



Return to School Protocol

September Return

| Date | Event |
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| Tuesday 1st of September | Staff INSET |
| Wednesday 2nd of September | Staff INSET |
| Thursday 3rd of September | Year 7 return 9am - 1.30pm Year 12 return 12pm - 3.30pm |
| Friday 4th of September | As above |
| Monday 7th of September | Normal timing for Year 7 and 12 - extended tutor time. Year 8 and 9 return at 9am |
| Tuesday 8th of September | Normal timing for Years 7,8 and 12 - extended tutor time. Year 10, 11 and 13 return at 9am |
| Wednesday 9th of September | Normal timing for all - extended tutor time. |
| Thursday 10th of September | Normal timing for all - extended tutor time. |
| Friday 11th of September | Normal timing for all - extended tutor time. |

Bishopshalt is staggering the return of students to ensure that all students and staff are acutely aware of the systems and processes of this wider school opening. Time is being dedicated to allow for routines to embed and students to have the dedicated instruction and specific support to return to school full time.



General Management of Students

Students enter the site as per normal however directed by the following times.

- Year 7 - 9: 8am till 8.10am
- Year 10 - 11: 8.10am till 8.20am
- Sixth Form: 8.20am till 8.25am

Siblings, if travelling together, attend at the earlier time. Students are heavily encouraged to avoid Public transport. Students should walk or be dropped off to school.

Upon arrival students follow one way system to their designated Bubble Zone.

- Mansion Gardens - Sixth Form
- Field behind Maths - Year 11
- Main Court (closest to public road) - Year 10
- Front Court - Year 9
- Back Court - Year 8
- Field behind PA - Year 7

Students will be alerted, by a whistle, to assemble in form groups. Students assemble in alphabetical order. Students must then wait in silence for further instructions.

Bubble Zones will be managed by the SLT DOS for the Year Group, and the relevant Head of Year. At the beginning and end of each period students line up in their designated zones in form groups.

At the beginning of each lesson teachers collect students from the relevant Bubble Zone and walk them to their next room. Students in classroom bubbles as follows

- Mansion Building - Sixth Form
- Maths/Business - Year 11
- English corridor and room 67/68 - Year 10
- History, 85-87 and 84 - Year 9
- Languages and Geography - Year 8
- Science - Year 7

At the end of lessons 1-4, following the one way system, staff return students to their bubble zone. Students line up again in forms by alphabetical order awaiting collection by their next teacher.

At the end of the day students will be dismissed via bubble. Teachers are to release their teachers at the following times, onto the one way system. You are to walk with the students to the front of the school until students can divert either to the South or North Gate.

Year Groups are to be dismissed at the following times

- Year 7 and Year 12 - 3.20pm
- Year 8 and Year 13 - 3.25pm
- Year 9 - 3.30pm
- Year 10 - 3.35pm
- Year 11 - 3.40pm



Lunchtime and Break

1. No food will be provided at break or before school. Students should bring snacks and water from home.
2. Students will spend the lunch and break times in their bubble zones.
3. Toilet breaks will be signed out of the Bubble Zone. Students must use the toilet zone associated with their bubble. Students must take their planners.
4. Access to the diner for Lunch will be managed through radio, with one Year Group at a time
5. Hand sanitising to be conducted as per Dining hall expectations
6. Timings of lunch are as follows (**Note** Year 7 and 8 lunch is during Period 4)
 - a. Year 7 - 1.15pm. Block A teachers are on duty in the diner. Block B teacher on duty in the Bubble Zone
 - b. Year 8 1.30pm. As above. Teachers remain on duty until duty staff arrive.
 - c. Year 9 1.45pm
 - d. Year 10 1.55pm
 - e. Year 11 2.05pm
 - f. Sixth Form in the Sixth Form Cafe at any time.
7. Lunch will be eaten back in the Bubble Zone
8. Bubble Zone will be tidied by the Year group prior to return to next lesson

All students

1. Will follow their normal curriculum.
2. Will be in Year / Key Stage 5 bubble
3. There will be no mixing between bubbles
4. Will assemble at the start of the day, and in between each period in their Bubble Zone. This will be done by Tutor group and in alphabetical order. Upon the whistle students must be silent.
5. Will arrive in the allocated time at the start of the day for their Year group where possible.
6. Follow normal behaviour expectations throughout the period at school.
7. Follow social distancing expectations on the journey to and from school
 - a. Students must avoid Public Transport and where possible walk or be dropped off to school.
8. Arrive in full school uniform
 - a. There will be days allocated for students to wear Sports Kit
 - b. Students to have a spare pair of Shoes in their bag each day
9. Will arrive with all equipment for the day. This includes a range of pens and a white board pen.
10. Use hand sanitiser upon entry and exit to each lesson.
11. Will be escorted by staff, in teaching group, to each lesson.
12. Upon arrival to classroom use hand sanitiser outside the classroom before entry
13. During lesson time toilet breaks will be provided by collection. Only one student to be collected at a time to ensure that only one student is in the toilet at any given time.
14. When returning to the Bubble Zone, walk in a single file and in an orderly manner.
15. Proceed home following social distancing guidelines as set out in Government documentation, and where possible avoid Public Transport.