

# Year 7 Micro-School

## Key Information

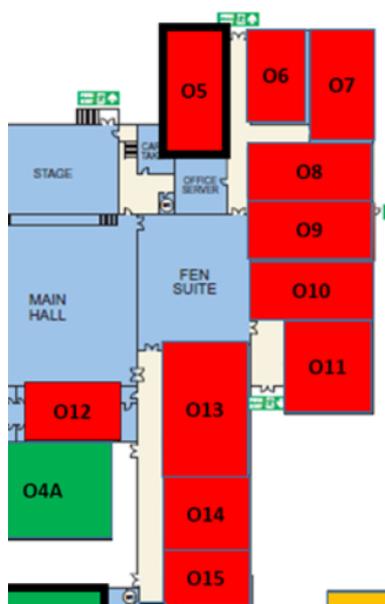


This document is intended to provide a guide for pupils and parents to the new micro-school structure at William Edwards. This structure will be in place until Government guidance related to schools and COVID-19 is lifted.

### Location

Year 7 will be located in rooms O5, O6, O7, O8, O9, O10, O11, O12, O13, O14, O15 in the Orsett Block. The micro-school is easily identified as its signage colour is red.

Pupils will largely remain in one room for their lessons and the teachers will move to them at the start of each lesson



### The School Day

	Year 7
<b>Arrive</b>	<b>9.00</b>
<b>Lesson 1</b>	9.10-9.45 (35 mins)
<b>Lesson 2</b>	9.45-10.15 (30 mins) <i>Break 1: Hall 10.15-10.30</i>
<b>Lesson 3</b>	10.30 – 11.00 (30 mins) 11.00 – 12.15 (75 mins)
<b>Lesson 4</b>	<i>Break 2: Hall 12.15 – 12.45</i> 12.45 – 13.30 (45 mins)
<b>Lesson 5</b>	13.30 – 14.55 (85 mins) <i>End of day 14.55</i>

The entrance to the Year 7 micro-school is via the canteen doors and across the main school hall. Upon arrival pupils will head straight to their entrance when they will be able to sanitise their hands. Pupils will not be able to congregate in any part of the school upon arrival and must enter their micro-school immediately.

There is no daily tutor time (although there will be a weekly tutor session) and lessons start promptly at 9:10am. Every three weeks a day will be dedicated to tutor groups and tutor time.

### Year 7 Tutors

Ms Bruce	Ms Lambert	Ms Bull
Ms Woolf	Mr Rungay	Mr Miller
Mrs Mandemann	Mrs James	
Mr Miller	Ms Devonshire	
Mr Moore	Mrs Kojczyk	

### Leadership

The Head of the Year 7 micro-school is Miss Pooley.



[pooleya@wes.swecet.org](mailto:pooleya@wes.swecet.org)

The senior member of staff who oversees the Year 7 micro-school is Mrs Barber



[barbera@wes.swecet.org](mailto:barbera@wes.swecet.org)

## **New School Rules**

All existing school rules remain unchanged. Our behaviour policy has been amended to reflect some of the changes we have had to make in school. For example, if a pupil deliberately refuses to follow hygiene, social distancing or micro-school arrangements then this will be treated as a very serious breach of our behaviour policy.

## **The Curriculum**

Our belief that all pupils should have access to a full and broad curriculum remains unchanged. Year 7 will follow the same curriculum offer as normal. However, given that the length of the lessons are different and that specialist subject rooming is not always possible, teaching staff have had to make adjustments to their schemes for learning to fit the new structures.

## **Blended Learning**

All pupils will be trained to use the Google Classroom platform in September. This will be the main vehicle that we will use to deliver our blended learning model for learning whereby we offer a blend of 'normal' face to face lesson supplemented by work on the Google Classrooms platform.

Google classrooms will be used in the following ways:

- To set and manage homework
- To support classroom learning
- To extend learning beyond the classroom
- Used as our main vehicle to deliver lessons should the micro-school have to go back into lockdown

## **Break & Lunchtime**

At break and lunchtime Year 7 will use the main school hall as their indoor eating space. They will use the astro-turf as their outside space. No other year groups will be using these spaces at the same time.

Entrance to the main hall will be from the Fenn Suite doors located in their micro-school. Pupils will sanitise their hands prior to leaving their classrooms for breaks.

Although the catering staff will be serving a wide range of hot and cold food, this will be of the 'grab and go' variety to ensure that it can be served quickly. Social distancing will be enforced in the Dining Hall. Regrettably, our breakfast offer is not possible whilst under these temporary arrangements.

For hygiene reasons pupils will not use a thumb scan for payment of food and drink. Instead, they will provide their name and this will be checked against their photograph by the till operator.

## **Classroom Arrangements**

Year 7 will have most of their lessons in the same room and the teacher will move to them. It is crucial that they have all the correct equipment for the day as we are unable to lend equipment out as this is an infection risk.

Staff are able to collect books in for assessment and feedback purposes.

Staff are allocated a two metre space at the front of the room and must stay there. Pupils will only be facing the front and the room and, in most cases, will be seated at individual desks which will be socially distanced as much as possible given the limitations of space within the room.

Teaching Assistants are not allowed to circulate the room and sit with pupils as they normally would.

## **Hygiene**

Pupils will sanitise their hands upon arrival, before breaks, after using the toilet and at the end of the day. They have hand-wash stations available at all times. Classrooms have lidded bins and pupils will be strongly encouraged to follow the 'catch it, kill it, bin it' advice. Additional cleaning capacity has been put in place and teachers moving to new classrooms will be able to sanitise their work space. Although sanitizer is available at each classroom door, it is advisable for pupils to bring their own to sanitise hands during lessons if necessary.

## **Outbreak Management**

The school will manage any suspected cases of COVID-19 in school by isolating the person in an isolated room until they are able to be collected and tested. Staff involved in their care will use wear full PPE. The guidance states that if the test is negative then the person still needs to self-isolate for 14 days because the symptoms could develop into COVID-19 during the remaining days.

If there is a confirmed case of COVID 19 then the school will liaise quickly with Public Health England via the local health protection team and follow their advice. It may be that an entire year group micro-school has to self-isolate for 14 days or that the whole school has to. Parents will be kept informed at all times.

## **Masks & Uniform**

Normal school uniform will apply from the start of term.

The school website COVID19 Information page has a copy of the Trust's approach to face coverings and where they must be worn and where they are not allowed to be worn.

Please note that it is a requirement for all pupils to bring a mask to school in a sealable plastic bag

## **Pastoral Support & Safeguarding**

Pastoral support for pupils will be via the Form Tutor, Head of the Micro-School and the pastoral department. The Designated Safeguarding Lead for the whole school continues to Miss Grime and the Deputy Safeguarding Lead is Ms Wood.

## **SEND Support**

Support for pupils with Special Educational Needs will need to change as a result of the changes outlined in this key information. The largest change affects in-class support with reduced capacity to work alongside pupils. In order to ensure that SEND pupils continue to make strong progress, the school will be increasing the amount of out of class small group work in socially distanced environments throughout the duration of the changes. All other aspects of our support remain unchanged.

## **Assemblies**

We are only allowed to have limited numbers in assemblies. Therefore, we will only hold them if absolutely necessary and with reduced capacity. Weekly full-school assemblies are cancelled until further notice.

## **Trips & Visits**

There will be no trips or visits during the Autumn term

## **Extra-Curricular**

We intend to continue our full extra-curricular programme. However, these will need to be entirely year group based with consistent groups. Extra-curricular PE is subject to the same constraints curricular PE is in terms of issues around sharing of equipment and no contact sports.

## **Access to the School Site**

We are not allowed to give access to any visitor without a prior appointment to enable us to make arrangements for the visit. Therefore, parents are not allowed to come into school reception without an appointment.

## **School Events**

We are not able to host our usual school events in the Autumn term. Therefore, regrettably, our usual Year 7 Tutor Evening in October will be cancelled in its usual format. We will provide further details nearer the time.

## **Attendance**

From September, School attendance is compulsory for all pupils as is normally the case. The school will follow-up all non-attendance in the usual ways.

## 'Catch-up' Plans & Groupings

We are very aware that our new Year 7 pupils have missed the important last term of their primary school experience.

Without having SATs results to help inform our grouping, Year 7 pupils will initially be placed in broad bands based upon information received from their primary school. As we get to know the pupils and are able to judge more accurately their ability, we will make adjustments to our groupings.

The English and Maths departments will ensure that they cover additional Year 6 content at the start of the year to ensure that the learning is consolidated and any gaps in knowledge identified and incorporated into future planning.

## Bus Travel to School

Pupils who travel to school on public transport or on the school bus must sanitise their hands prior to entering the bus and upon exiting. They must also wear a mask which must be removed upon entry to the school.

The guidance also states for school buses that "advice for passengers to adopt a social distance of two metres from people outside their household, or a 'one metre plus' approach where this is not possible, will not apply from the Autumn term on dedicated transport." Where possible, pupils are also advised to sit in their respective year groups.

## Academic Progress & Reports

From September all the normal ways the schools track pupil progress will continue as usual. Our assessment schedule will be largely unaltered and we will be providing parents with their first progress check report at October half-term.

## Toilets

Year 7 will use the Orsett Block toilets located next to the main hall. These toilets will be shared with other year groups but via different entrances and access will be managed by staff and they will be cleaned throughout the school day. Year 7 will enter via the main hall.

# We look forward to welcoming you on the 3rd September



William Edwards School