



A Guide to help students and their families prepare for return to school in September 2020

The school experience is likely to be very different for students in September. But the following measures have been carefully thought through in order to comply with government guidance and to ensure that school is as safe as it can possibly be for all students to return. This will be ensured through the key principles of: **maintaining good hygiene; reducing our contact and keeping our distance.** We need to work together to make sure that we support all students to help them understand these changes just as we have with the changes we have had to make in the way we live.



Before school:

Students should be ready for school in the new full school uniform with their own equipment, food and water (including PE kit on PE days - this will not be required for the first day back in September). Only essential items (pen, pencil, ruler and a planner) can be brought to school and these must be kept in your Burnside (except year 11) School bag until needed. Due to changes of timings within the school day there will be no breaktime food or water available to purchase, therefore students are encouraged to bring their own. Students will be in year group bubbles when in school so should maintain social distancing within the school with students from other year groups (unless from the same family) and within the local community as they travel to school.

Families will need to think carefully about transport to school. The government and Nexus advice is that where possible students should walk or cycle to school. The numbers of students allowed on public transport and the scholars bus will be limited which means that students may wait but be unable to get on a bus/metro service. Please remind your child of good hygiene and social distancing on public transport - facemasks must be worn. If a student in uniform does not behave in an appropriate manner school sanctions can be issued. Where possible parents are encouraged to come up with alternative plans with their child. If your child is unable to attend school you should contact your child's progress leader. We still have a legal duty to record attendance and follow up unexplained absences to safeguard children and their families.

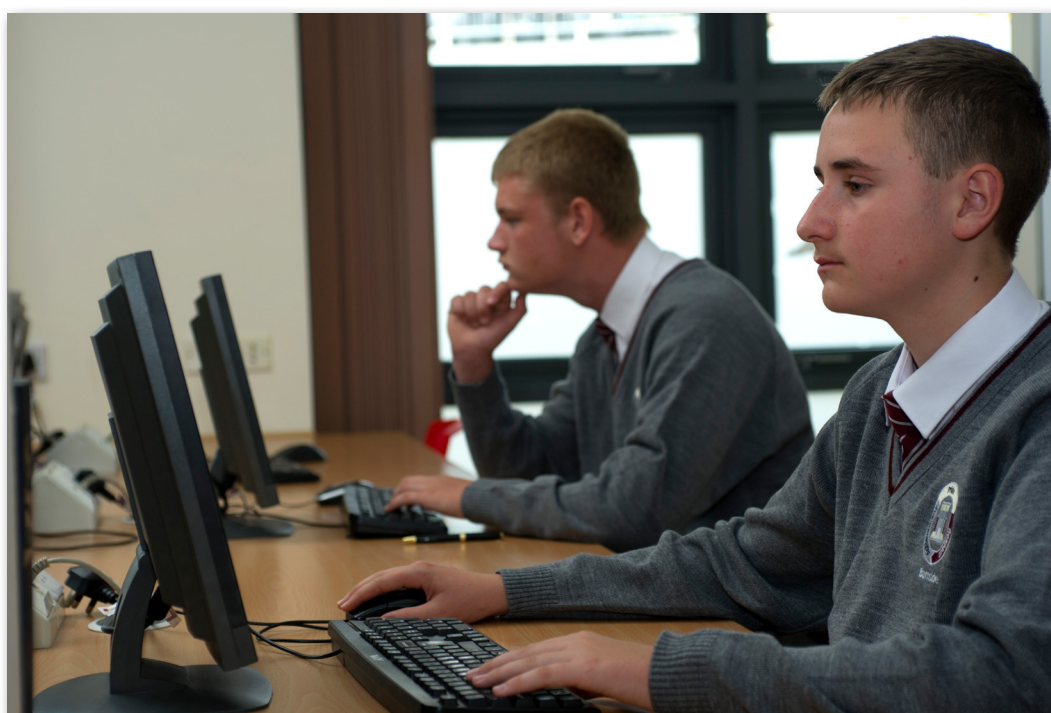


Arrival at school:

The school day has been planned carefully with staggered starts to keep everyone as safe as possible. Therefore, we ask students to arrive on school premises as close to their start time as possible, to prevent large groups gathering outside school premises.

Students can enter the site by the poolside path or the Boyd Road entrance and should try to keep social distance between themselves and students in other year groups. The school day will look different with three longer lessons and a slightly different start and finish time. Please see the next page.

If a student is late for school, even if other year groups are still arriving, they need to go to the door to the left of the main reception and register their arrival. If a child does not do this, they may not be allocated a present mark which means they may receive a truancy call. A progress leader or member of staff will collect the child and take them to their year group zone. Repeated lateness, without good reason, will be monitored and lunchtime detentions will be issued as they were prior to Covid19. We want to make sure that students do not miss any more vital learning.



The school day:

	8.40		12.20	12.55	1.30	3.00
Year 7	Period 1	20 MINUTE STAGGERED BREAK	Period 2	Lunch	Lesson Zero	Period 3
Year 8	Period 1		Period 2	Lunch	Lesson Zero	Period 3
Year 9	Period 1		Period 2	Lunch	Lesson Zero	Period 3
Year 10	Period 1		Period 2	Lesson Zero	Lunch	Period 3
Year 11	Period 1		Period 2	Lesson Zero	Lunch	Period 3
Year 12 & 13	Period 1		Period 2	Lesson Zero	Lunch	Period 3
	8.50					3.10

Period 1	100 minutes for lower school; 90 minutes for upper school
Break	There will be 20 minute student break staggered at different times (TBC)
Period 2	100 minutes for all students
Lunch	Lesson Zero
	Both are 35 minutes for all students
Period 3	90 minutes for lower school; 100 minutes for upper school

Students should head straight to their classrooms (except year 7 who will line up) where they will be registered and then start their first lesson. Students will stay within their year group bubbles. The locations of these bubbles are below:

- ◆ Year 7 (ground floor block 1)
- ◆ Year 8 (ground floor block 2)
- ◆ Year 9 (first floor block 3)

KS3 students will be in the same classroom throughout the day, teachers will change to ensure students get access to the whole range of subjects we offer.

- ◆ Year 10 (first floor block 1)
- ◆ Year 11 (first floor block 2)
- ◆ Sixth Form (ground floor block 3 and first floor block 4)

KS4 students will be based in form groups except when they have option or practical subjects.

Students are encouraged to wash their hands with hand gel on entry (they can bring their own as long as it is above 60% alcohol) to the building. Progress Leaders and support staff will be available to help students get settled and are based in the same block as their students. Students can wear masks to school but we would request that students remove them before entering the building and place them in a plastic bag inside their school bag until the end of the school day - if disposable, placed in the bins at the school entrance in sealed plastic bags. We have followed government guidelines fully and believe this is the best decision for a comfortable and effective learning environment within classrooms. We have reduced contact with students by putting in place bubbles and it would not be practical for students to wear face masks all day.

During lessons:

Students will sit in a seating plan as directed by the teacher. We will try to reduce sharing of the equipment that is given to students or ensure items are cleaned before use by another student. Where we give students packs of materials to help them do their work they must only use these and not the equipment or materials that have been used by another student.

Desks will be in rows and the teacher will teach from the front of the room. We are working hard to still offer creative tasks and practical activities but lessons may be slightly different, particularly practical lessons.

All students will have a 20 minute break between lesson 1 and 2. There are toilets on all floors where students will be based. Students will still have a PE lesson each week and will be in larger groups but within their year group bubble. **Students in year 7,8 and 9 can attend school in their PE kit the day they have PE- this is to reduce the numbers of students in the changing facilities at the start of sessions. All other days students must be in their Burnside School uniform with school shoes as per policy.**

Lesson change over:

If students in KS4/5 need to move classrooms they must strictly follow the one way system. Students will leave their classroom one group at a time and exit the building by the staircase at the back of the block and re-enter using the pavilion entrance. This is to ensure staff can maintain their distance and move safely.

Lunchtime:

Lunchtime is staggered so we can try and reduce movement between students in different year groups. Students will move group by group with their teacher to their lunch zones. We will have the cashless system in operation which means students will need their pin codes and should top up their accounts from home-the machines in school will not be in operation. If students want to buy school food we have a limited range of both hot and cold set lunches (at a cost of £2.25) catering for all dietary needs. The lunches will include a main and desert option and a bottle of water provided. This will not affect the usual free school meal service which will also be served in exactly the same way. We have updated our website to make sure you can access the cashless system-parentpay. Students have the following options for lunchtime:

Option A	Packed lunch from home	To be eaten in their year group bubble-within the area they have lessons	Students can also access their specified zones of outside space but must stay within these zones.
Option B	Pre-order, pre packed cold items such as sandwiches	To be eaten in their year group bubble-within the area they have lessons	
Option C	A hot meal from the canteen	To be eaten in the specified area of the lunch hall with students from their own year groups who are also choosing hot meals	

Students can use the toilets in their year group space during lunch, we will have handwashing facilities available on entrance and exit to the building and will encourage students to demonstrate good hygiene habits. We encourage students to bring a drink as the water fountains are communal and we cannot ensure safe use.

At the end of the school day:

Students will be escorted from their classroom, at the finish times stated, and will leave the building using the same routes as arrival at school. Times are staggered so that students leave school in their year group bubbles. You may need to remind your child that they should maintain appropriate distancing in the community and as they leave school.

Supporting students in their learning:

Some students will have a learning passport and have additional support to help them with their learning. Our support staff will be allocated to work within classrooms and socially distanced small groups but within specific year groups. The number of adults students work with will be limited but support still available as it was. Also, our progress leaders will be working alongside students in their year group bubble and are best placed to offer support and help settle students into new routines. If you feel that your child may be affected by the changes in routine and have not spoken to us already please contact your child's progress leader or Key worker via email from 1/9/20. We are hopeful that students can adapt to these new routines and understand why they are important. We would like all families to be clear of the changes made to the [behaviour policy](#) in light of Covid 19. This is to make sure that students can return to school and feel safe. Please click on the link above and read it with your child so that they understand what they must do to keep everyone safe. Again if you have any questions please contact your child's progress leader in the first instance. Our behaviour procedures and [policies](#) remain the same and can be found on our website. We have also put together some [information](#) that may help support your child if they struggle when things change.

Parental meetings:

If you have any issues and would like some help please contact school and ask to speak to your child's progress leader. We are **unable to accommodate any unarranged meetings with school** staff as we have a limited number of rooms. If you have a planned meeting please ensure that you follow the advice on the signs at the main entrance before entering the building.



Burnside College



Pen used for writing
Pencil for drawing



Ruler used for neatness and mathematical accuracy



Improvements made carefully by crossing out with a neat line



Date and title - underlined - on every piece of work



Excellence at all times. Does your work show the best of you?



Are you taking **PRIDE** in everything you do?



Burnside College



Respond politely to all requests



Everyone's feelings are considered



Speak to one another with courtesy



Pride is taken in our uniform



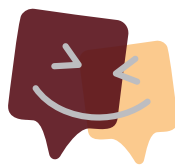
Excellence at all times



Clean up after ourselves & put litter in bins



Treat others as you would wish to be treated



We **RESPECT** each other and our school