

HIGHGATE WOOD SCHOOL

WELCOME
back to
SCHOOL

*Everyone
Matters*

4Cs: COURTESY, CONSIDERATION, COOPERATION & CONTRIBUTION.
PERSEVERANCE & HARD WORK.
GROWTH MINDSET: RESPECT & HUMAN VALUES.
COMMON HUMAN VALUES: RESPECT & HONESTY.

MAKING A POSITIVE DIFFERENCE | MAINTAINING HIGH EXPECTATIONS | INSPIRING SELF-BELIEF

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KEY CONTACTS

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HEADTEACHER'S MESSAGE



I am so pleased to be writing this message to welcome our students back to school. It has been a long time and school simply isn't school without the children here.

In this booklet you should find all the information you need about our plans for a safe and successful return to face-to-face teaching in the classroom. A great deal of work has been done to allow this to happen, and I am confident that we will swiftly get into the new habits we need to adopt and the safe behaviours that will be required for the coming weeks.

Thanks to my dedicated and extraordinary staff, the online provision during lock down has allowed our students to continue to make strides in their learning and achievement. Students have also demonstrated amazing grit and resilience in coping with the difficult situations that they have all had to face. Nevertheless, we know there is a lot of work that now needs to be done to make up for the lost time and the lost opportunities caused by the pandemic. We therefore have to be very focussed on the future and the process of recovery and catchup.

We know that we are not out of the woods yet. Transmission rates are low and the vaccine gives us cause for a great deal of optimism, but we can't be complacent. We must make sure we follow the rules and guidelines set out in this publication, and do our best to maintain a covid-safe environment.

With this in mind I would like to express my gratitude for all those who have consented to be part of the testing programme. Whilst these tests are not compulsory, there is no question that routine testing will help ensure we are all safe.

1 in 3 people with Covid-19 display no symptoms but will still be able to pass on the virus to others. Having rapid Lateral Flow Tests will help identify those who are asymptomatic with Covid-19, and thus reduce the risk of it spreading further.

The latest government advice also tells us of the benefit to wearing a face covering in situations where social distancing is not possible - meaning most staff and students will be required to wear a face covering for the majority of the day. I know that this will be a challenge, and I am also aware of the different view points on the value of wearing a face covering. But, as has been the case throughout this situation, we will be following the advice of Public Health and the Department of Education. We will thus be insisting all staff and students wear a face covering in the situations that require it, unless there is a valid reason why they should be exempt.

To maintain social distancing and discrete "bubbles" we are re-introducing our staggered timetable, with staggered breaks and lunchtimes. We will also be retaining our morning tutor time\registration. Morning tutor time does bring one extra movement for students and we thought very carefully about this. In the end we are certain the benefits to mental-health and student well-being this pastoral time allows outweighs any potential risks it might bring.

We are still uncertain as to when it will be safe to return to the normal model of school life, with students in Key Stage 3 able to return to sets in core subjects, attend specialist workshops and move around the school and where teachers can, once again, return to discrete department areas. We sincerely hope this begins before the end of this academic year, but at the moment it is just too early to tell.

I am sure students, staff and families will work well together to ensure that we make the very best of the coming weeks. There is no doubt that there will be brighter days ahead and I trust everyone shares my enthusiasm for that future.

With my very best wishes,

Take care and stay safe

A handwritten signature in blue ink, appearing to read 'Cozier'.

Patrick Cozier
Headteacher

DAILY SCHEDULES FOR YEARS 7 – 13

YEAR 7		YEAR 8		YEAR 9	
Entrance and Exit: Montenotte Road		Entrance and Exit: Park Road		Entrance and Exit: Tennis Courts	
8:15 - 8:25 Line up Main Playground		8:15 - 8:25 Line up Back Playground		8:15 - 8:25 Line up Tennis Courts	
8:25 - 8:55 (30m) Tutor (Pastoral) Time		8:25 - 8:55 (30m) Tutor (Pastoral) Time		8:25 - 8:55 (30m) Tutor (Pastoral) Time	
5 min Supervised movement		5 min Supervised movement		5 min Supervised movement	
Period 1 Teacher	9:00—9:55 (55m) Period 1	Period 1 Teacher	9:00—9:50 (50m) Period 1	Period 1 Teacher	9:00—9:55 (55m) Period 1
Period 2 Teacher	9:55 - 10:15 (20m) Reading Time	Period 2 Teacher	9:50 - 10:15 (25m) BREAK TIME	Period 2 Teacher	9:55—10:35 (40m) Period 2 (Part 1)
	10:15 - 10:35 (20m) BREAK TIME		10:15 - 10:35 (20m) Reading Time		10:35 - 10:55 (20m) BREAK TIME
	10:35—11:35 (1h) Period 2		10:35—11:35 (1h) Period 2		10:55—11:15 (20m) Period 2 (Part 2)
Period 3 Teacher	11:35—12:30 (55m) Period 3	Period 3 Teacher	11:35—12:25 (50m) Period 3	Period 3 Teacher	11:15 - 11:35 (20m) Reading Time
	12:30 —12:55 (25m) Period 4 (Part 1)		Supervised walk down 12:30 - 13:00 (30m) LUNCH TIME		11:35—12:30 (55m) Period 3
Period 4 Teacher	Supervised walk down 13:00 - 13:30 (30m) LUNCH TIME	Period 4 Teacher	13:00 —14:00 (1h) Period 4	Period 4 Teacher	12:30 —13:25 (55m) Period 4
	13:30 —14:00 (30m) Period 4 (Part 2)		14:00 —14:45 (45m) Period 5		Supervised walk down 13:30 - 14:00 (30m) LUNCH TIME
	14:00 —14:45 (45m) Period 5		Dismissed from Back Playground		14:00 —14:45 (45m) Period 5
Period 5 Teacher	Dismissed from Main Playground	Period 5 Teacher	Dismissed from Back Playground	Period 5 Teacher	Dismissed from Tennis Courts
Week One Pod Week Two Canteen		Week One Canteen Week Two Pod		Week One Canteen Week Two Pod	

All Key Stage 3 students must line up in the Tennis Courts at the end of lunch to be escorted back to class by their teacher.

YEAR 10

Entrance and Exit:
Park Road

8:30 - 8:40

Line up Back Playground

8:40 - 9:00 (20m)

Tutor (*Pastoral*) Time

9:00—9:55 (55m)

Period 1

9:55—10:55 (1h)

Period 2 (Main)

10:55 - 11:15 (20m)

BREAK TIME

11:15—11:25 (10m)

Period 2 (plenary)

11:25 - 11:35 (10m)

Reading Time

11:35—12:30 (55m)

Period 3

12:30—12:55 (25m)

Period 4 (Part 1)

Supervised walkdown

13:00 - 13:30 (30m)

LUNCH TIME

13:30—14:00 (30m)

Period 4 (Part 2)

14:00—15:00 (60m)

Period 5

Dismissed from
Back Playground

Week One
Pod

Week Two
Canteen

YEAR 11

Entrance and Exit:
Montenotte Road

8:30 - 8:40

Line up Main Playground

8:40 - 9:00 (20m)

Tutor (*Pastoral*) Time

9:00—9:55 (55m)

Period 1

9:55 - 10:05 (10m)

Reading Time

10:05—11:15 (70m)

Period 2

11:15 - 11:35 (20m)

11:35—12:25 (50m)

Period 3

Supervised walkdown

12:30 - 13:00 (30m)

LUNCH TIME

13:00—14:00 (1h)

Period 4

14:00—15:00 (60m)

Period 5

Dismissed from
Main Playground

Week One
Canteen

Week Two
Pod

POST 16

Entrance and Exit:
Tennis Courts

8:30

Arrival at Tennis Courts

8:40 - 9:00 (20m)

Tutor (*Pastoral*) Time

9:00—9:55 (55m)

Period 1

9:55 - 10:15 (20m)

BREAK TIME

10:15 - 10:25 (10m)

Reading Time

10:25—11:35 (70m)

Period 2

11:35—12:30 (55m)

Period 3

12:30—13:30 (1h)

Period 4

13:30 - 14:00 (30m)

LUNCH TIME

14:00—15:00 (60m)

Period 5

3:00 leave from Tennis Courts

Or **Period 6**

4:00 leave from Montenotte Rd

Week One
Pod

Week Two
Canteen

COVID TESTING PROGRAMME



As part of the return to school staff and students are encouraged to take part in regular testing for coronavirus. This is because 1 in 3 people with Covid-19 do not show symptoms, but can still pass the virus on to others.

The tests, using a lateral flow device, are easy to administer and give results within half an hour. At the start of school reopening students and staff will be offered three tests, ideally spaced 3 to 5 days apart. This not only alerts us to anyone who may be positive, but also provides guidance and instruction for the testing process. Following these initial three tests staff and students will no longer be tested in school but will self-test twice a week at home. The test kits to allow students and staff to do this will be distributed by the school.

NHS Test and Trace have also announced that all adult households with school and college age children can also access rapid coronavirus testing. Test kits can either be collected from a local test centre or ordered online. Test kits for families will not be supplied by the school.

Testing is voluntary, but strongly recommended. Alongside the vaccine, washing hands, wearing face coverings, and maintaining social distancing, rapid testing plays a vital role in reducing transmission rates. Getting into the habit of regular testing as part of our everyday lives will help us all to play our part and do what we can to protect each other.

Our programme for testing students began on 1st March. Many thanks to the staff and volunteers who were instrumental in making this happen. Thanks also to students who conducted themselves impeccably, observing safe practices and being a credit to themselves, the school and the situation. Already all students whose families consented to being part of the testing programme have received their first test, and some have had their second. The programme for the remainder of testing in school will be shared in the Headteacher's letter.

Links and updated information on the testing programme and all other aspects of the Covid-19 response will be published on the school website.

Please note that the school is not part of the NHS Test and Trace system. If your home test returns a positive result please inform the school as soon as possible, and follow the NHS self-isolation guidance.

Our hotline" for reporting positive test results is: 0208 342 7975 and our "hot email" is covid@hws.haringey.sch.uk

If you develop any covid symptoms please do not come to school. Stay at home and arrange for a test. Similarly, if a member of your household tests positive, follow the self-isolation guidance and book a Polymerase Chain Reaction (PCR) test.

In these cases you should not phone the covid-19 hotline. Instead telephone the school student absence line on **0208 342 7970** and then **Key 1**, or for sixth form students, 02083427978.

Recognised covid-19 symptoms are: a high temperature, a new continuous cough or a loss or change to your sense of smell or taste.

KEEP HARINGEY SAFE

Haringey LONDON

NHS Test and Trace

**COVID SYMPTOMS?
GET TESTED NOW.**

nhs/coronavirus OR CALL 119

Protect your friends and family

WHAT HAPPENS IF I TEST POSITIVE?

The “rapid” testing programme is currently at an early stage and we anticipate there will be some changes in the process. The government is keen to expand the use of these tests as they are easy to administer, deliver rapid results and can find positive cases with high levels of virus that are easy to transmit to others, helping to intercept and reduce further infections. Lateral flow tests are designed to be taken by those who do not have any Covid-19 symptoms.

Currently, if a student or a member of staff tests positive through a lateral flow test, either taken at home, in school, or at a testing centre, the guidance for their next steps is as follows:

- **Stay at home and self isolate for 10 days from the day when you had your test result**
- Book a secondary PCR test (unless tested in school) either through a home PCR kit or at a local PCR testing site
- **If you develop Covid-19 symptoms within your isolation period, start a new 10 day isolation period by counting 10 full days from the day following your symptom onset**
- Other members of the household should also self-isolate for 10 days
- **If other members of the household develop symptoms they should arrange for a PCR test and, if positive, they will need to start a further period of 10 days isolation beginning when they first had symptoms**

It is vital that you contact the school’s Covid-19 hotline as soon as you find out you have a positive result with your lateral flow test. We can then begin the process of identifying “close contacts” who will be asked to self-isolate for 10 days. (Covid Hotline: Tel: 02083427975 or email covid@hws.haringey.sch.uk).

The same process as above should also be followed if a student or member of staff tests positive with a PCR test.



CLOSE CONTACTS AND SELF-ISOLATION

As was the case before lockdown, the school will respond swiftly to any positive covid-19 cases detected within the school community, following the guidance provided by Public Health England and working closely with the local Public Health Authorities.

As soon as we are notified of an affected individual we begin a process of identifying their “close contacts”. Close contacts are clearly defined and include:

- *face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre.*
- *been within 1 metre for 1 minute or longer without face-to-face contact*
- *been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)*

The school is able to identify many of an affected individuals “close contacts” by an analysis of seating plans and class groups, but we also require the individual concerned to provide a list of those with whom they have had close contact in a social situation within school and elsewhere.

Close contacts are also required to self-isolate for a period of 10 days from their last possible contact with the affected individual. Other members of their households are not required to self-isolate (unless someone develops Covid-19 symptoms or tests positive)

Please see the section on Remote Learning for how students will continue to access education during their period of isolation.

HOTLINE



0208 342 7975
covid@hws.haringey.sch.uk

MAINTAINING COVID SAFETY

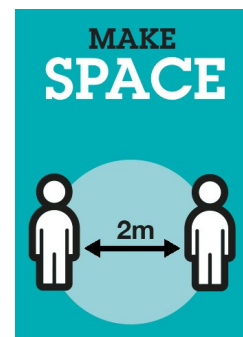
We are committed to following the guidance from the Department for Education and Public Health. They are clear that the best means to reduce virus transmission is through regular and thorough handwashing, the correct wearing of face covering and maintaining an appropriate social distance. These measures, together with the effective identification and self-isolation of potential carriers, are the cornerstone of the official guidance and also of our response to the current situation.

These demands sometimes come into conflict with our core purpose of allowing students to learn, progress, thrive, socialise, develop, engage with their community, enjoy their youth and extend their understanding of the world. It is a difficult balancing act, but one that must always sway in favour of the students' well being, their physical and mental health.

As the pandemic becomes more and more controlled, and the vaccine programme develops further, the limits and restrictions that coronavirus places on us will lessen. We will be keeping this under constant review, as we continuously review all aspects of our practice. For the present and the immediate future, however, the following procedures will need to be in place:

KEEPING DISTANCE\MAKING SPACE

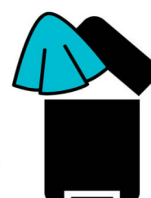
- There are staggered start times for the day and different entrances, so students in Years 7, 8 and 9 need to be in school between 8:15 and 8:25am (*Year 7 from Montenotte Rd, Year 8 from Park Rd and Year 9 from the Tennis Courts*), and those in Years 10, 11 and Post 16 between 8:30 and 8:40am (*Year 10 from Park Rd, Year 11 Montenotte Rd and Post 16 at the Tennis Courts*).
- There will be staggered end times for the school day, with Years 7, 8 and 9 finishing the day at 2:45pm, Years 10, 11 and Post 16 (when they do not have a Period 6 lesson) ending the day at 3:00pm
- We are asking families, wherever possible, to provide pack lunches for their children to avoid congestion in the dining hall.



- Students in the different year groups will have different lunch and break times, and will alternate week by week as to who has their breaks inside and who is outside
- Students in Years 7, 8 and 9 will be taught in their zoned areas - remaining in the same classroom for all lessons except PE
- Students in Years 10, 11 and Post 16 will have their lessons in different classrooms, including specialist work rooms, IT rooms etc. They must, however, follow the one-way system to avoid "crossing bubbles"

PERSONAL HYGIENE AND CLEAN HANDS

- Students will be encouraged to clean their hands thoroughly and regularly during the course of the school day - especially at the start of the day, after returning from the outside, before and after eating and after visiting the toilet
- We strongly encourage students to bring in their own hand sanitiser, though school hand sanitiser is available to all in every classroom
- Students are asked to follow the "catch it, bin it, kill it" mantra. If they need to cough or sneeze they should cover their mouths
- We will remind students to try and refrain from touching their mouth, face, nose or eyes
- There will be serious sanctions for Covid-19 unsafe behaviours, including coughing at or spitting towards another person



CATCH IT.

BIN IT.

KILL IT.

MAINTAINING COVID SAFETY (contd.)



TOILETS

- During each year group's allocated break or lunch time, there will be designated toilets for them to use.
- Toilets will be supervised and students encouraged to use them one at a time, maintaining a level of social distance
- Students with medical reasons will be allowed to visit the toilets outside of break times. They will be supervised on these visits by the on-call team, who will have been alerted by the class teacher
- Students will be reminded to wash their hands thoroughly after visiting the toilet

NOT SHARING EQUIPMENT

- Students are reminded to bring in their own school equipment. Many have already been supplied with a school pencil case with all the items they need. Students are not able to share during the current situation
- Students must bring in their own water bottle. Students should never share items they eat or drink from
- PE Kit will not be loaned, students must remember to bring in their required kit when scheduled for PE (Key Stage 3 students will come to school in their PE kit on days when they have it timetabled)
- Equipment that is handed out (eg laptops) will be cleaned and wiped down with sanitising wipes before they are used
- Desktops will be cleaned with sanitising wipes at the start of a new lesson

SITE CLEANING

- We continue to employ additional staff to carry out regular cleaning of areas of the school, including touch points like door handles
- Enhanced cleaning will take place in line with our risk assessment

ON CALL SYSTEM

- We will continue to use the classroom on-call system to allow staff to call for help where required. (Students may request the toilet, medical or psychological support)
- Our on call system will continue to allow students who feel they may have Covid-19 symptoms to receive help, and be removed from the class as per Public Health guidelines

ROOM VENTILATION



- We have introduced CO₂ monitoring in the classroom to be confident that we have the required levels of ventilation
- Staff are encouraged to open windows and doors for additional ventilation where appropriate

REINFORCING SAFE BEHAVIOURS

- Students will be regularly reminded to maintain Covid safe behaviours
- There will be sanctions and contact home made for any student who persistently fails to maintain Covid safe behaviours or follow the Covid safe routines and expectations in school

FACE COVERINGS

CORONAVIRUS (COVID-19)

THE PRIMARY PURPOSE OF WEARING A
FACE COVERING IS NOT TO PROTECT YOURSELF
- IT'S TO PROTECT OTHERS.



KEEP YOUR FRIENDS, FAMILY, TEACHERS
AND OTHER STAFF MEMBERS SAFE
ALWAYS WEAR A FACE COVERING WHEN YOU
CAN'T MAINTAIN A 2 METRE DISTANCE

A change to the guidance from what was in place before is that now face coverings are required to be worn in all areas of the school where you cannot maintain a 2 metre social distance. This means in the classroom, as well as in the communal areas of the school.

The majority of students and staff will be expected to wear a face covering that will:

- * *cover your nose and mouth while allowing you to breathe comfortably*
- * *fit comfortably but securely against the side of the face*
- * *be secured to the head with ties or ear loops*
- * *be made of a material that you find to be comfortable and breathable, such as cotton*
- * *ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)*
- * *unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged*

Students will be reminded of the correct way to wear a face covering, and that they should:

- * *wash their hands thoroughly with soap and water for 40 seconds or use hand sanitiser before putting a face covering on*
- * *avoid wearing on their neck or forehead*
- * *avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus*

- * *change the face covering if it becomes damp or if they've touched it*
- * *avoid taking it off and putting it back on a lot in quick succession*

We will check all students during line-up in the mornings to ensure that they have remembered their face covering. If it has been forgotten, then a face covering will be allocated. If this happens repeatedly a 20p donation will be requested for a school charity to purchase a replacement.

If a student breaks or loses their face covering during the day a replacement will be supplied

There will be sanctions for any student who should be wearing a face covering and does not do so, or persistently wears it incorrectly.



A number of students and staff members will be exempt from wearing a face covering for medical or other reasons (outlined by the Department for Education). These individuals will be asked to wear a badge to identify that they are exempt.

It is important that those who are exempt from wearing a face covering wear a badge to identify this so we avoid any conflict or disagreement.

It is important that everyone understands that the guidance to wear a face covering comes from the evidence that face coverings do help to reduce the transmission of the coronavirus. We have been asked to wear face coverings to help keep everyone safe.

REMOTE LEARNING PROVISION



Remote Learning

We anticipate that there may be occasions in the coming weeks where individual students or groups of students will be required to isolate as a consequence of Covid-19. Our policy and expectations around this are available on our school website, under Learning and then Remote Learning.

Where an individual student is required to self isolate but is otherwise fit and healthy enough to carry on with their education, they should login to Google Classrooms and follow the schedule for that day as if they were in school. Ordinarily the teacher will have uploaded the work that the students' classmates will be studying that day. If that is not the case there will be other activities that the student can engage with.

Where groups of students are required to self-isolate they will find that a new registration room has appeared amongst their Google Classroom collection. They should register in this classroom each morning of their isolation. This will allow the school to monitor their attendance, and provide support and help if required.

Where whole teaching groups have been required to self-isolate then the teacher will be able to switch to online live lessons so, ordinarily, these students will be able to have a live lesson on Google Meet in accordance with their timetable for that day.

When a student is required to self-isolate but others in that students teaching group are still attending school, live lessons will not be possible. Where this is the case the teacher will ordinarily have uploaded the work for the lesson to their Google Classroom so the student can follow the work their classmates are carrying out in school.

All students are encouraged to use the Safeguarding Alert tool in Google Classrooms to alert the school if there are any concerns or worries that they may need help with.

MENTAL HEALTH AND WELL BEING



We are very aware that many of those in the school community are experiencing anxiety, stress and poor mental health as a consequence of the current situation and the prolonged period of school closures.

In the coming weeks we will be developing our online and in-house resources to provide support to those in need. This includes, but is not limited to, our plans for "catch up" and the reintroduction of music instrumental lessons and extra-curricular opportunities when the situation allows it.

In the meantime we urge all students to avoid unnecessary conflict, argument and disagreement by following the usual expectations around school life.

We would be grateful if every family could remind the students coming back to school:

UNIFORM

Please follow the uniform code, ensure that you are wearing your uniform correctly and completely. If there are reasons why this is not possible, alert us first thing in the morning with a note from home. This will allow the problem to be dealt with rather than an argument to ensue.

PUNCTUALITY

Be on time for school and proceed swiftly to your lessons. At this time lateness, or lack of swift movement to where you should be, creates issues that lead to conflict. There is no need for this to occur.

COURTESY

Perhaps Courtesy is the most important of our 4Cs at this time, though Consideration, Cooperation and Contribution are still important. Things will be difficult for a little while yet, but if we all treat each other with respect and good manners everything will be a great deal easier.

KINDNESS

There is a saying: "In a world where you can be anything, be kind." Never was that more important than now!

KEY DATES



Parents'
Evening



YEAR 7 PARENTS' EVENING

Tuesday 16th March 2021 3:30pm - 6:30pm

Virtual Parents' Consultation Evening for Year 7

(Bookings will open on e-praise on Thurs 10th March)



Parents'
Evening



YEAR 12 PARENTS' EVENING

Tuesday 30th March 2021 3:30pm - 6:30pm

Virtual Parents' Consultation Evening for Year 12

(Bookings will open on e-praise on Thurs 25th March)

LAST DAY OF TERM

Thursday 1st April

EASTER HOLIDAYS

Friday 2nd April - Friday 16th April

INSET DAY

INSET DAY

Friday 30th April

School will be closed to students to allow for staff training day.



Parents'
Evening



YEAR 10 PARENTS' EVENING

Tuesday 11th May 2021 3:30pm - 6:30pm

Virtual Parents' Consultation Evening for Year 12

(Bookings will open on e-praise on Thurs 6th May)