



# Uppingham Community College

September 2020 Re-opening

# Introduction

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All schools will re-open to all students on a full time basis from 1<sup>st</sup> September 2020.

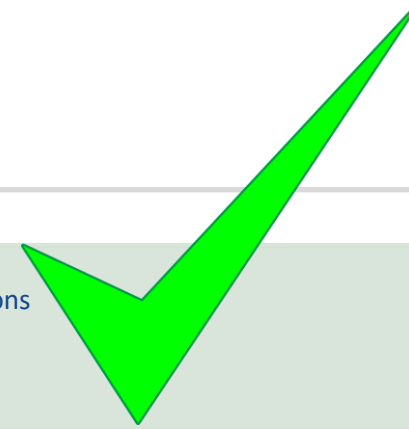
We have identified the following as key priorities for our re-opening:

- Keeping everyone at UCC safe
- Promoting physical and mental wellbeing amongst our school community
- Re-integrating students into learning routines within the full school curriculum
- Re-establishing relationships with students so they feel happy, confident and safe at school

# Scenario Planning

## Scenario 1

- All students and staff in school
- School operates as normal but with adaptations



## Scenario 2

- Partial closure – all staff in school
- Blended approach to teaching
- KS4 in school
- KS3 home learning

## Scenario 3

- Partial closure – core subject staff in school
- Students in school on a rotation basis with one year group per day for core lessons
- Bespoke 'core timetable' created with 3 90 minute lessons per day
- Foundation subjects deliver home learning

## Scenario 4

- Full school closure
- All students access home learning

# September 2020 – a phased re-start

In order to establish new routines and expectations with students we will be implementing a phased re-start so we can work with each year group before all students return.

Monday 31st August	Tuesday 1st September	Wednesday 2nd September	Thursday 3rd September	Friday 4th September
Bank holiday – school closed	Year 7 Orientation Day	Year 8 Orientation Day	Year 9 Orientation Day	Year 10 Orientation Day
	Year 11 Orientation Day	Year 11	Year 11	Year 11
	Years 8, 9, 10 at home	Years 7, 9, 10 at home	Years 7, 8, 10 at home	Years 7, 8, 9 at home

Work will be set for Year groups to complete at home via SMHW whilst they are not in school during this first week.

All students would return on Monday 7th September.

# New pattern of the school day

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There are a number of practical implications that have required us to restructure the pattern of the school day:

- 900 students all having lunch and break concurrently is no longer safe
- Mixing students across Year groups must be minimised
- Students must remain within their cohort of 180 for as much of the school day as possible
- Movement around the site needs to be managed and limited

# New pattern of the school day

	Tutor	Period 1 60 mins teaching	Period 2 / break (75 mins in total) 60 mins teaching (L), 15 mins break (B)			Period 3 60 mins teaching	Period 4 60 mins teaching	Lunch	Period 5 60 mins teaching	Staggered release	
	08:35-08:50	08:55 – 09:55	10:00 – 11:15			11:20 – 12:20	12:25 – 13:25	13:25 – 14:00	14:05 15:10		
Y7	T – 15 mins	L – 60 mins	L – 60 mins		B 11:00-11:15	L – 60 mins	L – 60 mins	Zone 1 (Quad & Dining Room)	L – 70 mins	Released from P5 at 15:15	
Y8	T – 15 mins	L – 60 mins	L – 45 mins		B 10:45-11:00	L – 15 mins	L – 60 mins	L – 60 mins	Zone 2 (Memorial Garden, Drama, MFL)	L – 70 mins	Released from P5 at 15:15
Y9	T – 15 mins	L – 60 mins	L – 30 mins	B 10:30-10:45	L – 30 mins	L – 60 mins	L – 60 mins	Zone 3 (Millennium Courtyard, EN1-6)	L – 65 mins	Released from P5 at 15:10	
Y10	T – 15 mins	L – 60 mins	L – 15 mins	B 10:15-10:30	L 45 - mins		L – 60 mins	L – 60 mins	Zone 4 (Picnic Area, Maths 1-6)	L – 65 mins	Released from P5 at 15:10
Y11	T – 15 mins	L – 60 mins	B 10:00-10:15	L – 60 mins			L – 60 mins	L – 60 mins	Zone 5 (Common Room, Hums 1-6)	L – 60 mins	Released from P5 at 15:05

# New pattern of the school day

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- School gates will open at 08:15am. All students must be on site for 08:30am.
- Students must make their way immediately to their Form Room on arrival.
- No breakfast service will be available.
- Students will have a 'year group' break time with all students in the Dining Room during Period 2. Break time snacks must be pre-ordered the day before.
- Students must stay in their allocated Zone during lunch time.
- Lunch must also be pre-ordered the day before and will be delivered by the catering team to the allocated Zone.
- Lunch Zones will be supervised by staff.
- Students will be released gradually from Period 5 to avoid large queues at buses.
- Buses will be released at 15:20pm.

# Hygiene and cleaning

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- Hand sanitiser stations will be installed in every classroom.
- Tissues and lidded bins will be provided in each classroom.
- Students are encouraged to bring their own hand sanitiser and tissues.
- Thorough hand and respiratory hygiene will be emphasized and expected from everyone in school.
- Students will be allowed to use the toilet during lessons if they need to.
- Key areas of the school will be cleaned throughout the day.
- Additional cleaning provision will be deployed to ensure the school site is thoroughly cleaned at the end of each day.



# Logistics – movement around school

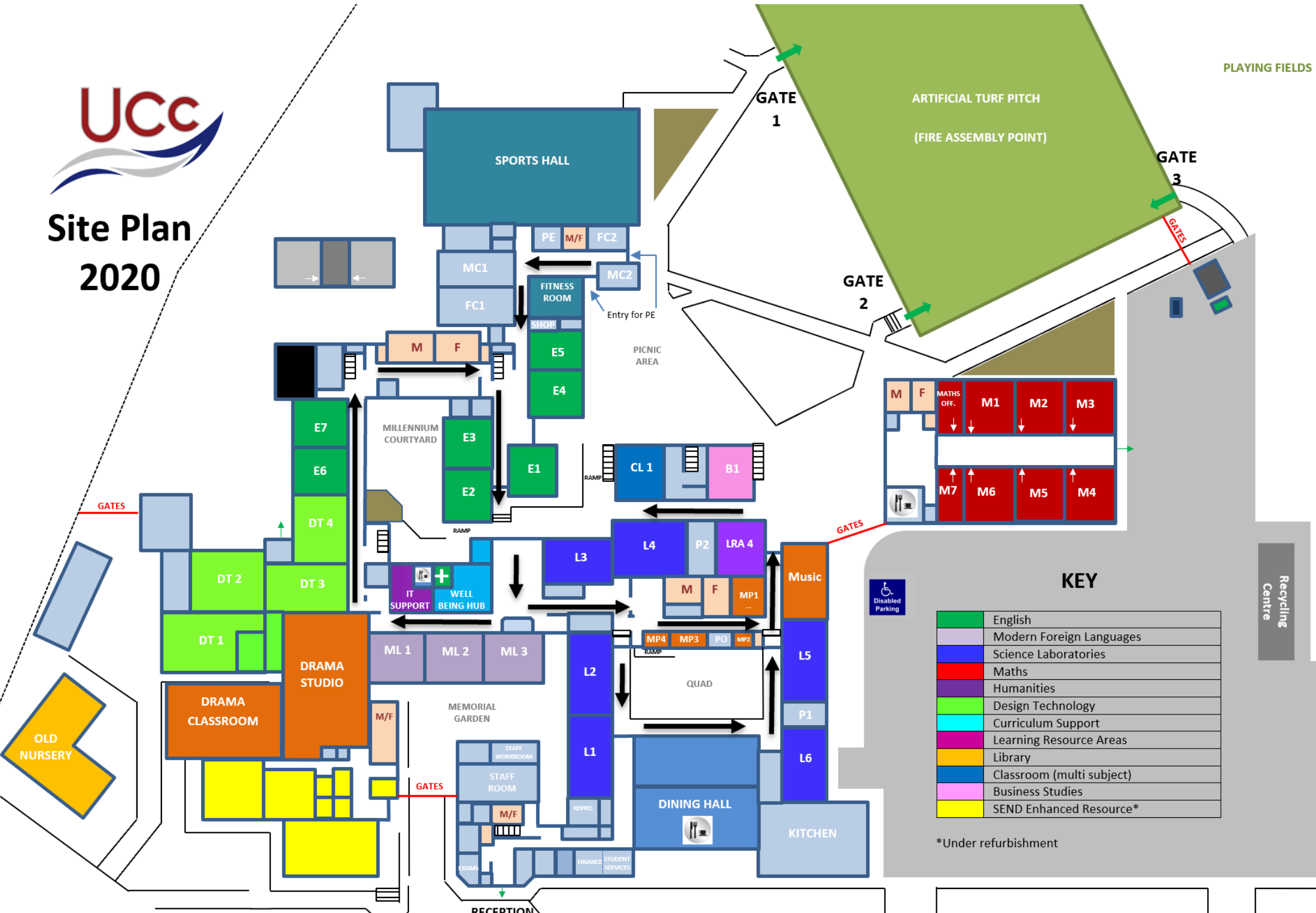
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- One way system ensures students all travel in the same direction and large congregations of students are avoided.
- 5 minute lesson change over time eases the flow of people around the site.
- Students enter classrooms on arrival rather than queuing outside to minimise corridor traffic.
- Teachers will manage the flow of students in and out of classrooms.
- All doors and windows (where possible) around school will be propped open.
- Members of the Senior Leadership Team and Pastoral Team will supervise corridors during lesson change over.
- Students must keep their bags with them at all times, unless they are using a locker. No bags racks will be in use.



# Site Plan 2020

PLAYING FIELDS



ARTIFICIAL TURF PITCH  
(FIRE ASSEMBLY POINT)

GATE 1

GATE 2

GATE 3

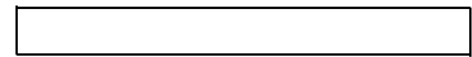
## KEY

<span style="color: green;">■</span>	English
<span style="color: lightblue;">■</span>	Modern Foreign Languages
<span style="color: blue;">■</span>	Science Laboratories
<span style="color: red;">■</span>	Maths
<span style="color: purple;">■</span>	Humanities
<span style="color: lightgreen;">■</span>	Design Technology
<span style="color: cyan;">■</span>	Curriculum Support
<span style="color: magenta;">■</span>	Learning Resource Areas
<span style="color: yellow;">■</span>	Library
<span style="color: lightblue;">■</span>	Classroom (multi subject)
<span style="color: pink;">■</span>	Business Studies
<span style="color: yellow;">■</span>	SEND Enhanced Resource*

\*Under refurbishment

Recycling  
Centre

RECEPTION



# Face Coverings

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- Students and staff are asked to wear face coverings whilst inside and moving around the school site.
- Face coverings are not required in lessons, but can be worn if individuals choose to.
- Face coverings are not required outside.
- Students alighting from the school bus each morning should keep their face covering on until they reach their form room.
- Some students and staff will be exempt – if your son/daughter is unable to wear one please email [principal@ucc.rutland.sch.uk](mailto:principal@ucc.rutland.sch.uk) and provide the reasons why they are exempt.
- Guidance on how to use Face Coverings safely can be found [here](#).

# Logistics – school buses

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- Students will be expected to wear face coverings whilst on the bus.
- Students will be asked to sit with family members or students in their year group.
- Any poor behaviour on the bus, or conduct that compromises the safety of others will result in bus passes being revoked.
- Students will be released gradually by teachers at the end of the school day to ease the flow of people onto school buses.

# Teaching

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- Teachers will deliver lessons from the front and stay 2m away from students and colleagues.
- All classrooms will be stripped back so that all non-essential items are removed.
- All classrooms will be organised so that students face the board.
- Teachers will not circulate the room and will not be able to work in close proximity to students. Students will remain seated unless the teacher asks them to move.
- Every class must have a carefully considered seating plan which must be adhered to.
- Teachers will use formative assessments to ascertain student understanding, employing a variety of techniques.
- To limit the amount of work taken in by teachers, students will complete self assessments in lessons and online quizzes.
- Teachers can use SMHW to set online quizzes or electronic 'hand-ins' for any work that requires marking.

# Teaching

## UCC 10 Guiding Principles for a Warm Welcome Back to Learning in the Classroom

Here are some guiding principles we are using for teaching the curriculum in the Autumn Term:

1	<b>5 losses</b>	Students will return to us having suffered 5 losses: loss of routine, of structure, of friendships, of opportunity and of freedom. They may return quite different individuals. These losses will be compounded by the new structures we have to put in place around the school which will slow down further the healing process.
2	<b>Kindness</b>	One of our key 'levers' to recovery is to re-build positive relationships between the whole school population. Kindness underpins these relationships.
3	<b>Fear</b>	Students will return with fear (despite the smiles on some of their faces – these will be masks). Fearfulness is not a good state of mind for an effective learner.
4	<b>Nurture</b>	We need to nurture our students towards re-engagement with the curriculum. We need to see it as a pathway.
5	<b>Re-set</b>	We need to push a big 'reset' button to re-establish routines (plus introduce lots of new ones)
6	<b>Feel Good</b>	We need to make students feel good about learning by engineering success right from the start.
7	<b>Learning Goals</b>	We will need learning goals (outcomes) that look back – 'what should I know by now?' and forward – 'what should I know by next summer?'
8	<b>Super Low stakes</b>	Use super low stakes testing and Big Picture stuff (eg. Knowledge Organisers), paired quizzes, think pair share, mini whiteboards, directed questioning to establish the learning gaps, then reteach and review before ploughing on.
9	<b>Retain the Gains</b>	Many students liked 'lock-down learning' – they had ownership over time, sequence, breaks, could rewind videos, ask questions of their teacher in a 1:1 safe format etc. A proportion of our students have become more engaged in learning because of the hybrid approach to learning. We need to retain these gains as much as possible.
10	<b>Go forward, not back</b>	Use our experiences with remote teaching and learning to improve our curriculum going forward – make more use of remote teaching to introduce knowledge and understanding (flipped learning), then face to face to share ideas, question, discuss, and deepen thinking. Does it allow us to work more often in the upper regions of Bloom's – analyse, evaluate, create?

# Break and Lunch

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- All food provided by the school must be pre-ordered the day before using our online form.
- All students must remain in the dining room at break unless they are visiting the toilet.
- All students must remain in their Lunch Zone during lunch time.
- Student Services will be only available at Break time for students.
- All IT enquiries will be made electronically to avoid students queuing at the 'hatch'.
- The Wellbeing Hub will be available to students at Break and Lunch but will be operating an appointment system to avoid students mixing with other year groups.

What to do if ...	Action needed	Return to school when ...
<p>... my child has coronavirus symptoms.</p> <ul style="list-style-type: none"> <li>- <i>a new, continuous cough</i></li> <li>- <i>a high temperature (37.8 degrees Celsius or above)</i></li> <li>- <i>a loss of, or change in, your normal sense of taste or smell (anosmia)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do not come into school</b></li> <li>• Contact school daily</li> <li>• Self-isolate</li> <li>• Get a test</li> <li>• Inform school of the test outcome</li> </ul>	<p>.... the test comes back negative</p>
<p>....my child tests positive for coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Do not come into school</b></li> <li>• Contact school daily</li> <li>• Self-isolate for at least 10 days</li> <li>• Inform school immediately of the test result</li> </ul>	<p>.... when the 10 days are up the pupil can return to school when they feel better. This can be even if they still have a cough or loss of smell/taste as these symptoms can last for several weeks after the infection is gone</p>
<p>.... someone in our house have coronavirus symptoms</p>	<ul style="list-style-type: none"> <li>• <b>Do not come into school</b></li> <li>• Contact school daily</li> <li>• Self-isolate</li> <li>• Household member to get a test</li> <li>• Inform school of the test result immediately</li> </ul>	<p>... the household member has a negative test result</p>
<p>...someone in our household has tested positive for coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Do not come into school</b></li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> </ul>	<p>...the child has completed 14 days of self-isolation</p>
<p>...NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Do not come into school</b></li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> </ul>	<p>...the child has completed 14 days of self-isolation</p>
<p>...we/my child are about to travel/has travelled and has to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave during term time</li> <li>• Consider quarantine requirements and FCO office advice when booking travel</li> <li>• Provide information to school in line with attendance policy</li>   <li>• <b>Do not come into school</b></li> <li>• Contact school daily</li> <li>• Self-isolate for 14 days</li> </ul>	<p>...the quarantine period of 14 days has been completed</p>
<p>...we have received medical advice that my child should resume shielding</p>	<ul style="list-style-type: none"> <li>• <b>Do not come into school</b></li> <li>• Contact school to inform them to discuss the situation</li> <li>• Shield until you are informed that restrictions and lifted and that shielding is paused again</li> </ul>	<p>...school, medical advice or government inform you that the restrictions have been lifted.</p>



# UCC Expectations

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Our Expectations are simple:

- Ready
- Respectful
- Responsible
  
- If a student does not meet any of these expectations in a lesson, they will be warned and redirected by the teacher.
- If the students continues to not meet expectations they will be removed from the lesson and placed in the Study Room for at least the remainder of the lesson.
- Students may be placed in the Study Room without a warning if their behaviour is extreme, or compromises the safety of others.
- Students may be placed in the Study Room for all lessons in one day if it is deemed necessary.
- Severe sanctions will be considered for behaviours that compromise the health and wellbeing of others (i.e. spitting or purposefully coughing on another person).

# FAQs

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## **Why aren't all students starting on September 1<sup>st</sup>?**

We want to get students back to school as quickly as possible but it would be very unsafe to expect all 900 students to instantly be able to follow the new arrangements and expectations. Therefore we have staggered the start of term and each year group will have an 'Orientation Day' to get used to the new routines. Years 7, 8, 9 and 10 will have 1 day in school during the week commencing August 31<sup>st</sup> and Year 11 will be in school for the full 4 days during that week.

## **What will happen on the Orientation Day?**

Each year group will spend the first 2 lessons with their form tutor on their Orientation Day. This will involve learning about the new routines and expectations, along with a 'walk around' tour of the school with the form tutor to get used to the one way system. Then from Period 3 onwards the normal timetable will be followed.

# FAQs

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## **Will students be expected to wear uniform?**

Yes, full uniform is expected. Students will change into PE kit for PE lessons.

## **Will there still be assemblies?**

Yes, these will continue but they will be Virtual Assemblies with videos played in form rooms.

## **What happens if someone displays COVID-19 symptoms in school?**

If someone appears to be unwell and displays the symptoms associated with COVID-19 they will be taken to the Designated Room and isolated until they can be collected by parents/carers and taken for a test.

## **What if I feel unwell but I am not displaying COVID-19 symptoms?**

Our advice is to stay at home if you are feeling unwell. If you are unwell whilst at school you would go to the medical room and someone would come and collect you.

## **What happens if someone in school tests positive for COVID-19?**

If a positive test is confirmed, the school will work with the health authorities and Rutland County Council to assess how many people need to self isolate.

# FAQs

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## **Will the finger print readers be used for loading money and paying for food?**

No, all payments will need to be made on Wisepay. All food must be pre-ordered the day before.

## **If I do not attend school, will my parents/carers be fined?**

The government have said that attendance is mandatory and fines should be issued for non attendance. However, we do not want to take this punitive approach in the first instance and we will work with families in a positive and proactive way to address any issues that might be affecting attendance.

## **Will there be extra curricular clubs?**

For the first half term, unfortunately no extra curricular clubs will take place. In the second half term we will assess the situation and judge whether these can safely resume. Regarding sports clubs and teams, we will await guidance from sporting governing bodies regarding when these can commence.

## **Will we be able to go on trips?**

Presently schools are being told they are permitted to hold domestic day trips with no overnight stays. Our senior ski trip in 2021 is proceeding as planned but we will be guided by the instructions given to schools regarding foreign travel closer to the time.

# FAQs

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## **Can I go to the dining room before school?**

No, unfortunately this cannot happen under these new arrangements. As soon as you arrive at school you must go to your form room.

## **Will I have to do school work during the first week of term on days when my year group are not in school?**

Yes, you will need to log onto SMHW and complete the work that has been set for you on there. Year 7 will be given paper based tasks to complete on their first day.

## **Will we have to do lots of tests when we return in September?**

No. Our priorities are re-establishing routines to keep us all safe and routines for learning. We want our teachers to concentrate on teaching you really well five times a day, five days a week.

## **What happens if we need to partially or fully close the school?**

Hopefully this won't happen, but if we need to implement our Scenarios 2, 3 or 4, we will use SMHW as the main method for setting work for students whilst they are not in school.

# Finally...

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- We are very excited about welcoming students back to UCC
- We will all quickly adapt to new ways of working
- Our school values will always underpin our school culture
- Working together as a school community is more important than ever