

Year 9 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 9 will be located in the rooms marked in blue on the map which is in the Stifford block. The micro-school is located across



Art, Maths and RE classrooms.

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

Leadership

The Head of the Year 9 micro-school is Miss Grime



grimea@wes.swecet.org

The senior member of staff who oversees the Year 9 micro-school is Ms Wood



wooda@wes.swecet.org

The School Day

	Year 9
Arrive	8.40
Lesson 1	8.50 – 9.45 (55 mins)
Lesson 2	9.45 – 10.45 (60 mins) <i>Break 1: Undercover area 10.45 – 11.00</i>
Lesson 3	11.00 – 12.15 (75 mins)
Lesson 4	12.15 – 13.15 (60 mins) <i>Break 2: Undercover area 13.15 – 13.45</i>
Lesson 5	13.45 – 14.35 (50 mins) <i>End of day 14.35</i>

The entrance to the Year 9 micro-school is via the doors into the atrium which leads to the playground between Science and Technology.

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 is one session each week) and lessons start promptly at 8:50am. Every three weeks a day will be dedicated to tutor activities and time with tutors.

Year 9 Tutors

Ms Jhita
Mrs Neale
Mrs Bains
Mr Howe
Ms Doman

Mr Sharpe
Ms Nutman
Mrs Roe
Ms Epsly
Dr Ade

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 pupils 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 9 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 delivery 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 9 will use the blue undercover area as their indoor eating space. They will use the playground as their outside space. No other year groups will be using these spaces at the same time.

Entrance to the canteen will be via the doors from the blue undercover area. 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 undercover area. 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 9 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.

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

We are very aware our pupils have been out of school for a significant period of time and are all at different stages in their learning.

During their first few lessons of each subject in the new academic year, pupils will be guided through a self-assessment activity bespoke to each subject and linked to the work set during the school closure period.

The results of this assessment will be used by teachers to identify any gaps in key knowledge and used to aid their planning to fill the gaps in knowledge or understanding.

New content will not be taught until teachers are confident that pupils are able to move on in their learning. This will not apply if pupils are up to date in their learning and will not go on beyond the 1st October when we will resume our full and normal curriculum. Our blended learning approach will also be used to assist pupils fill any gaps in knowledge.

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 9 will use the Stifford block toilets located next in the Technology corridor. They will access them via the doors into the atrium which leads to the playground between Science and Technology. 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.

**We look forward to
welcoming you back on the
7th September**



William Edwards School