

HIGHGATE

WOOD

SCHOOL



**RETURN TO SCHOOL
SEPTEMBER 2020**

FIRST DAYS OF THE AUTUMN TERM

Thursday 3rd September
Friday: 4th September

STAFF TRAINING DAYS

School closed to students.

We will use that time to allow staff to prepare for the start of term, and in particular operating in a very different way.

BACK TO SCHOOL FAMILIARISATION DAYS

Monday 7th and Tuesday 8th will be Back to School Familiarisation Days for students in different year groups. No curriculum teaching will take place but important information will be shared.

We will take students through all of the changes that we have put in place for the start of term and outline our expectations and avenues of support. Students will spend the allocated time with their nominated form tutor in their teaching groups (years 7 to 9) and their form tutor in their tutor groups (years 10 to 13).

Monday 7th September

FIRST DAY OF SCHOOL FOR YEARS 7, 11 & 13

All other year groups stay at home

Year 7 arrive at Montenotte Road entrance between 8:30 and 8:40 am. Their school day ends at 1:00pm

Year 13 arrive at Montenotte Road entrance between 9:30 and 9:40 am. Their school day ends at 2:00pm

Year 11 arrive at Montenotte Road entrance between 10:30 and 10:40 am. Their school day ends at 3:00pm

Tuesday 8th September

FIRST DAY OF SCHOOL FOR YEARS 8, 9, 10 & 12

SECOND DAY OF SCHOOL FOR YEAR 7

Year 11 and Year 13 complete home study tasks at home

Year 7 arrive at Montenotte Road entrance between 8:30 and 8:40 am. Their school day ends at 1:00pm

Year 8 arrive at Park Road entrance between 8:30 and 8:40 am. Their school day ends at 1:00pm

Year 9 arrive at Park Road entrance between 9:30 and 9:40 am. Their school day ends at 2:00pm

Year 12 arrive at Montenotte Road entrance between 9:30 and 9:40 am. Their school day ends at 2:00pm

Year 10 arrive at Montenotte Road entrance between 10:30 and 10:40 am. Their school day ends at 3:00pm

FIRST DAYS OF THE AUTUMN TERM

Why are we staggering the days and times that students come into school on those first days?

By staggering the times that students are in for those two days, we are able to prepare them for what is to come and get them used to the new systems and new expectations. Staggering the days will make it more manageable and safe to introduce this new way of working as we will be working with smaller numbers of students.

Why do different year groups need to use different entrances

The government guidance is to keep yeargroups as separate as possible. We thus must insist that different year groups use different entrances (even when they are members of the same family). The Park Road, Montenotte Road and also the Tennis Courts entrances will be used for different yeargroups. (see the details later in this booklet).

Do students need to leave school the same way?

Yes. Students will need to leave the school using the same route that they came into school in the morning.

Will there be lunches on the first two days?

During the familiarisation days there will not be normal lunches. Students will need to bring in their own packed lunch to eat during scheduled breaks. Students on Free School Meals will have a packed lunch provided by the school.

Will students need to wear uniform on the familiarisation days?

Yes, students will be expected to be in full school uniform on the days that they are in school.

What if I have other questions about coming back to school?

If you have any questions about the return to school please email admin@hws.haringey.sch.uk

THE AUTUMN TERM

FROM WEDNESDAY 9th SEPTEMBER ALL STUDENTS WILL BE IN SCHOOL FOLLOWING THEIR NORMAL TIMETABLE.

SCHOOL WILL BE OPERATING IN ITS “NEW NORMAL” WAY

THIS IS OUTLINED IN THE FOLLOWING PAGES

STAGGERED START TIMES

There will be staggered start times and staggered entrance points for all year groups. Students must come in with their year group at the agreed times and through the designated entrance.

KEY STAGE 3

Years 7, 8 and 9. Arrival time 8.25am

Year 7 – Entrance: **Montenotte Road** (8:25am)

Year 8 – Entrance: **Park Road** (8:25am)

Year 9 – Entrance: **Tennis Courts** (8:25am)

KEY STAGE 4

Years 10 and 11. Arrival time 8.40am

Year 10 – Entrance: **Montenotte Road** (8:40am)

Year 11 – Entrance: **Park Road** (8:40am)

Years 7, 8, 9, 10 and 11 will be collected from the playground by their subject teachers and walked into building to their designated classrooms

POST 16

Year 12 and 13. Arrival time 8.55am

Year 12 and 13 – Entrance: **Montenotte Road** (8:55am)

Years 12 and 13 will go straight to their period 1 lessons

STRUCTURE OF THE SCHOOL DAY

The school day will start as outlined in the previous page – with different arrival times for different year groups, and students in Key Stage 3 and 4 being collected from their assembly points.

From arrival, the structure of the day will be as follows:

Tutorial Time/Reading Time from arrival up to 9am

(this will be 35 minutes for years 7, 8 and 9; 20 minutes for years 10 and 11)

Period 1 – 9.00am to 9.55am

Period 2 – 9.55am to 11.35am – This period of time is made up as follows

- 1 hour lesson
- 20 minute break
- 20 minute Tutorial/PSHEE Time

Break time is staggered to keep year groups separate so the order of the three events above is different for different year groups. In some cases we will have to split lessons.

Period 3 – 11.35am to 12.30pm

Period 4 – 12.30pm to 2.00pm – This period of time is made up as follows

- 1 hour lesson
- 30 minute lunch

Lunch time is staggered to keep year groups separate so the order of the two events above is different for different year groups. In some cases we will have to split lessons.

Period 5 (Key Stage 3) – 2.00pm to 2.55pm (years 7, 8 and 9)

Period 5 (Key Stage 4 and Post 16) – 2.00pm to 3.10pm (years 10, 11, 12 and 13)

The end of the day is staggered to allow us to dismiss each year group separately with years 7, 8 and 9 finishing earlier and leaving via different exits.

The same will happen with the older year groups 15 minutes later

Every Tuesday afternoon years 10, 11, 12 and 13 will finish their lessons at 2.55pm and then have a 15 minute tutor period with their form tutors

BREAK TIMES AND LUNCH TIMES

Break times and lunch times will be staggered across the day to ensure that year groups do not mix.

- A 20 minute break will take place during Period 2 (between 9:55am and 11:35am) and will be scheduled according to the year group.
- A 30 minute lunch break will take place during Period 4 (between 12:30pm and 2:00pm) and will be scheduled according to year group.

Food at break time will be from a limited range (most likely cold foods) and we will serve the same foods from the canteen and the pod,

Lunch time will serve hot food, but the range of food will be limited. It is likely that we will have to alternate year groups between the canteen servery and the pod on different days,

Students will have designated areas of the playground to avoid year groups mixing with each other.

We are encouraging parents and carers who are able to supply their children with a packed lunch (particularly break time snacks) to do so where possible – of course this does not apply to students who are eligible for free school meals

WASHING HANDS AND PERSONAL HYGIENE

We will be asking students to wash their hands with soap and water or hand sanitiser regularly and thoroughly.

The school does have ample hand sanitisers, but we do ask parents\carers to supply their children with hand sanitiser gel too, if that is possible. Similar we are asking parents\carers to provide their child with hankies or tissues.

It is important that students adopt safe and sensible hygiene habits, especially around coughs and sneezes. They will be reminded to “Catch it—Bin it—Kill it” for regular sniffles and colds.

Students and families will be given full guidance on dealing with any medical or health issues that occur when the children are in school.

MINIMISING MOVEMENT OF STUDENTS

To minimise the movement of students and to maintain distance between different year groups, Key Stage 3 classes will all take place in their own designated areas and will not have access to specialist rooms and workshops. Key Stage 4 and Post 16 classes will remain as normal as possible.

KEY STAGE 3

Years 7, 8 and 9 will have their own designated areas where all of their lessons will take place

- **Year 7** – Designated area: **Second floor of the Admin Building**
 - **Year 8** – Designated area: **Top floor of the Pavilion Building**
 - **Year 9** – Designated area: **Ground floor of the Admin Building plus A10 and A11**
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- ◆ Years 7, 8 and 9 will be taught in the same teaching groups throughout the day for all their curriculum subjects.
 - ◆ All practical subjects in Key Stage 3 taught in general classrooms – meaning a significant reduction in practical activities
 - ◆ Maths and science will be taught in the mixed ability teaching groups at Key Stage 3
 - ◆ During the school day (apart from break time, lunch time and for PE), students will remain in their designated classrooms whilst their subject teachers move between classrooms to teach the lessons
 - ◆ PE lessons will take place in the normal designated PE areas. However, we will teach PE outdoors as much as possible and there will only be non-contact activities

KEY STAGE 4 and POST 16

Years 10, 11, 12 and 13 lessons will remain as normal as possible

- ◆ All Key Stage 4 and Post 16 groupings will remain unaffected by the protective measures that we have put in place
- ◆ Students will be taught in their English, maths and science sets (KS4) and in their normal chosen subject groups
- ◆ All practical based subjects will be taught in specialist classrooms
- ◆ Year 10, 11, 12 and 13 students will be able to move around the building at lesson changeover, but will be heavily supervised by staff so as to maintain social distancing as much as possible

CLUBS, MUSIC LESSONS AND THE LEARNING RESOURCE CENTRE (first half of the autumn term initially)

- There will not be any before or after school clubs
- There will not be any peripatetic music tuition (other than what can be done remotely)
- The school will not be able to lend library books and the LRC will not be accessible to students during the day.

SCHOOL EQUIPMENT

Students must bring their own equipment to school and their personal equipment must not be shared with other students

The school will provide all students with a mini-whiteboard pen

All students should have their own:

- * **Blue or black pen**
- * **Pencil**
- * **Coloured pencils**
- * **Pencil sharpener**
- * **Rubber**
- * **30cm Ruler**
- * **Reading book**
- * **Geometry set (compass, protractor, set square)**
- * **Scientific calculator**
- * **Glue stick**
- * **Highlighter(s)**
- * **Full re-useable water bottle**

STUDENT DRESS CODE EXPECTATIONS

- **We expect our students to return to school in September in full school uniform.**
- You will be aware that we are changing the school ties for years 7 to 10 from September. We will communicate with you separately later in the summer to finalise the arrangements for this as we are still awaiting confirmation from the supplier of the new ties. What it does mean though is that parents and carers for years 7 to 10 students should **not** purchase replacement house ties.
- Year 11s will continue to wear the house colour ties they currently have.
- **We will allow students to wear face masks/coverings if parents/students feel very strongly about this. However, we are mindful that the Government is clear in their guidance for schools that PPE is not necessary in schools**

SUPPORTING STUDENTS RETURNING TO SCHOOL

- All departments are currently re-writing their curriculums for the coming year to adapt following the loss of learning time.
- We will assess all students across the curriculum when they return so that we can identify where there are gaps in progress and put things in place to address them
- We have adapted our PSHEE curriculum to ensure that the initial focus is on well-being
- We have created additional time slots during the school week for students to receive guidance on well-being and personal development, in addition to that allocated to PSHEE
- We have created a 'safe space' for students who are struggling to cope with the return to school, staffed by members of our pastoral teams and student support services
- We will have a relaxation of some aspects of our behaviour policy (e.g. no same day detentions). We will share more detail with parents, carers and students at the start of term
- We will build well-being into the Post 16 enrichment curriculum for Year 12 and year 13
- We will be using the outcomes of the recent ImpactEd survey that students have completed on assessing the impact of COVID-19 and school closure on our young people to assess their pastoral needs and plan our provision to meet those requirements

CONDENSED TUESDAYS - DEFERRED

Because of the changes to the structure of the school day our usual "Condensed Tuesdays" on Week One, which provided an earlier finish for students to allow for staff training, will be deferred at least until the October half-term.