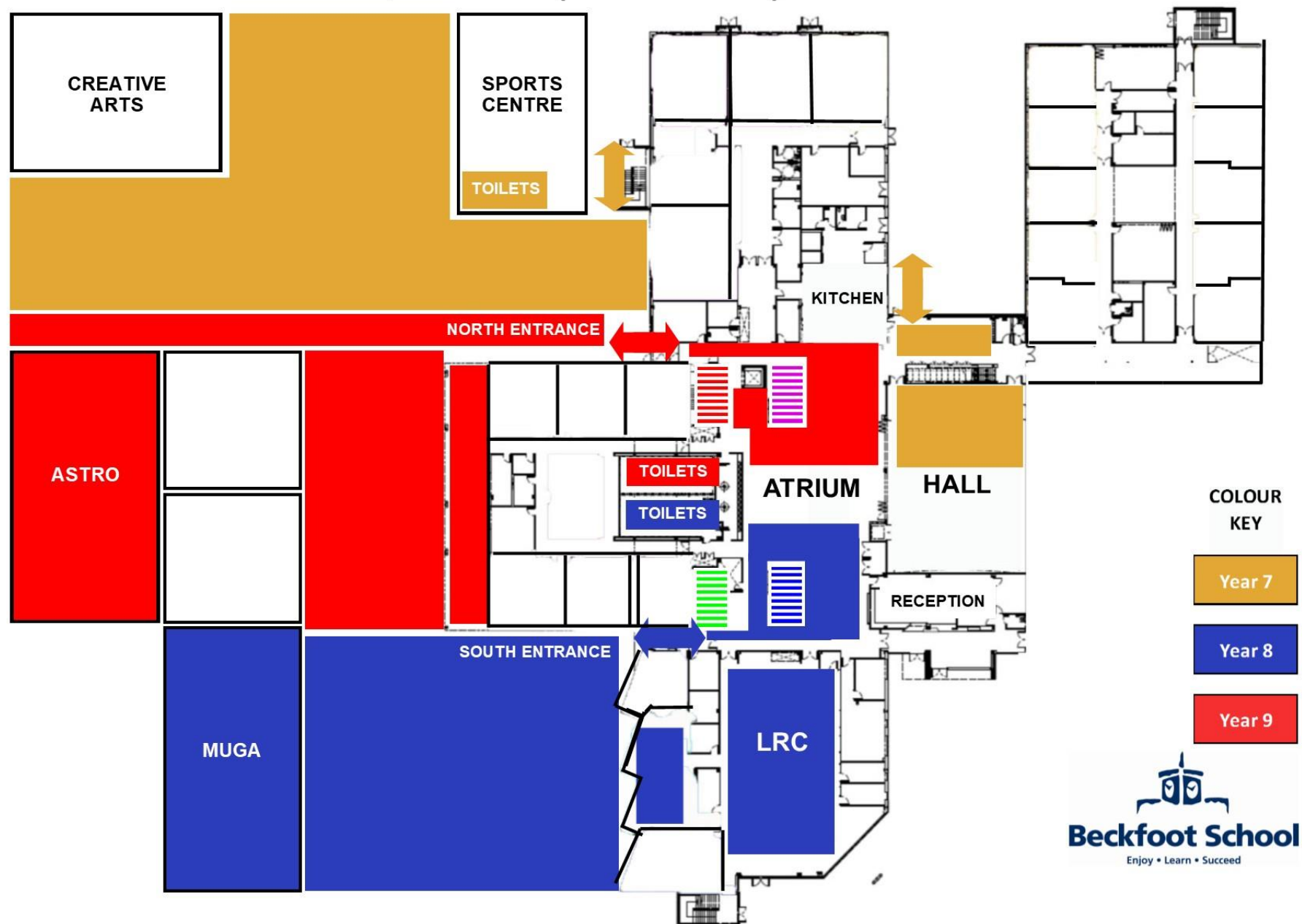
Breaks and lunches

During break time, each year group are assigned a designated area to purchase and eat food and an outdoor area. These areas are supervised by Leadership, our pastoral team and our CSA team to ensure student safety and to help students understand where they can and cannot go. These areas are shown on the maps on the following pages.

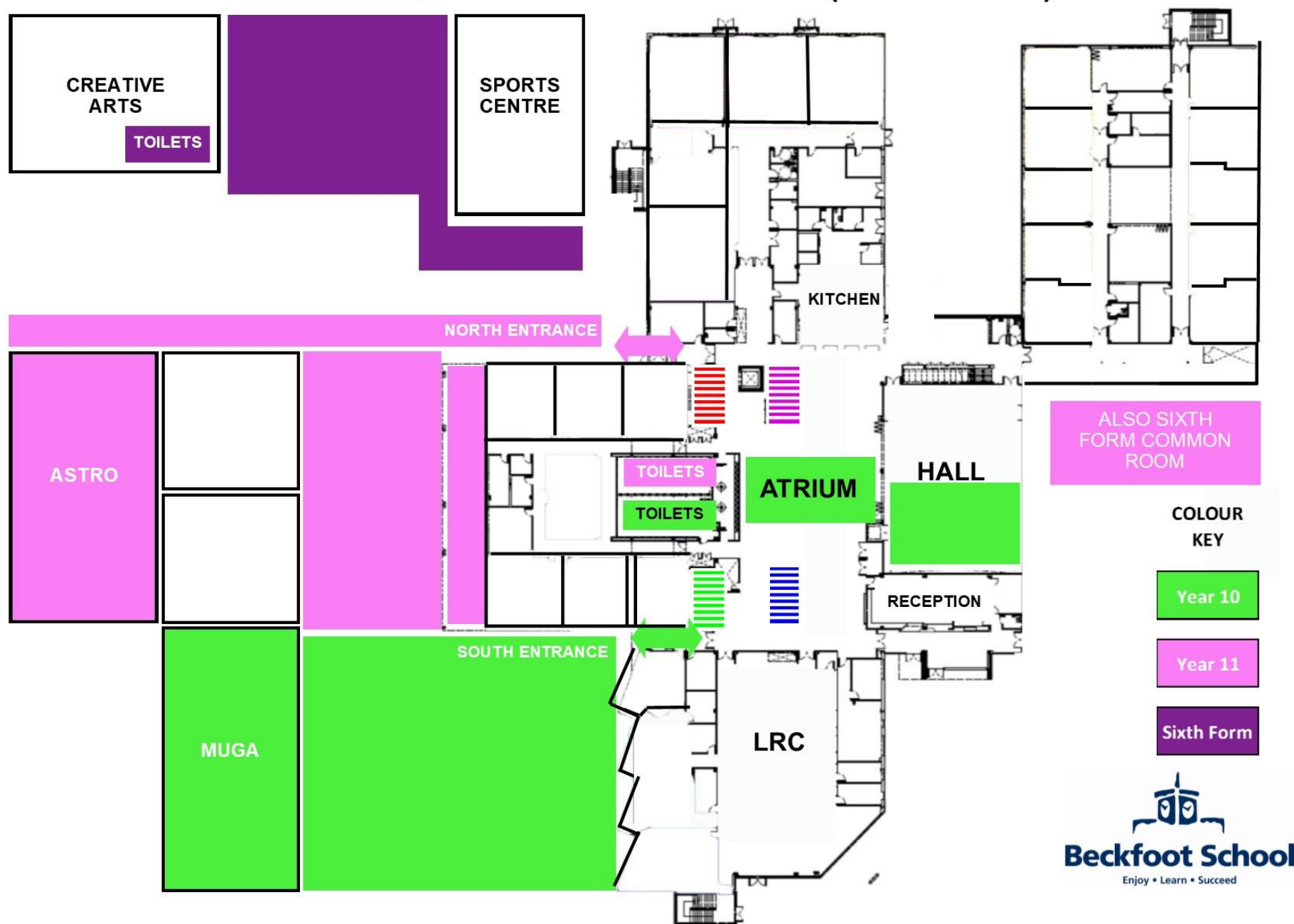
Students will be encouraged to go outside for their break and lunch times. **Those who remain indoors must wear a face covering at all times unless eating or exempt.**

Any areas that are used by more than one year group will be cleaned before another year group accesses them.

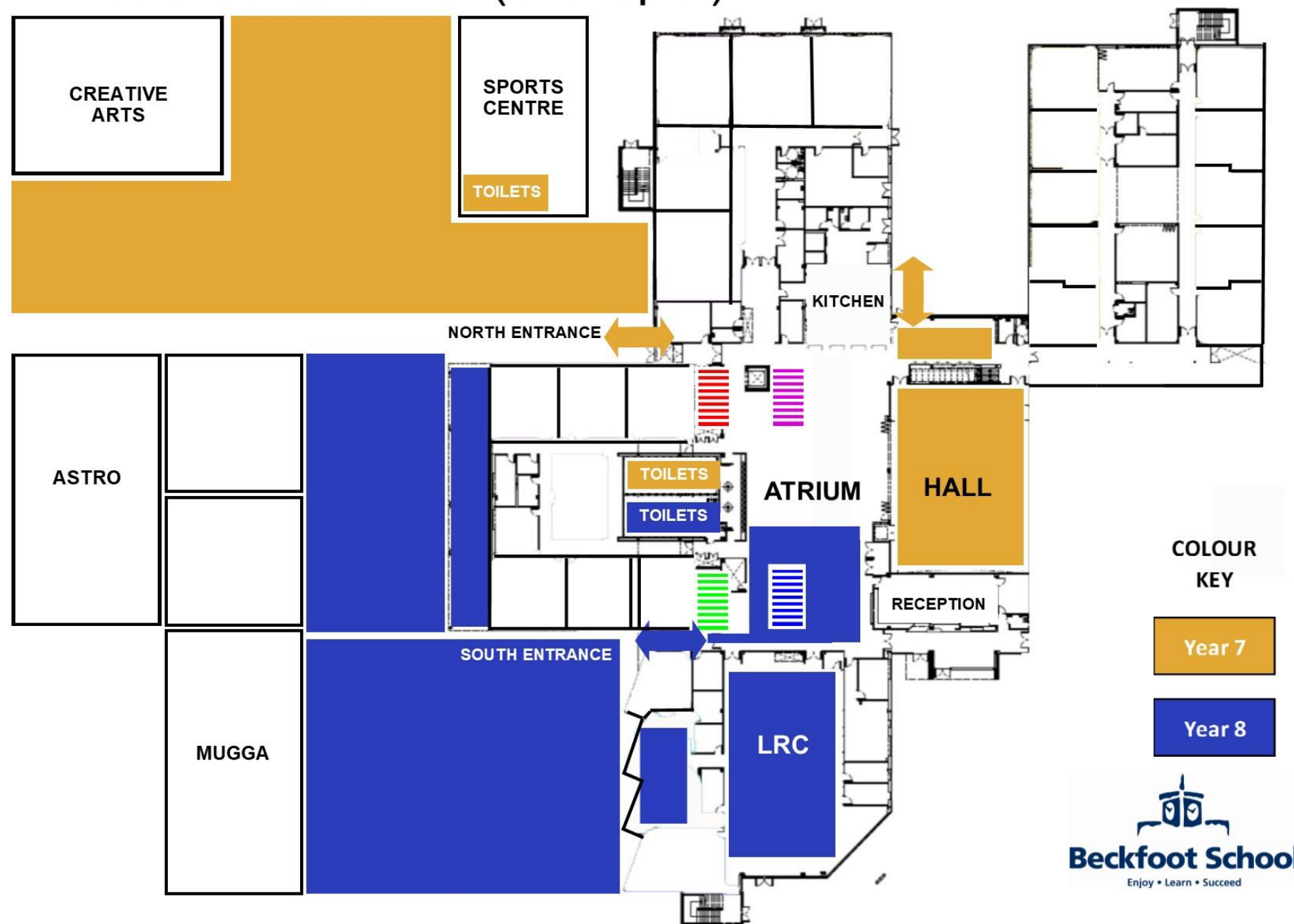
BREAK 1 - Year 7, 8 & 9 (10:30am)



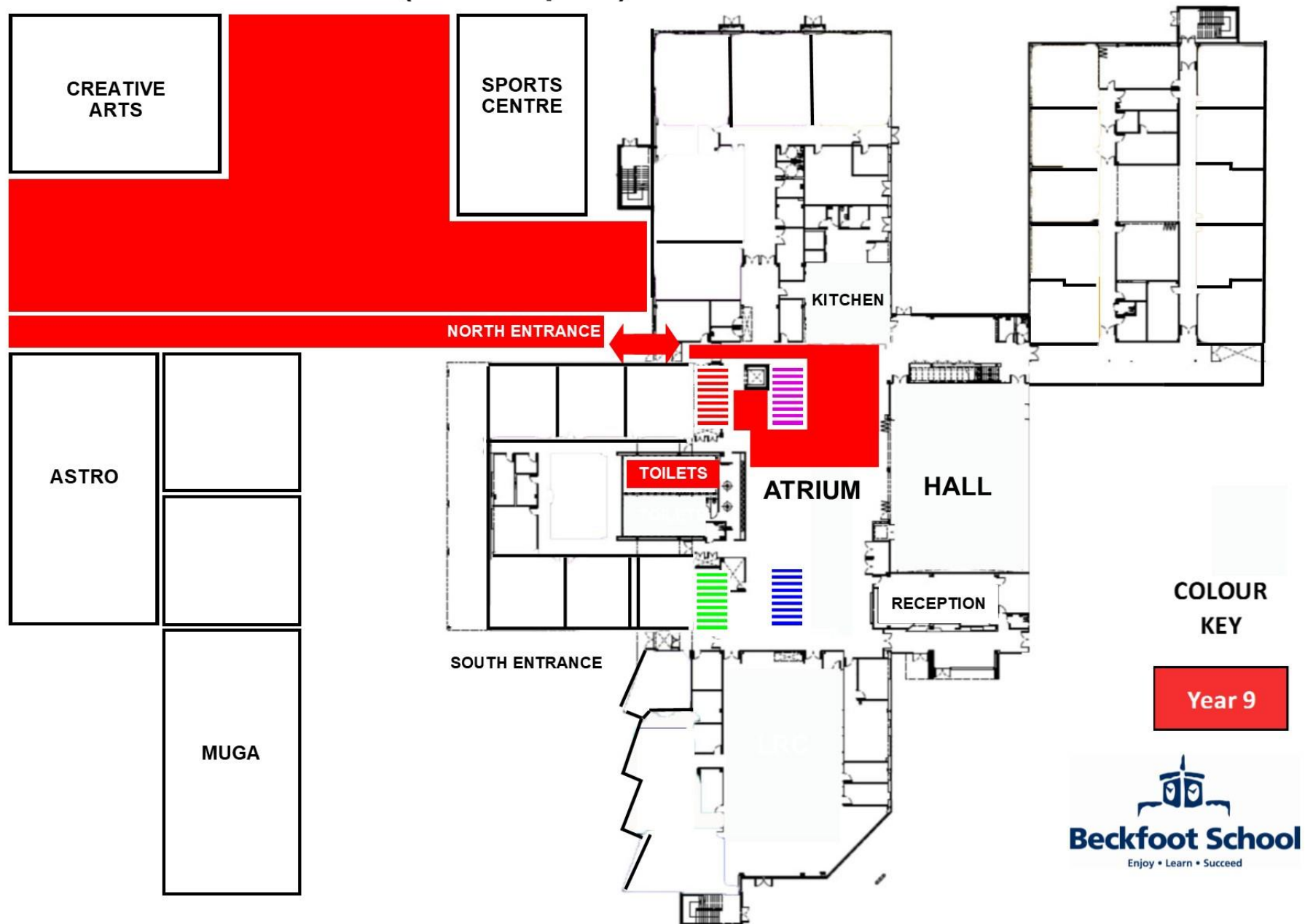
BREAK 2 - Year 10, 11 & Sixth Form (10:55am)



LUNCH 1 - Year 7 & 8 (12:20pm)



LUNCH 2 - Year 9 (12:50pm)



LUNCH 3 - Year 10, 11 & Sixth Form (1:20pm)



Catering plans

We have allocated two serveries for each year group at both break time and lunchtime@

Break One	
Year 7	Hall Servery & Main Servery
Year 8	South Servery & SFO Servery
Year 9	2x Main Servery

Break Two	
Year 10	Hall Servery & SFO Servery
Year 11	2x Main Servery
Sixth Form	Sixth Form Servery

Lunch One	
Year 7	Hall Servery & Main Servery
Year 8	South Servery & SFO Servery

Lunch Two	
Year 9	2x Main Servery

Lunch Three	
Year 10	South Servery & SFO Servery
Year 11	Hall Servery & Main Servery
Sixth Form	Sixth Form Servery

We provide hot and cold food and drinks at break time for all year groups.

At lunch time we provide hot and cold food for all year groups. These include a range of fast track pre-wrapped and portioned options including grab bags. Halal and vegetarian options are always available. Vegan alternatives are available on request.

Curriculum

We continue to deliver a full curriculum to all year groups.

In years 7, 8 and 9 this includes:

- English
- Maths
- Science
- MFL
- Computing
- History
- Geography
- RE
- PE
- Drama
- Music
- Art
- DT

While these are delivered in standard classrooms, our staff plan lessons to ensure all content is still covered and that practical sessions are included where necessary.

In years 10 and 11 every student studies Maths, English and Science and continues to study their chosen options.

Our staff plan lessons for year 10 to ensure no learning is missed and practical lessons take place as required, not always in the regular rooms.

We have ensured year 11 students have access to all the specialized rooms and equipment they need to complete their courses.

At sixth form we have ensured students have access to the rooms and equipment they will need in each of their option subjects.

Remote Education

Where a student is unable to attend school due to COVID symptoms, testing positive or at home due to bubble closure, we offer dual streaming through each student's Microsoft TEAMS calendar. All work for all lessons is also placed in 'My Learning Resources' through our website. Should you need any support with using Microsoft TEAMS please contact admin@beckfoot.org.

Plans for PE

PE will be delivered for every student in years 7 to 11.

In years 7, 8 and 9 students will continue to be taught in their bubbles. This will mean mixed gender teaching. Students in these year groups can wear their PE kit to school on the days they have a PE lesson. They must bring their full school uniform, including shoes, with them as well in case they need to change into something after the lesson. Please refer to student timetables to remind you of the days. They will then take part in outdoor PE lessons led by our specialist PE team.

As the access route to the testing centre is through the PE Block, the changing rooms will not be available. Therefore, Year 10 and 11 will be asked to wear PE uniform on their PE lesson days for the first two weeks back (weeks commencing 8 March 2021 and 15 March 2021).

From w/c 22 March 2021, in year 10 and 11, PE lessons will continue to be taught as normal with the normal changing facilities available. Students in year 10 and 11 need to wear full uniform including shoes to school everyday, they will bring their PE kit and trainers in a bag. They will get changed before and after the lesson.

Activities and lessons have been carefully considered to ensure that we comply with all the safety guidelines including no contact and how equipment can be safely shared. These guidelines are still being developed and we will keep abreast of all changes to ensure that we can provide the best PE experience we can whilst staying safe.

Students will need full PE kit for every PE lesson.

Extra-Curricular Offer

A central part of the experience at Beckfoot is the huge range of extra-curricular experiences we offer. Once we have reopened the school up and are happy that everything is running smoothly, we will be starting up as many activities as we safely can. We will share our plans with you as soon as we start and will encourage as many of our students as possible to get involved. This already includes music lessons with peripatetic teachers.

Trips

The guidance is clear that we cannot currently plan for any abroad or overnight trips. However, trips which are linked to the delivery of our curriculum will go ahead. These will be carefully risk assessed. We will share these plans with you well in advance of any trip so you can be happy your child will be safe.

Exams & CAGs

Ofqual has published an update on how grades will be awarded at KS4 and KS5 in summer 2021. The two links below provide detailed information for you to read regarding the awarding of GCSE, A level and Vocational grades this summer. Over the coming weeks, we will absorb this information, await further specific guidance from the awarding bodies and implement a process which follows the government requirements. We will work closely with awarding bodies to ensure a robust evidence-based process is implemented with internal and external quality assurance.

- [Consultation on how GCSE, AS and A level grades should be awarded in summer 2021 - GOV.UK](https://www.gov.uk/government/consultations/gcse-as-and-a-level-grades-summer-2021) (www.gov.uk)
- [Consultation on alternative arrangements for the award of VTQs and other general qualifications in 2021 - GOV.UK](https://www.gov.uk/government/consultations/alternative-arrangements-vtqs-2021) (www.gov.uk)

You will appreciate that the work that our staff will undertake is highly confidential and so we are not at liberty to discuss confidential aspects of it at this stage, but we want to assure you that our staff will support your child every step of the way. Year 11 and 13 students should continue to fully engage and continue to work with their teachers and complete all their work to the best of their ability. Students completing non-examination assessment work (NEA) should continue to complete this as instructed by their teacher.

As we get further clarity for Year 11 and Year 13 on exams and CAGs and the process, we will share any information on this with you and our students as soon as we can.

Access to Toilets and Washrooms

Face coverings will need to be worn by staff and students at any time they access a toilet or washroom unless exempt.

During Lesson Time

As usual, during lesson time students will be encouraged not to leave lessons to access the toilet. If they have to access a toilet at this point, they will be directed to the student toilet within the bubble area.

Students will be provided with alcohol based hand sanitizer when they arrive back at the lesson.

Break and Lunch Times

During break and lunch times, year groups have been assigned to different toilets. These can be seen on the previous maps on pages 23-27.

Pastoral Support

Each year group has two dedicated members of pastoral support. Students have access to them at break and lunch time.

They will be based in the bubble area all day. You can see where they will be based on the maps on pages 15-18.

If a parent needs to speak to a member of the pastoral team, this will need to be done via email or telephone, usually at the beginning or end of the day, as pastoral staff have limited access to their regular offices when in their bubble areas. We will not be able to accept visitors into school.

Supporting the wellbeing and mental health of students

Supporting the wellbeing, resilience and mental health of our students when they return from the 8 March 2021 is very important to us. In September, all staff received training on ways to recognise wellbeing and/or mental health issues, support students effectively, and signpost to colleagues and/or other services where appropriate and necessary. Many staff have also undertaken the Mental Health Champions course from Place2Be.

All students will continue to be supported with the following being provided to them:

- Clear and consistent routines wherever possible.
- Clear communication and regular reminders of the team around them: their tutor, teachers, teaching assistants, Pastoral Manager, Head of Year, and the Senior Leadership Team.
- Regular 'check-ins' about their wellbeing and mental team from their team.
- Clear communication and regular reminders of online support services available to students, including: Young Minds, Shout, The Mix, Kooth, Child Bereavement UK and Place2Be.
- Opportunities to talk, to share experiences and to be listened to.
- Normalisation messages that validate their experiences.

- Education around usual responses to stress and loss with information on self-help and self-care strategies.
- Recognition of additional stressors and how to address these.
- Clear and regular communication re-emphasising wellbeing messages.

Place2Be will continue at Beckfoot three days a week. Place2Be is a children's mental health charity who work with students, families and staff in schools. They offer a range of services which include:

- One-to-one counselling for students who are struggling.
- Short appointments to talk about worries, booked by students.
- Group work about friendship, self-esteem and other issues.
- Training for school leaders and staff to make schools more mentally healthy.
- Consultations for school staff about behaviour and wellbeing.
- Advice and support for parents to help them look after their child.
- Group programme using art and discussion to build pupils' self-esteem.

If you'd like to know more, please refer to their last Annual Review report here:

<https://www.place2be.org.uk/media/lirlrxa/place2be-annual-review-2019.pdf>

If you'd like to know more about how to support your child's mental health and wellbeing, please refer to our 'Supporting Wellbeing' booklet here:

http://www.beckfoot.org/?p=13958&utm_source=rss&utm_medium=rss&utm_campaign=supporting-wellbeing-27-april-2020

Safeguarding

All of our staff in school have completed up to date safeguarding training. We also have a team of Designated Safeguarding staff led by Mr Cooley, (Deputy Headteacher). Our safeguarding processes will run as normal.

Equipment

All students must bring a face covering with them everyday unless exempt.

Students must also bring with them

- | | |
|-------------------------|---------------------------------|
| • Their planner | • A compass |
| • Their lanyard | • A protractor |
| • A coat | • A basic scientific calculator |
| • A pencil case | • A bag |
| • x3 Blue or black biro | • A glue stick |
| • x3 Pencils | • A whiteboard marker |
| • A green pen | • PE kit (on PE days) |
| • A ruler | • Trainers (for break time) |
| • A sharpener | • A drink |
| • A rubber | |

We request that students and staff do not bring any equipment in that they do not need. This will minimise the risk of bringing the virus into school.

Students will not have access to a locker as this creates another touch point. Whatever they bring with them will have to be kept with them in lessons.

System of Control Measures

We have put in place several prevention methods as outlined in the government guidelines (Guidance for the Full Opening of Schools).

- 1) We will ensure we 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) We will ensure students and staff clean hands thoroughly more often than usual including using alcohol based hand sanitizer. This will include every time they enter the building or a classroom and when they leave a classroom at break time, lunchtime or at the end of school
- 3) We will ensure good respiratory hygiene is followed by our students and staff by promoting the 'catch it, bin it, kill it' approach
- 4) We will introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach
- 5) We will minimise contact between individuals and maintain social distancing wherever possible
- 6) **Face coverings will be worn by all staff and students (unless exempt) when in communal areas and classrooms**
- 7) We will ensure students are not sat facing each other and that desks are spread out in the classroom as far apart as is possible

Supporting SEN learners

In lessons

Nurture groups in years 7, 8 and 9 remain the same. They will be based in one classroom for the vast majority of lessons, excluding PE.

TA support will be hovering and/or circulating. Any individual support must be provided from behind or beside the student and will not be face-to-face.

Students with SEND who require the use of a laptop, can continue to access them in lessons. They will be provided with a wipe to clean them down after each use.

Timeout passes are issued by the SENCo only and will continue to be used. These students can only either (a) stand outside their classroom when on timeout or (b) go directly to their pastoral team in the designated areas. Please refer to the maps on page 15-18 for details.

Toilet passes are issued by the SENCo only and will continue to be used. Students can use the faculty toilet in their area.

Students with SEND who require intimate care will continue to have this provided by designated members of staff. We have located the majority of these students on the ground floor to support access to toilets for disabled students.

Students with SEND who usually leave lessons early will continue to do so.

We have based as many wheelchair users as possible on the ground floor to minimise use of and access to the lift. The lift will be used by one wheelchair user at a time.

Out of lessons

PTS transport for students with physical disabilities continues as normal. These students will access school via reception where they will be met by a TA.

Students who usually enter and/or exit the building via the LRC (Library) must enter the building by reception where they will be met by a TA.

The TA on duty in reception will signpost students to where they need to go next.

We are unable to facilitate the break time games clubs due to the bubbling of students.

Students in the DSP (Designated Special Provision) who have physical disabilities can access the supervised dining table at lunchtime in the atrium next to the hall. This area will be cleaned down after use.

Other points to be aware of

Students will not have access to their pegs in the SEND area of their lockers. Everything they bring into school must stay with them and go home with them.

Learner Code of Conduct

Rewards

We will also be running our regular rewards structure as outlined below.

Aim High!

Your Rewards at Beckfoot

You earn reward points for attending every day and world class attitude to learning (AtoL)

Attitude to Learning points system:



Reward certificates:

Platinum = 5000 points
Gold = 3500 points
Silver = 2000 points
Bronze = 1000 points
100% Attendance certificates

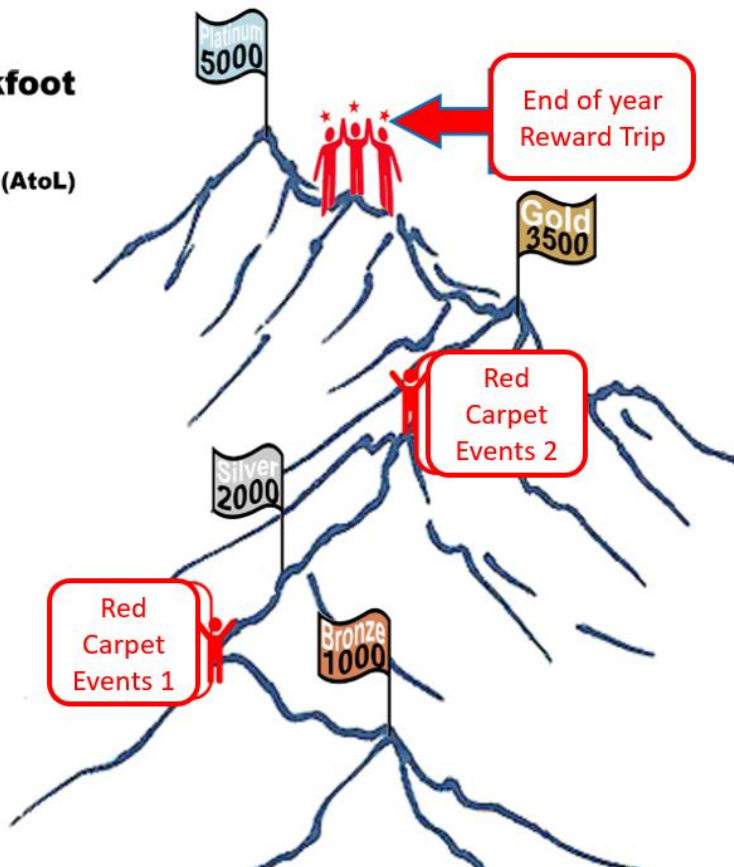
Tea Party

Extra special for remarkable attitude to learning

Texts Home

- from Teachers & Tutors (regularly)
- from Heads of Year (half termly)
- from Senior Leadership

enjoylearnsucceed





The Beckfoot Positive Learning Strategy



Our Expectations: The Beckfoot Six Ps

<ul style="list-style-type: none"> • Arrive to school on time • Arrive to lessons on time • Aim for 100% attendance <p>PUNCTUAL</p> <p>1</p>	<ul style="list-style-type: none"> • Ready to learn • Correct uniform, lanyard and equipment • Planner/Day planner out, phone and earphones away <p>PREPARED</p> <p>2</p>	<ul style="list-style-type: none"> • Show respect: • In the classroom • Around school • In the local community <p>POLITE</p> <p>3</p>	<ul style="list-style-type: none"> • Have a 'can-do' attitude • Look after each other • Be resilient <p>POSITIVE</p> <p>4</p>	<ul style="list-style-type: none"> • Pride in my work • Pride in my progress • Pride in the school environment (no litter or chewing gum) <p>PROUD</p> <p>5</p>	<ul style="list-style-type: none"> • Be focused and on task • Seek out learning opportunities including home learning <p>PROACTIVE</p> <p>6</p>
--	---	--	---	---	--


In My Lessons

	Attitude to Learning	Beckfoot Learner: What it means for me	Beckfoot Teacher: PLS steps
ATL 1	I am <u>consistently</u> meeting the Beckfoot Six Ps in all that I do.	<ul style="list-style-type: none"> • I will make good progress • I will <u>receive 20 reward points</u> • I will receive positive notes, stamps and messages home • I will access rewards, Red Carpet events and celebration trips 	<ul style="list-style-type: none"> • Take the register • All students start on ATL 1 • Possible note/stamp in planner/ message home
ATL 2	I have demonstrated a desire to improve. I have participated and worked well. However, my ATL does <u>not fully meet</u> the Beckfoot Six Ps.	<ul style="list-style-type: none"> • I will <u>receive 0 reward points</u> • I will work to keep my ATL 2 • I will have a chance to correct my behaviour to meet the Beckfoot Six Ps 	<ul style="list-style-type: none"> • ATL changed on register • Verbal reason given • Record reason for moving to an ATL 2 on drop-down SIMS menu • Continue to monitor
ATL 3	I have <u>repeatedly</u> (more than once) demonstrated ATL that does <u>not fully meet</u> the Beckfoot Six Ps. I have <u>challenged</u> staff instructions.	<ul style="list-style-type: none"> • I will <u>lose 10 reward points</u> • Two ATL 3 in a week = 30min HoY after-school detention • Four ATL 3 in a week = x2 30min HoY after-school detentions • Six ATL 3 in a week = 90 minute Leadership Team after school detention • Parental/carer meeting for persistent offences 	<ul style="list-style-type: none"> • ATL changed on register • SIMS comment • ATL note in planner
ATL 4	I have <u>refused</u> to follow staff instructions. I have <u>repeatedly</u> <u>disrupted</u> the learning. I have exhibited <u>dangerous</u> or <u>abusive</u> behaviour.	<ul style="list-style-type: none"> • I will <u>lose 20 reward points</u> • I will spend time in Isolation and lose my social time • My parents/carers will be contacted • Persistent 4s will result in a parental/carer meeting, time out at another school and possible exclusion 	<ul style="list-style-type: none"> • On Call • ATL changed on register • SIMS comment


enjoylearnsucceed

Please note:

- Spitting is considered a dangerous action and will result in an exclusion.
- Deliberately coughing on another person will be treated as dangerous behaviour.
- **Persistently not wearing a face covering in a communal area unless exempt will result in a same day break detention.**




The Beckfoot Positive Learning Strategy



Our Expectations: The Beckfoot Six Ps


• Arrive to school on time
• Arrive to lessons on time
• Aim for 100% attendance

PUNCTUAL

1 


• Ready to learn
• Correct uniform, lanyard and equipment
• Planner/Day planner out, phone and

PREPARED

2 


Show respect:
• In the classroom
• Around school
• In the local community

POLITE

3 


• Have a 'can-do' attitude
• Look after each other
• Be resilient

POSITIVE

4 


• Pride in my work
• Pride in my progress
• Pride in the school environment (no litter or chewing gum)

PROUD

5 

• Be focused and on task
• Seek out learning opportunities including home learning

PROACTIVE

6 

In My Community		
CODE	COMMUNITY POINTS	REWARDS/CONSEQUENCES
C1	Helping in the community Charity work Organising events/competitions Student leadership Special extra-curricular	Additional reward points (20 reward points) Note in planner Stamp in planner Text message home/Email home/Phone call home Additional reward events
C2	Late to school Lack of lanyard Lack of planner	Same day break detention
C3	Failure to attend 30 minute or break detention Challenging staff instructions Fighting - equally to blame Failure to collect day planner or lanyard sticker Selling food or drinks Internal truancy Chewing gum Inappropriate corridor language or behaviour Incorrect uniform Persistent lateness Persistent lack of lanyard or planner Out of bounds	Loss of social time Lose 10 reward points X One C3s in a week = 30min HoY after-school detention X Two C3s in a week = x2 30min HoY after-school detentions X Three C3s in a week = 90 min Leadership Team after school detention Parental/carers meeting for persistent offences Recorded on SIMS
C4	Persistent poor behaviour Persistent refusal to follow staff instructions/total defiance Disrespect towards staff and students Dangerous behaviour Fighting - equally to blame (serious) Theft Vandalism Smoking/Vaping Failure to attend Leadership Team detention Improper use of technology	Lose 20 reward points Spend time in Isolation and lose social time Parents/carers will be contacted Persistent C4s will result in a parental meeting, time out at another school and possible exclusion External agencies may be contacted Recorded on SIMS
C5	Abuse to staff Abuse to students (bullying, racism, homophobia and sexism) Unprovoked assault Enabling trespassing Throwing item over balcony Persistent breach of school rules Possession of a dangerous item Possession of illegal substances Serious misuse of technology	Lose 50 reward points Time out at another school Exclusion from school (including a risk of permanent exclusion) External agencies may be contacted

enjoylearnsucceed

Attendance expectations

From 8 March 2021, students who are shielding need to remain at home. From 31 March 2021, those students will be able to return to school (after the Easter break) as per DFE. After which, the only COVID related reason for non-attendance would be if you (or a member of your family) are showing symptoms or who have tested positive.

100% attendance at school is vital to ensure students wellbeing and that they make good progress. We will be expecting all students to return to Beckfoot w/c 8 March 2021. We will need your support as parents and carers to ensure this happens.

Should your child be too ill to attend school, please contact us on the first day of absence before 8:30am by:

Text: 07624 813492
Email: absence@beckfoot.org
Phone: 08442 393390

Uniform

Students will be expected to adhere to the uniform policy at all times. As with all our school expectations, failure to meet these standards will result in an immediate sanction as stated in our Positive Learning Strategy (PLS).

**Beckfoot School**

Uniform Policy

Smart Uniform Policy
In all aspects of appearance, our aim is personal smartness demonstrating our pride as part of the Beckfoot community. We ask parents and carers to support our Smart Uniform Policy.

Compulsory items for school

- White (black for KS4) Beckfoot polo shirt with school logo.
- Blue (black for KS4) Beckfoot sweatshirt with school logo.
- Black tailored school trousers appropriate for school wear. No studs, leggings, cropped trousers or jeans.
- Shoes should be traditional school style without any logo. No trainers, canvas shoes or fashion wear.
- Skirts should be traditional, appropriate school style and length.
- Black, full length plain socks, or plain black or flesh coloured tights. Sport socks should not be worn with school uniform.
- Excessive makeup and acrylic nails are not allowed.
- One stud in each earlobe and/or one nose stud is permitted. Other facial or body piercings are not allowed.
- Lanyards should be worn as part of our uniform.
- Outdoor coats and PE hoodies must not be worn inside the school building.

As with all our school expectations, failure to meet these standards will result in an immediate sanction as stated in our Positive Learning Strategy (PLS).

Uniform Policy for PE

Uniform Policy for PE

In all aspects of appearance, our aim is personal smartness demonstrating our pride as part of the Beckfoot community. We ask parents and carers to support our Uniform Policy for PE.

Compulsory items for school

- Top half:
 - Beckfoot branded polo shirt; or
 - Beckfoot branded rugby shirt; and/or
 - Beckfoot branded hoodie
- Bottom half:
 - Beckfoot branded leggings; or
 - Beckfoot branded skort (we recommend girls wear something over the top of these for school); or
 - Beckfoot shorts / plain navy blue tracksuit bottoms (small logo allowed but no overt branding)
- Footwear:
 - Plain white or beckfoot navy blue socks.
 - Trainers (no pumps).

As with all our school expectations, failure to meet these standards will result in an immediate sanction as stated in our Positive Learning Strategy (PLS).

Equipment List

Covid 19

All students must bring a face covering with them everyday unless exempt.

Also, students must also bring with them:

• Their planner	• A ruler	• Mini-whiteboard pen
• Their lanyard	• A sharpener	• Mini-whiteboard rubber (small cloth/old sock work fine!)
• A pencil case	• A rubber	• Glue stick
• x3 Blue or black biro's	• A compass	• A bag
• x3 Pencils	• A protractor	• PE kit (on PE days)
• A green pen	• A basic scientific calculator	• Trainers (optional for break time)

We request that students and staff do not bring any equipment in that they do not need. This will minimise the risk of bringing the virus into school.

Students will not have access to a locker as this creates another touch point. Whatever they bring with them will have to be kept with them in lessons.

As with all our school expectations, failure to meet these standards will result in an immediate sanction as stated in our Positive Learning Strategy (PLS).

Assessment and reporting plans

We will be following our regular assessment and reporting calendar. Students will have formal assessments in each subject at the end of each scheme of work. Student reports will continue to be sent home regularly.

Parents Evenings will continue using our online booking system.

Fire evacuation plan

In the case of an evacuation, we will follow normal procedures. These are outlined on posters in each classroom. Staff have been updated on changes as part of their training in September.

First Aid

A first aider will be in school at all times.

A designated first aider will be on call via the staff radio. They will go to the student needing first aid.

PPE

PPE will only be used in situations where it would normally be used and where a student or staff member shows signs of COVID.

Sixth Form Access to Car Park

Sixth formers will not be able to access the school car park. This is due to Hazelbeck having a staggered start time and needing access to the car park at all times.

Infection control measures

We have taken our lead directly from the government guidance document which can be accessed [here](#).

Developing Symptoms Out of School

If a student or member of staff develops symptoms compatible with coronavirus while they are not in school (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell [anosmia]) they must not attend school. We would expect them to inform school and book a test. They would not attend school again until the test result returns as negative or, if it is positive, until they have completed 10 full days of self-isolation and are free of the symptoms (other than a cough or loss of smell as these symptoms can go on for several weeks after the infection has gone). Please see the government's explanatory diagram on these guidelines on the next page.

If a member of a student or staff household develop symptoms, we would expect the student or staff member to inform us immediately and then self-isolate for 10 full days.

Developing Symptoms in School

If a student or member of staff develops symptoms compatible with coronavirus while they are in school (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell [anosmia]) they will be sent home immediately.

- When a student is awaiting collection from school as they have developed symptoms, they will be accompanied to an outside space at the main entrance where they can be isolated, with appropriate adult supervision.
- If they need to go to the bathroom while waiting to be collected, they will use the toilet in reception.
- PPE will be worn by staff caring for the student while they await collection.

We will expect the student or member of staff to book a test and remain off school while they await results. If the results are negative then they can return to school. If they are positive they would remain in self-isolation until they were symptom free. Parents must contact school to inform of test results.

We will then work with Public Health England to determine our next steps. If we need to close a bubble, we will call all families to inform them and explain their next steps. We will also engage with the NHS Test and Trace process as necessary.

If students are absent from school due to a bubble being closed, we will provide dual streaming as outlined earlier.

Appendix 1: Beckfoot School Consent Form for Covid-19 LFT Testing - March 2021

In order to ensure a safe a return as possible, students will be offered three Lateral Flow Tests (LFT) in the first two weeks. This is in line with the government instructions. To allow for this we have planned a staggered start.

We have set up a mass testing site in school using the school gym. Starting on Monday 8 March 2021, students will be given a time they need to attend school in order to receive their first test. All these tests will be administered by trained staff.

It is important to note that testing for Covid-19 on students in school is voluntary.

[Here](#) is a video explaining how the LFT tests work.

In the event of a student testing positive they will be sent home to self-isolate for 10 days along with their household.

This testing is to detect asymptomatic coronavirus cases. It is vital that if your child or anyone in your household is experiencing COVID-19 symptoms you do not send your child in to the provision and that you follow the government guidelines to self-isolate and get a test. If this occurs please contact us and let us know via the normal channels.

Please complete below form and press SUBMIT at the bottom by Friday 5 March 2021 at 12:00pm.

Consent relates to the following groups of students/pupils and staff as follows:

- **For pupils and students younger than 16 years** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.
- **Pupils and students over 16 who are able to provide informed consent** - can complete this form themselves, having discussed participation with their parent / guardian if under 18.
- **For any pupil or student who does not have the capacity to provide informed consent** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.

If you have any queries relating to these tests, please do not hesitate to contact to contact Emily Wintersgill at becejw@beckfoot.org

CONSENT FORM:

Name of Student

NAME OF STUDENT

Date of Birth

*

Tutor Group***Consent Given**

- ☐ YES
- ☐ NO

Email Address (to receive test result)***Mobile Number (to receive test result)***

Terms of consent

1. I have had the opportunity to consider the information provided by the school/college about the testing, ask questions and have had these answered satisfactorily, based on the information presented in the letter from school and the Privacy Notice located here: <http://www.beckfootthornton.org/wordpress/wp-content/uploads/2018/05/Trust-Parent-Student-Privacy-Notice-V1.pdf>
2. In the case of under 16s, I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.
3. I consent to having / my child having a nose and throat swab for lateral flow tests. I / my child will self-swab if I / my child is able to otherwise I understand that assistance is available. In the case of under 16s or pupils who are not able to provide informed consent, I have discussed the testing with my child and they are happy to participate and self-swab (with assistance if required).
4. I understand that there may be multiple tests required and this consent covers all tests for the below named person. If, on the day of testing I / they do not wish to take part, then I understand I / they will not be made to do so and that consent can be withdrawn at any time ahead of the test.
5. I consent that my / my child's sample(s) will be tested for the presence of COVID-19.
6. I understand that if my / my child's result(s) are negative on the lateral flow test I will not be contacted by the school/college except where I am / they are a close contact of a confirmed positive.
7. If the lateral flow test indicates the presence of COVID-19, I consent to having / my child having a nose and throat swab for confirmatory PCR testing.
8. If the lateral flow test indicates the presence of COVID-19, I commit to ensuring that I / my child is removed from school premises as promptly as possible, bearing in mind I / they may have some anxiety following a positive test result.
9. I consent that I / they will need to self-isolate following a positive lateral flow test result.