

Revised protocols for March 2021 return

These protocols will be kept under constant revision, with any changes communicated.

Please also see the ['At-A-Glance' Guide](#)

1. Attendance protocol : information for parents and students

- School attendance will be mandatory for all pupils, in line with the phased return arrangements notified for w/c 8th March. It is parents' duty to secure their child's regular attendance at school
- The pandemic does not prevent a student attending school unless they are unable to because they are self-isolating in line with public health advice and have had symptoms or a positive test result themselves; or they are a close contact of someone who has coronavirus (COVID-19), and have been notified to isolate by track and trace or the school. Students who have been confirmed as clinically extremely vulnerable (CEV) are advised not to attend school while shielding advice applies nationally, even if they have been vaccinated (parents should provide to school a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place). If you have any concerns regarding your child's vulnerability, please contact the school.
- Students, staff and other adults must not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), (high temperature, a new or continuous cough, a loss or change to your sense of smell or taste) or have tested positive in at least the last 10 days; students developing any of those symptoms during the school day will be sent home and should follow [Government guidance](#) which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from the day following when the symptomatic person first had symptoms, and seek a test if they themselves develop symptoms.
- If students are unwell on the day, or have been in close contact with someone who has a positive diagnosis or is displaying symptoms, do not attend school that day: email attendance@ashlyns.herts.sch.uk before 08.30 to confirm this.
- [Returning from abroad](#)? From 15 February onwards, everyone allowed to enter England from outside the [Common Travel Area \(Ireland, the Channel Islands or the Isle of Man\)](#) must:
 - quarantine for 10 days
 - take a coronavirus (COVID-19) test on day 2 and day 8 of quarantining
 - follow the [national lockdown rules](#)

2. Student protocols

Planning before you arrive

- All students have been offered the opportunity to undertake 3 Lateral Flow Tests to identify asymptomatic cases of Covid-19 in school, with the first test coinciding with their first day back in March. Parents and students are encouraged to read the detailed information provided by letter on these arrangements, and to take advantage of this opportunity. Testing will only be provided where explicit consent has been recorded.
- Wear full school uniform as normal. [Check what you are or aren't allowed in the current rules](#); government guidance advises all schools to maintain their usual uniform policies. Uniforms do not need to be cleaned more often than usual, or using different methods. If you have difficulty obtaining uniform items or are experiencing financial pressures, please contact the school in advance of return in the first instance.

- Pack essential equipment only, in a suitable-sized bag for the day: face mask, your books for the day, [stationery and class equipment](#), tissues, personal hand gel if you have some, and a filled water bottle (Water filling stations at school will be only accessible at lunchtime, with year groups allocated to different filling stations).
- Plan ahead for break and lunchtime and whether to bring your own snack/packed lunch. Top-up your ParentPay account if you plan to buy food or drink from the school canteen.
- Clothing - windows will be open for ventilation, so you may wish to add an additional layer underneath your uniform on colder days. Bring a light but waterproof coat!

Face coverings - updated 1st March 2021

Until further notice, face coverings should be worn when moving between lessons and in communal areas within the school building. Please inform the school if your child has an exemption(*). Face coverings must be plain, worn appropriately and consistently, and removed in a safe manner ([see video link](#)), storing in a bag for safe keeping - you should wash or gel your hands following removal of face covering, or reapplication for the way home. Guidance on [how to wear and make a cloth face covering](#) is available. We will continue to keep the use of face coverings for both staff and students under constant review in light of ongoing guidance. It is also recommended that face coverings should be worn in classrooms where social distancing between students cannot be maintained.

Travelling to school

- (a) **Arriving by public transport (public buses, train)** - you must wear face coverings* and must not touch the front of your face covering during use or when removing your face covering.
- (b) **Arriving by dedicated school bus**
- Socially distance at your bus stop from students who are not in your year group
 - Sit with students from the same year group, and remember your seat position for the return journey
 - Follow all instructions from the driver
 - You must wear a face covering*
- (c) **Other students**
- Where possible, please walk or cycle to school or 'park and stride', walking only with those in your 'bubble' (family members or year group members) and maintaining a 2m distance where possible from others.

On arrival at school gates:

- Do not wait for friends or linger in a group - **go directly to your tutor room (which will be open by 8.20am)**, accessing by the external door nearest to your tutor room. If unsure, ask the member of staff on the front gate.
- Note that parents will not be permitted on school site, except by advance appointment.
- Sixth Form only: if you are driving yourself to school, park in the car park at the back of the school. Walk around the perimeter road to access the building via the nearest external door to your tutor room.
- If removing a face covering, you should place disposable face coverings in a covered bin or place reusable face coverings in a plastic bag ready for the home journey, and immediately gel your hands.
- Use gel stations placed around the building, your own gel, or go to toilets to wash hands for 20 seconds.

Breakfast club

This will continue to operate from 7.50am with zoning by year group and a limit on numbers to achieve appropriate social distancing between groups.

Social distancing and movement around school

Students in Yr 7 through to Yr 11 are being grouped into 'bubbles' by year group (Sixth Form students are treated as one distinct group), for the purposes of teaching, canteen, playgrounds and gatherings. Within classrooms and year groups you do not need to maintain social distance, but good preventative hygiene practices are important - washing hands regularly is essential.

To minimise contact in corridors and at break times:

- Corridors are one-way on the ground floor, and clearly marked (the system will be explained by tutors). You **MUST** adhere to the one-way system as directed, for the safety of everyone.
- Longer movement time is provided to allow first-floor classrooms to empty first, and for students to follow the one-way system calmly and quietly to their next lesson. Students should use external routes around school where possible, as permitted by the map.

Entering and exiting classrooms

- Walk in calmly and pay attention to instructions from your teachers; sit where you are directed to sit. Each teacher has their own cleaning protocol - either a teacher spray with students wiping down, or a cleaning wipe for students to collect on entry to wipe your work area in a sensible manner. Place any used wipes into the lidded bin when directed by the teacher. Desks will be arranged facing forwards, with a 2m distance between teacher and students at the front.
- When the class is required to exit, the teacher will direct to ensure a calm exit.
- Do not loan your own equipment to other students. Where you need specialist equipment (text books, specialist technology equipment), teachers have their own detailed protocols to ensure cleaning and quarantine between year groups. Where equipment or textbooks are used in the classroom, you must follow the teacher's instructions about the handling and returning of it at the end of the lesson.
- At the end of every lesson, your teacher will allow time to check the route you should take to your next lesson, displaying the one-way system on the board. When directed to leave calmly, do so following the one-way system and walking on the left of any corridors.

How will marking and home-learning work?

Home-learning will continue to be set on Google classroom as normal. You may be asked to hand-in work to your teacher electronically or on single pieces of paper to be marked. Where your teacher has asked you to hand in your book/folder, you will be asked to leave it in a designated place in the room, to allow 'quarantining time' before the teacher marks it, and staff have strict protocols to ensure it is returned to maximise hygiene.

What if you have forgotten key stationery for the day?

If you are missing key items from your kit list, we would ordinarily ask you to purchase this from the LRC. To reduce footfall around the school, ask your teacher. Loaned items will be quarantined afterwards before reissue.

If you need the toilet during a lesson:

You should use before school, break and lunchtime to access toilets, and to minimise lost learning. In an emergency, during a lesson, ask the teacher - access is controlled for essential visits only. Wash hands thoroughly as always.

If you feel unwell with Covid symptoms whilst at school:

- Alert the teacher - a member of staff will be called to collect you to be isolated in the quarantine room to await parents to collect you. Parents will be expected to collect you immediately or to authorise you walking home to isolate pending testing.
- If you cough or sneeze - use a tissue! Catch it, bin it, kill it! - then gel your hands. Use lidded bins provided.

Mid-morning breaktime

We recognise that many of you will want to bring your own snack for breaktime to allow you to eat it outside, enjoying the fresh air and because of limited service at break. Go to your allocated playground. Priority at morning break in the canteen will be given to Year 9, 10 and 11 and Sixth Form students.

Lunchtime

- The dining hall has no chairs or tables - students purchasing canteen food will queue in year group times/areas, and then take food to their dedicated playground area.
- Fingerprint payments are no longer used - you have been provided with contactless cards with your name on - you can 'top these up' through ParentPay online in advance. If you lose your contactless card, you will need to pay £1 for a replacement.
- Lunch queues will be staggered:

Canteen 'A'-side	Canteen 'B'-side
1.25pm Y11	1.25pm Y7
1.35pm Y8	1.45pm Y10
1.45pm Y9	

- Sixth Form will go to lunch at 1.25pm, with a rota indicating which year groups purchase food at which times.
- Students should only use their allocated playground at breaks and lunchtimes. Students should not be in corridors except to travel to toilets - it is best to be outside when possible. In the event of a wet break/lunch (bell rings twice), students should go directly to their dedicated wet break area.

What lunchtime activities will be available?

- There will be a rota to allow for the astro to be used by different year groups at different times
- From the 22 March, the Learning Resource Centre (LRC) will be allocated to different year groups on rotation
- Some year-group-specific IT access will also be provided in allocated IT rooms for Years 9-11, who do not all have chromebooks, and some classrooms for quiet study for Years 7 and 8

Can I access my locker room?

Locker rooms have been allocated as follows:

- East Locker Room - Year 7 only
- North Locker Room - remainder of Year 7 plus some Year 9 (timed access for each year group)
- West Locker Room - Year 10 only
- South Locker Room - Year 8 only
- F111 - Year 11 and Sixth Form (timed access for each year group)

Students should only access locker rooms before school, at breaktime, lunchtime and at end of school.

Exiting school

- Stick to the 2m rule between you and those outside your year group bubble.
- If walking home, do not delay leaving - do not linger at the front entrance - proceed directly home.
- Please avoid being collected by car near the school site where possible. If students need to be collected, parents should do so at a good distance from the school, or wait until after 3.35pm (when

school buses have cleared the drop-off point at the front of school) - students waiting for lifts should wait in the main car park by reception, socially distanced, until this time.

- Students awaiting school buses will be told where to wait until the bus arrives, to allow distance between year groups.
- Do not return to the school site that day.
- Staff and Sixth Form drivers only: you will not be able to drive off-site between 3.20pm - 3.35pm, to allow students to wait for school buses safely, and to socially-distance as they are walking to leave.

What if I forget my chromebook (Years 7 and 8 only)?

Tell your tutor during registration - you will be told where to go to borrow a chromebook for the day. A sanction will be issued for lack of equipment.

What if I forget my tie/blazer or have the wrong shoes?

Please don't! You will be required to borrow the correct uniform from student services, or will be sent home to change. Items loaned will be 'quarantined' before being reissued. Normal uniform expectations apply, as do sanctions for incorrect uniform.

How are subjects like PE, music and technology mitigating risks of infection?

Each specialist teaching area has their own protocols to manage risks, which they will explain to you at the start of your first lesson and as detailed in our risk assessment, with specific adaptations made for Technology, Creative and Physical Arts, and Science.

How do I access a Learning Mentor if I need to?

You should first discuss any concern with your tutor at tutor time. Students can request appointments through tutors, or speak with the Learning Mentor on the playground to arrange a time.

How will the Inclusion Room work?

The inclusion room will be zoned by year group, with a limit on numbers to achieve social distancing between students from different groups, with an overflow room as directed by staff supervising. Only students timetabled to be in the inclusion room, alongside those with 2020-21 inclusion room exit cards, will be able to access the room during lesson time. At breaktime and lunchtime, a separate outdoor area will be allocated for identified students.

How will Teaching Assistants be used?

Teaching Assistants will use a range of tools to allow them to support allocated students whilst mitigating risks of transmission.