

**Stokesley School &  
Sixth Form College**

Parent/Carer and Student

# Back to School Guide



**Stokesley School  
& Sixth Form College**  
Being the best we can be



# Message from the Headteacher



It is wonderful to think that we will soon be welcoming all of our students back into the building. We hope that this is the final time we experience a period of remote learning such as this.

Much of this booklet remains the same as in September, but is hopefully a useful reminder of our system of controls to minimise the spread of coronavirus and keep both staff and students safe. There are some new updates, which are regarding the use of face coverings in school and the testing of students in school upon their return, and at home thereafter.

Thank you for all of your continued support and for helping us to prepare your son/daughter for his/her transition back to school/college and making it the best it can be.

**Mrs H. L. Millett**  
*Headteacher*

# How will students get to school?

## **The best thing to do is walk or cycle where possible.**

At the time of publishing this document, NYCC have confirmed that the guidance on passenger transport from the Department of Education has not changed. All students will need to wear face coverings on school transport as they are all over the age of 11, and that students will be mixed with other year groups on the buses.

Once we have more information from the bus companies and North Yorkshire County Council about how they intend to implement measures in the guidance, we will be in touch. It goes without saying that we will work with the bus companies and North Yorkshire County Council to enforce a zero tolerance approach to behaviour issues related to Covid safety on the school buses. Students will not be allowed to use school passenger transport if they are unable to follow expectations.

# What happens when students arrive at school?

On arrival at school, students will be directed to enter school via the allocated gate or entrance for their year group.

**Year 7 - The green gate next to the Youth Centre near the exit to the car park**

**Year 8 - The green gate in between the IT and DT departments**

**Year 9 - The green gate next to the Youth Centre near the exit to the car park**

**Year 10 - The green gate in between the IT and DT departments**

**Year 11 - The main student entrance to school**

**Sixth Form - One of the two rear green gates near the tennis courts**

Once in school and also at break and lunch times, main school students will proceed to the following allocated outdoor space. Sixth form students have recreational space within the sixth form block.

**Year 7 - Large tennis court behind the Modern Foreign Languages block**

**Year 8 - Small tennis court behind the sixth form block**

**Year 9 - Basketball yard/Astro turf**

**Year 10 - Main yard between maths and the leisure centre**

**Year 11 - Area between Swiss Chalet and Sports Hall and alongside the main hall**











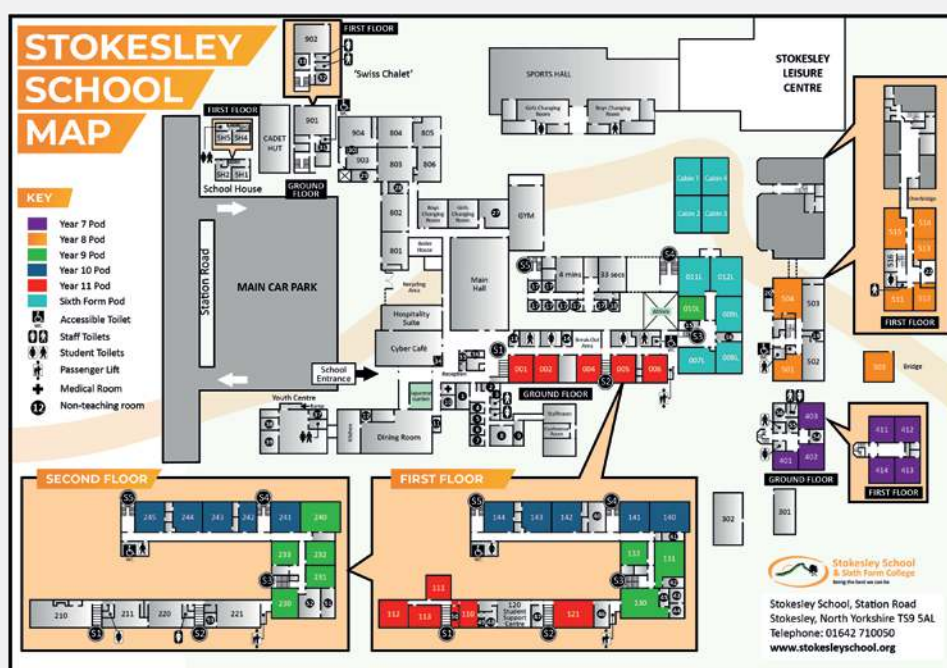
# What is in place in school to support staff and student safety?

## Year group 'pods'

We will continue with our re-roomed timetable so that, wherever possible, students can be kept in a designated part of the school for their lessons. The 'pod' areas for each year group are

| Pod        | Classrooms   |
|------------|--|
| Year 7     | Modern Foreign Languages Block                                       |
| Year 8     | Geography and Art Block (except 502/503) and the Bridge Mobile (303) |
| Year 9     | Science (except 11L, 12L, 121L and 140L) plus Room 10                |
| Year 10    | Maths plus 140L  |
| Year 11    | English (ground floor except room 10) and History plus 121L          |
| Sixth Form | Portacabins, assembly hall plus L7, L8, L9, L11 & L12                |

The following map shows the year group pods visually: the colour links to the students' ties (apart from sixth form).



We do not want students to experience a narrowed curriculum due to coronavirus, so specialist teaching that requires specialist rooms will still take place. Students will leave their pod to access this teaching, but this has been carefully planned using external access to rooms and to avoid clashes between students from different pods.

## The revised timings of the day

The start and finish times in school largely remain the same. We will be staggering the finish time slightly to bring students out in a safe and orderly manner and avoid mixing the pods; so if your child walks home or is collected, please note they may be just a few minutes ahead of schedule. Our planned staggered end times are as follows:

Year 7 - 15:17

Year 8 - 15:19

Year 9 - 15:21

Year 10 - 15:23

Year 11 & Sixth Form - 15:25



Within the school day, we continue with staggered lunches and breaks. Students are familiar with these timings now and so should take this all in their stride.

## Installing hand sanitiser stations and cleaning schedules

Strong personal hygiene is still key in controlling the spread of the virus. Students can sanitise in over 30 locations around school. Our sanitiser is alcohol-free and, used correctly, provides a barrier for 2 hours. A programme of hand sanitising is part of our daily routine and has been developed in-line with government guidance; a reminder of this can be seen below. We do not have enough sinks to use hand-washing alone, but students will be encouraged to continue to prioritise this traditional and effective method when visiting the toilet. Students can continue to bring their own sanitiser if they wish.

## When should I sanitise my hands?

### On arrival at school before tutor time

Do this in your year group pod area.

### When you return from break

Do this in your year group pod area or specialist teaching room.

### Before you eat lunch

Do this in the queue for lunch. If you have brought a packed lunch, sanitise as you leave your pod/specialist teaching room.

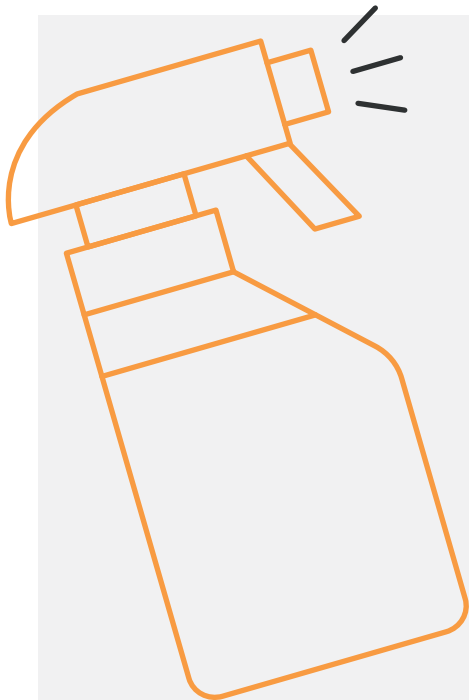
### When you return from lunch

Do this in your year group pod area or specialist teaching room.

### When you move out of your pod into areas shared by other year groups

Do this in your specialist teaching room on arrival, as directed by staff.





We have increased our cleaning staff hours and set up a detailed cleaning schedule that focuses on areas that are touched frequently throughout the day, and specialist rooms that will be used by more than one year group in a day.

Government guidance states students from different pods can use the same toilet, but we have allocated toilets to each pod as an extra control measure. Students are already familiar with this process, but will be reminded of this on their first day back.

## How will students' break and lunch be affected?

There will continue to be no food service at breaktime so if students wish to consume a healthy snack, they will need to bring this from home.

To aid the safe movement of teachers around the building and ensure students do not have to concentrate in lessons for overly long periods due to staggered timings during the day, the additional break in the afternoon will also remain.

All students in Y7 - Y11 will continue to eat lunch on site. Please ensure that students have money on their Parent Pay account to cover the cost of food - this is much safer and more convenient than students carrying cash, and allows parents to check on what students are eating each day! If you have any questions about finance for school dinners or need your Parent Pay login details resetting, please contact [finance@stokesleyschool.org](mailto:finance@stokesleyschool.org).

Students will dine with their year group on a staggered rota. Students are also on a fortnightly rotation which will mean they will eat in the canteen one week and the café/atrium in the other week. A sample of food served in each of these areas is shown below:

|                    |   |
|--------------------|---|
| <b>Canteen</b>     | One hot main choice and one vegetarian choice, including roast of the day, fish & chips, chicken & vegetable fajitas, homemade pies, mince & dumpling among others; one dessert choice including fresh fruit, yogurt, jellys & hot puddings. Sandwiches by order. |
| <b>Café/Atrium</b> | Pasta King including a selection of pasta & sauces, curries & chilli; jacket potatoes; hot bakes; yogurt; fruit & jelly. Sandwiches by order.   |





Students may bring a packed lunch if they wish, and can eat this in their designated dining areas or on one of the picnic benches in their pod's outside area.

Morning break is 20 minutes long, and afternoon break will be 15 minutes long. Lunch will be 30 minutes long. Y9 and Y11 take lunch at the same time but will be in separate areas (hence the two-week rotation mentioned above, as do Y8 and Y10. Y7 dine alone so they get free choice.

Students in our Sixth Form will have food and drink available in the Bistro from the morning break until the end of lunch. Sixth Form students are allowed to leave the site for their lunch during a study period, remembering social distancing requirements and that they must represent our school and themselves positively within the community. Please note; the Bistro is temporarily moved to the main hall while the sixth form refurbishment takes place. Students should access this via the side doors.

**Please note, students in Y7-Y11 must wear appropriate outdoor clothing over their uniform as they will not be able to stay indoors during break and lunch due to lessons for other year groups still taking place and the school having limited indoor space. A hooded coat is a very good idea, but not a hoodie as these are not permitted in school.**







## What will happen in lessons?

Classrooms have been set up in-line with guidance so that students are facing forwards and the teacher can maintain a two-metre distance. Each classroom will have a disinfecting station with antiseptic spray and blue roll as well as disposable tissues for students and staff and bins for safe disposal. Aside from this, lessons will be taught as normal in the standard classroom; in more practical subjects where equipment is required, an appropriate cleaning regime has been put in place. When students have to leave their pod for specialist teaching facilities, there are hand sanitisers in the specialist teaching room and it will have been cleaned in between different year groups. Until Easter at the earliest, face coverings will be worn in class.

## Will the students still have assemblies?

Yes, but to begin with these will be remotely delivered into their tutor rooms via digital technology. The guidance allows us to have year group assemblies, but we will introduce these when we feel it is most appropriate to do so.

# Are there any changes to behaviour management policies?

We expect high standards from our students at all times, and in this post-lockdown world this is more important than ever. We will continue to place the greatest emphasis on recognition and positive encouragement, but where behaviour does not meet our standards, we will isolate students within their year group pod or, in extreme circumstances, issue fixed term exclusions and ask parents/carers to take students home immediately. We will not tolerate any behaviour that compromises the health and safety of others; consequences for breaches will be serious. Our behaviour policy is available to read on our website.

# What about face coverings?

If students travel by bus they are required to wear face coverings. The use of face coverings in schools is now required in all internal areas, where social distancing is not possible up until Easter, when this will be reviewed at a national level. Face coverings now need to be worn in classrooms. Inappropriate use of face coverings can risk spreading infection, therefore students should refrain from touching masks unnecessarily. Masks should cover the nose and mouth at all times, ensuring a snug fit across the face. We will remind students of our expectations in relation to the appropriate and safe use of masks on the first day they return. Students do not have to wear masks whilst outside during social time or physical education.

# Do students have to wear school uniform?

Yes, students need to wear their full school uniform and there is no requirement to wash this any more often than usual unless you want to. It is vitally important that students wear the correct colour tie for their year group to help with identifying students in such a big school and thus minimising contact between different groups of students. Here is a reminder of the tie colours for 2020-2021.

Year 7 - Purple  
Year 8 - Orange  
Year 9 - Green  
Year 10 - Blue  
Year 11 - Red

Sixth Formers should wear appropriate smart casual clothing as per our existing expectations.



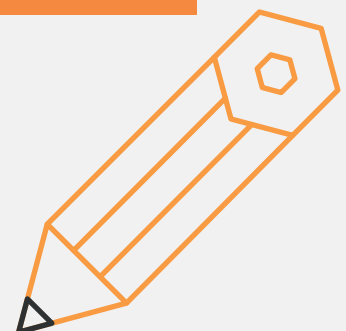
# Will students still take part in physical education?

Yes, physical education is vitally important for students' mental health, wellbeing, and fitness. The PE department will be focusing on outdoor sports wherever possible. As our Sports Hall refurbishment is now complete which provides a large indoor space. However, there may be times when bad weather means PE cannot go ahead. If this happens, we have planned important core subject work that will be supervised by PE teachers in the classroom. Please remember we expect every child to participate in PE and appreciate your support on this matter. Changing facilities will be available within school, so students should bring their PE kit in their bag as normal on the days that they have PE.



# Can students bring equipment into school?

As is always our expectation, students should bring all of the personal equipment they need to learn every day. A full list of what should be in their pencil case is available on our website [stokesleyschool.org/key-information/uniform/](https://stokesleyschool.org/key-information/uniform/). Aside from this, students can bring their Chromebook and essentials such as bags, hats, coats, lunch boxes and mobile phones (turned off and in their bag throughout the school day). Non-essential items should be left at home.



# Can parents/carers come into school?

We would appreciate your support with our control measures by not coming into school without a pre-arranged appointment and we will also aim to make any meetings virtual where possible. Please contact your son or daughter's Tutor or Head of Year in the first instance if you have anything you'd like to discuss with us.

# What about whole school events?

The spring term is normally filled with a plethora of events including parents' evenings and concerts. Many of you will have already attended one of our virtual replacement events. We will continue to keep you informed via the Headteacher's updates about how these events and other important contact points will proceed.



# What if a student is unwell?












If a student is unwell, you should follow our standard absence procedures which is to email **attendance@stokesleyschool.org** or ring 01642 710050 before 8.30am. If a student displays symptoms of COVID-19, they should not come to school until a test has been taken and a negative result received. If the test is positive, the student must isolate until symptoms go away, and at least for 10 days. More information about symptoms and what to do can be found here: **nhs.uk/conditions/coronavirus-covid-19/**. If COVID-19 is suspected or confirmed, please notify the school as soon as possible via **office@stokesleyschool.org** or the attendance email listed above so we can implement test and trace procedures. If a student becomes unwell at school, we will contact you to take them home. If there is evidence of COVID-19 symptoms, we will implement our risk assessment measures to keep the student and others safe. Thank you in advance for your cooperation if we need to contact you to support with test and trace, or with self-isolation measures.

# Asymptomatic Testing

As part of students returning to school, we are required to administer three lateral flow device (LFD tests to students upon their return in order to kick-start an ongoing twice-weekly testing regime which will continue from home. We wrote to you separately to explain how this process will work. It is important for students to get tested before they return to school and to complete the home testing kits as per the government advice. This is because asymptomatic testing helps to identify and isolate people who show no signs of having COVID-19 but are carrying the virus. The ultimate aim of testing is to break the chain of transmission of COVID-19. As many as one in three people with COVID-19 show no signs of having it and are therefore asymptomatic. Testing regularly helps stop the spread of the virus, reducing the number of cases within school and the wider community. Ultimately, this process will reduce the amount of learning time lost and save lives.

An Asymptomatic Testing Site (ATS) has been set up in our school, by us, and testing is done using self-swab LFD tests, which produce a quick result in about 30 minutes. We have already been using this effectively to test our staff during the national lockdown. If the result is positive, self-isolation is required following current public health advice and a confirmatory PCR test should be booked via the government website. If the result is negative, national and local rules and guidelines must still be followed including regular handwashing, social distancing and wearing face coverings, where required. If you have any queries or require assistance, please contact **office@stokesleyschool.org**



| 1   | 2   | 3   | 4  | 5  | 6   | 7   | 8   | 9   | 10   | 11  |
|---|---|---|--|--|---|---|---|---|--|---|
|              |    |    |                         |   |    |   |  |  |   |  |
| Students will be welcomed to the site and asked to sanitise their hands and remove their mask | Students will blow their nose into a tissue and throw the tissue into the yellow / clear waste bin. This gets rid of excess mucus. They should then sanitise their hands once more. | Students will look inside their mouth and find their tonsils – using a mirror helps. Tonsils, marked in green, are where to swab the sample. If they've had tonsils removed, the area where tonsils would have been is where to swab. | Students will open the package and gently take out the swab. This will be used for both throat and nose. | Students will open their mouth wide and rub the fabric tip of the swab over both tonsils at the back of their throat at least 4 times (again, a mirror helps). If the person being tested can't take a throat swab, they can swab both nostrils instead. | To swab the nose, students should put the same end of the same swab gently into one nostril until they feel a slight resistance (about 2.5cm up the nose). Rotate the swab 10 times and slowly remove it. | Finally students will place their swab directly into the pre-prepared vial in the tube rack or equivalent, with the cotton bud end facing down and leave the test site. | Next, the Testing Processor will squeeze the swab into a special solution.          | The swab is then thrown away leaving only the solution.                             | Two drops of the solution is squeezed onto the sample well of the LFD cartridge and the time of the test is recorded on the LFD. | Results are analysed in 20 – 30 minutes and recorded.                               |

## What will happen if my child has to self-isolate?

Our remote learning capabilities have developed enormously during the pandemic. Our teachers are ready to deliver a blended approach if necessary, teaching students in the classroom alongside those accessing via Google from home.

## What if a student is worried about returning to school?

This is natural; some of our staff will be feeling the same way too. If your child demonstrates severe anxiety regarding the return to face-to-face lessons, then we suggest that you contact your child's Form Tutor or Head of Year in the first instance. It is often possible to reassure an anxious child through a conversation about what is causing them to worry. Staff in school are best placed to explain any changes within school and to reassure the students about the safety measures that we have put in place. Returning to school will be a return to routine which can be reassuring in itself, but we also have access to a range of resources and strategies which can be used to ease the transition back to school if further intervention is required.

# We look forward to seeing you all in March.

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& Sixth Form College**  
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