

QEGS School Day - Amended arrangements from Monday 2 November 2020

Week A	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12&13
8:30am	-	-	-	-	Arrive/reg (Meadway)	Arrive/reg (Gordon Way bottom)
8:40am	-	Arrive/reg (Meadway)	-	Arrive/reg (Gordon Way)	Form time	Form time
8:50am	Arrive/reg (Meadway)	Form time	Arrive/reg (Gordon Way)	Form time		
9:00am	Form time		Form time			
9:15am-10:10am	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
10:10am	Break - canteen Sports hall if wet Sports hall toilets	Period 2	Break - pod Gym if wet Toilets by medical	Period 2	Period 2	Period 2
10:30am	Period 2		Period 2			
10:50am		Break - canteen Sports hall if wet Sports hall toilets		Break - pod Gym if wet Toilets by medical		
11:10am	Period 2	Period 2	Period 2	Period 2	Break - canteen Sports hall if wet Sports hall toilets	Break - 6th form
11:30am-12:25pm		Period 3			Period 3	Period 3
12:25pm	Lunch - canteen Sports hall if wet Sports hall toilets	Period 4	Lunch - pod Gym if wet Toilets by medical	Period 4	Period 4	Period 4
1:00pm	Period 4		Lunch - canteen Sports hall if wet Sports hall toilets			
1:35pm		Period 4	Period 4	Period 4		
2:05pm	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5
2:55pm	Depart (Meadway)		Depart (Gordon Way)			
3:05pm	-	Depart (Meadway)	-	Depart (Gordon Way)		
3:15pm	-	-	-	-	Depart (Meadway)	Depart (Gordon Way bottom)

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Monday 21st September - SLT/HOY

	DMR	KLG	TPR	LSL	MDY	HOYS showing as free
Form	Gordon Way entrance	Meadway entrance		Gordon Way Bottom	Reception	HBV
Period 1	10W3 403			13 L4	On call	
Period 2 (break within)	Yr 7 Pod - 1st session 10.10 - 10.30		On Call	Yr9 Canteen 10.10 - 10.30		
Period 3	7CRY 308			On call		
Period 4 (lunch within)	Meeting	Lunch -	11 TW9 11 Lunch Canteen 1.35 - 2.05	Meeting	Lunch -	
Period 5	10W3 403					

Detailed arrangements

Rooms

- Year groups will be based in one particular 'zone' of the school which is near to their entry/exit point. Teachers will travel to the students.

Year 7 (main corridor Humanities & Maths) Year 7 HOY office	Year 8 (English & near the main hall) HOY office opposite library	Year 9 (Upper courtyard area - Maths and Humanities) HOY office in Humanities Yr 8	Year 10 (Languages) HOY Humanities Year 10	Year 11 (Science & Technology) HOY office bridge	Sixth Form - includes Year 12 and Year 13 (Lower Meadway and Lindani)	Inclusion
307 (LSA room)	214	202	302	Sc1	MW02	L6
308	216	303	401	Sc2	MW03	
309	Mu1	304 (LSA room)	402	Sc3	MW04	
310	Mu2 (LSA room)	305	403	Sc4	MW05	
311	101	221	404	Sc5	Sc8	
210	102	217	405 (LSA room)	Sc6	TW3	
211	105	218	406	Sc7	TW4	
212	106	219	407	TW2	TW8	
	107	213	408	TW7 (LSA room)	L1	
			TW1	TW9	L2	
			TW6		L3	
					L4	
					L5	
					L7	
					201	
					301	

Travelling to school

- Before travelling to school, students should have their temperature taken to ensure that it is comfortably below 37.8 degrees celsius. If it is not below this threshold, students should remain at home and their parent/carer should notify our attendance officer.
- If using public transport, a face covering must be worn at all times.
- Regrettably, there are no drop off points for students who might be driven to school. We suggest that a quiet side street is used for this in order to avoid congestion in the area immediately outside of the school.
- All students should aim to arrive 'just in time'. There will be small waiting areas but space will be limited and we do not wish to have students queuing on the pavements outside of the school and potentially breaking social distancing or restricting pavement access for members of the public.
- Upon arriving at the school, staff will direct students towards a lining up area where their form tutors will register the form and escort them to their allocated classroom.

In and around the building

- Social distancing is particularly important when travelling around the building and at break and lunch. Where possible, students should talk to each other whilst seated side by side, facing forward, to avoid droplets from being directed towards others.
- All students will be required to bring a face covering and a small plastic bag to keep it in, to school every day. These have now been made mandatory items of uniform (for all except those with verified medical exemptions). Face coverings must cover both the nose and mouth and their design should be appropriate for the school setting. When not in use, face coverings should be stored in the plastic bag. We will expect students to arrive at school wearing their face covering and it should remain on unless eating or drinking. In classrooms, teachers will invite students to remove their face coverings once seated and in the event of an evacuation, everyone should wear their face covering.
- Members of staff will wear visors so that students who require to lip read can still do so. They will also carry a face mask for use in evacuations and when travelling throughout the building.
- Staff and students might wish to bring a personal supply of hand sanitiser and perhaps some tissues and surface wipes. We have installed hand sanitising stations at each point of entry to the building and so these can also be used and we encourage frequent hand washing and sanitising throughout the day.
- Lockers will temporarily be unavailable due to the fact that they are located in areas outside of year group zones, but also because they would require frequent and detailed cleaning. Since students will largely be based in one classroom, they will not need to carry large amounts of books/resources throughout the day.
- Some staff will not be based in their usual department offices due to the need for social distancing arrangements to be put in place.

Break and lunch

- Year groups will be taken to an allocated area and will have dedicated toilet facilities to use for their year group.
- The canteen will serve take away and pre-packaged items only.
- The grounds will be available and we encourage students to make full use of the outdoor areas whenever possible.
- Lunchtime has been reduced slightly in order to minimise the amount of time that a larger group of students from the same year group spend together.
- Face coverings should be worn at all times at break and lunch, except when eating/drinking.
- It will not be possible for students to visit teachers outside of their scheduled lessons to ask questions etc. Google Classroom should be used for this.

Practical subjects

- PE lessons will take place outside and will initially be less strenuous to avoid the increase in droplets which comes from over exertion. We have been advised to avoid using shared equipment (with the exception of KS4 and KS5 classes where additional controls will be in place to allow a wider variety of activities to take place).
- In all other practical sessions, KS3 teaching will take place in non-specialist rooms and schemes of work will be adapted accordingly. KS4 and KS5 sessions will take place in specialist rooms when needed, with additional controls in place to allow a wider variety of activities to take place.
- We are awaiting more specific guidelines from examination boards.

SEN support

- LSAs have been deployed to support each year group bubble and they will be based in a smaller classroom close to the year group zone. They will also have a supervisory role during lesson transition.
- Students who would usually work with an LSA will have specific sessions to support their learning.

School uniform and equipment

- Full school uniform should be worn and we strongly encourage clothes to be changed and washed daily whenever possible. Families are encouraged to review the uniform guidelines (see attachment) and to purchase any replacement items of uniform during the summer holiday period.

Home learning and feedback

- Following guidance from Public Health England, schools are advised not to exchange paper whenever possible. We will therefore be issuing all home learning as assignments via Google Classroom. All feedback will be exchanged via Google Classroom as well, in accordance with the expectations set out in our marking and feedback policy.
- We have recently set up a "Guardian email" facility via Google Classroom. This will allow parents/carers to receive a daily or weekly, according to individual choice, digest of the work that has been set for their daughter. This has recently been launched and we will verify in September that all parents/carers who wish to use this facility have the correct access.

Events for parents/carers

- For the 2020/21 academic year, all events (such as information evenings, open evenings etc) will be live streamed online.
- Parents' evenings will be conducted via video conferencing software which will allow parents/carers to book convenient slots with their daughter's teachers. The software will then automatically transfer parents/carers to the appropriate teacher at the scheduled time. More information can be found here: <https://www.parentseveningsystem.co.uk/features-video-meetings.asp>