

# Fremman

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# C O L L E G E

**Updated handbook for  
parents / carers for return to  
college**

**March 2021**

*Changes to September document highlighted*

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## **Attendance**

### Keeping students who are ill off school

We normally strongly encourage students to come to school even if they are feeling a bit under the weather and ask parents to support us with this.

However, at the moment we need parents support in keeping the school safe, so that means students must not come to school if they have any Covid symptoms:

- **a high temperature** – this means you feel hot to the touch on your chest or back
- **a new continuous cough** - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

We also would be grateful if parents would not send their son or daughter to school if they are feeling ill and it seems possible that they might need to come home later in the day. Because of safety requirements we have limited scope for supervising students who are ill before their parents come and collect them. This is likely to be put under further strain because we will probably also be supervising students with suspected Covid symptoms and need to observe social distancing requirements.

Keeping everyone safe is our priority and we accept that students' attendance may be lower than usual while we are dealing with the pandemic.

Please follow the normal procedures to inform the school if your son or daughter is unwell and needs to stay off school.

### Students who develop Covid symptoms at home

Parents should arrange for their son or daughter to be tested as soon as possible and may not return to school unless they have a negative test result.

If the student has a positive test result they must not return to school and the school should be informed as quickly as possible.

The school will contact the local health protection team and follow their instructions.

### Students who display possible Covid symptoms at school

The student will be isolated from other students and parents will be asked to come and collect them from school as quickly as possible and organise for them to be tested. The student must not return to school until they provide the school with a copy of a negative test result.

Please appreciate that to keep everyone safe we will err on the side of caution when deciding whether we think a student has Covid symptoms. We appreciate this may be inconvenient for parents and that parents might not agree with our decision but we ask parents to support us by collecting their son or daughter and arranging for them to be tested.

### Staff attendance

The same expectations apply to staff. If they have symptoms they cannot come to school unless they have been tested and provide a copy of a negative test result.

Staff attendance is normally excellent at Freman, but because of Covid guidance there may be times when we have very high levels of staff absence. This might even mean we cannot keep the school open at times (see **Emergency Closure** section).

### **Behaviour policy including detentions**

We have updated our Behaviour Policy and our Expectations of Students to reflect the current situation. This includes making it clear that students will be punished if they do not follow instructions and arrangements put in place to keep everyone safe in the pandemic, such as avoiding physical contact with others, moving around the school in accordance with instructions and using hand sanitiser as instructed.

Our range of sanctions is more limited because teachers cannot easily set detentions during break and lunchtimes because the times of these are staggered. Our ability to internally isolate students is limited because of the need to socially distance students from staff and students from other year groups.

As a result it is likely that we will use fixed term exclusions more during this period than normal, in order to ensure that the school is safe and orderly for everyone. More than ever, we will not tolerate disobedience or poor behaviour because it jeopardises safety.

#### Detentions

We will continue to run detentions at lunchtime but not after school for the time being. This includes detentions for subject level issues such as failure to complete homework or poor behaviour in a lesson as well as general detentions for issues such as uniform and poor behaviour at break and lunchtimes. Year groups will be distanced in detentions.

### **Classes and lessons**

Students will be in year group 'bubbles' for registration, break and lunchtime and all their lessons. Where possible we have limited the number of different groups they are in within their bubble by ensuring that in A – E Year a student's Registration Group is one of their existing classes and not a new grouping created just for registration.

Students will pass students from other year groups briefly at points in the day when they are moving between lessons, but arrangements are in place (See **Movement around the school**) to ensure this is done as safely as possible, in line with government guidance.

The arrangements we have put in place are in line with guidance for secondary schools. These arrangements minimise students' contact with others, particularly those outside their 'bubble', while reflecting the fact that to be taught all the subjects they need to do, students cannot be in the same group or the same room all the time.

#### A Year (Year 9)

Most lessons and registration will take place in students' learning groups. They need to be grouped differently for Maths, Design Technology, PE, German and Finance.

#### I Year (Year 10)

Students will be taught in their existing option groups and English, Maths and Science groups. Their Registration Groups will be the same as their Science groups.

#### E Year (Year 11)

Students will be taught in their existing option groups and English, Maths and Science groups. Their Registration Groups will be the same as their Maths groups.

#### Lower Sixth

The Lower Sixth will continue to be taught in their subject classes. In the weeks before the Easter holiday students will only be required to be in college during subject lessons and are encouraged to study at home between lessons if they can do so easily. If students are in college at other times they must be in the supervised study area or in their registration room if it is registration time.

After the Easter holiday, the arrangements will be similar to those in the Autumn Term. Students will be required to attend the Supervised Study periods during periods 1 to 3 that have been allocated to them on their timetable, and attend morning registration each day. To reduce the mixing of students on-site after period 3 we will still ask any students who can go home to study to do so when they are not in lessons. They will need to sign out of college and remember to sign back in if they are returning for a lesson period 5. Students who are in college but not in subject lessons after period 3 will need to be in the supervised Sixth Form study area.

#### Upper Sixth

Students will continue be taught in their existing classes, and the only times when students will be required to be in college are when they have subject lessons.

At other times, we would like students to be studying at home whenever possible. If they cannot go home between lessons the Library will be a supervised study space for Upper Sixth students, and they will be required to be working there.

Instead of attending registration groups, students will sign themselves in and out of college in the Library. If students arrive in college before 9:00 they must stay in the Library until their first lesson. Members of Sixth Form staff will be available at that time to provide support and guidance about students' next steps after Sixth Form, or speak with them about any other issues. Upper Sixth students will no longer be required to attend at 8:40 on one morning each week.

### **Cleaning and hygiene routines**

#### Classrooms

At the start of every lesson desk tops will be cleaned using antibacterial spray. The teacher will spray the table and students will wipe their own desk dry with a paper towel and dispose of this in a bin. In this way they will always know that their desk is clean. The same procedure, using antibacterial wipes, will apply when students are using a computer key board.

Students will then sanitise their hands. It would be a great help in speeding things up if they had their own sanitiser, but there will also be sanitiser available in every classroom.

Students will sanitise their hands before they leave the classroom.

Students will be seated facing the front and will not sit facing each other. In practical subjects where they are not seated at desks, lessons will be planned in accordance with national guidance to ensure that students are working in line with safety recommendations.

Staff must maintain 2 metres social distance from students in classrooms. This means they will not be able to leave the front of their classroom and approach students to look at their work, etc. We will be using a variety of strategies to compensate for this as best as possible.

### Cleaning

Cleaning staff will be moving around the school throughout the day cleaning door handles, toilet areas, etc, replenishing hand sanitiser dispensers which are located in common areas throughout the school, emptying bins, etc. Every classroom and all areas will be thoroughly cleaned every night. All cleaning will use government recommended cleaning materials and procedures.

### Equipment

Students should bring their own equipment (see **Equipment**) as we want to avoid students borrowing equipment from each other or staff.

Necessary school equipment for lessons – text books, resources, etc – will be reserved for specific year groups so that it is shared within a student's 'bubble' but not with other year groups, in line with government guidance.

### Face coverings

Government guidance says that when we return to school students should wear face coverings wherever it is not possible for them to socially distance. Therefore they will need to be worn when moving around in doors as previously and also in lessons as in classrooms students are almost always within 2 metres of other students.

### **Coming into school (parents)**

We will aim to meet / speak with parents by phone, Teams or Schoolcloud rather than face-to-face whenever possible.

Please do not come into college without an appointment. It will not be possible to meet with a member of staff without an appointment.

If you want to drop something off for your son or daughter during the day, please bring it to Reception, leave it on a chair and let the receptionist know who it is for. We will then let your son or daughter know to come and collect it from Reception.

### **Covid testing at home**

All students will be offered home testing kits in line with government guidance. By testing themselves twice a week and self-isolating if they test positive they are helping to reduce the spread of Covid in school. Therefore we strongly encourage students and their families to test themselves to support the national drive to reduce the transmission of the virus.

We are asking students to test themselves on Sunday and Wednesday evenings.

There is a link to the NHS guidance booklet on the college website [Freman College | COVID-19 self-test instructions](#) which includes a link for a video for students and families to watch.

### **Emergency closures**

We may need to shut the school at short notice either fully or partially for various reasons.

- As instructed by the local health protection team as a result of an outbreak in the school
- Because too many staff are absent through illness or requirement to self-isolate and we cannot remain open and still follow safety guidance regarding keeping 'bubbles' separated, etc)
- A local or national lockdown enforced by local or national authorities

We will do all we can to avoid this.

### **Equipment**

It is going to be particularly important for students to bring their own equipment to school every day as we are not going to be able to lend them things as we would do normally.

#### Classroom equipment

Every student should have a pencil case containing:

Pens, pencils, highlighters, rubber, ruler, a scientific calculator (we recommend: Casio fx-83GTX), a dictionary, an exercise book for 'draft' work, a suitable bag, (i.e. a bag capable of holding A4 sized exercise books)

If possible students should have headphones with a jack that can be plugged in to a computer.

Each student will be given a mini-whiteboard and pen for use in lessons. They must keep and look after these and bring them to all lessons.

#### Personal equipment

It would also be enormously helpful if every student could bring their own:

Face covering

Water bottle

Hand sanitiser

Tissues.

### **Extra-curricular activities**

At least initially there will be no extra-curricular activities after school or at break or lunch time including musical groups, team practices or fixtures or school trips. We will review this and hope to re-introduce activities over time.

### **Food**

#### What will be available?

The canteen is serving a selection of hot and cold food in both breaks for all students. There will be a hot meal-of-the-day with a vegetarian option, as well as a selection of sandwiches, fruit, and grab-and-go food such as popcorn chicken, sausage rolls and potato wedges.

There will be no breakfast available before school for the time being.

#### Where and when?

We have two food outlets for A – E year meaning that all year groups have access to a full range of food at all break times.

Sixth Form year groups will use their own café in the Sixth Form block at separate times.

#### How to pay

The canteen and the Sixth Form café are both cashless. Sixth Formers can pay using fingerprint recognition or debit card / Apple pay. A - E year can pay using fingerprint recognition.

Following government advice we will continue to use fingerprint recognition as students will be sanitising their hands before entering the canteen and the touch pad will be thoroughly disinfected between year groups. If any student feels anxious about this we can also take payment using their PIN number.

### **Instrumental music lessons**

Instrumental lessons will continue under the same arrangements we had in place in the autumn term with some on line and others happening in a specially adapted practice room under safe, socially distanced conditions.



## **Lockers**

A reminder that if students have a locker in a classroom where lessons will be taking place, they will have limited access to it. They will not be able to pop in and out while other students have a lesson in the room, as used to be the case. If their lockers are in their Registration Group room they will only be able to access it during registration times and at the end of the day. This will limit their usefulness and students should bear this in mind when planning what they need to bring to school each day as they may have to carry more around with them than previously.

## **Movement around the school**

To minimise congestion and contact between students in different bubbles students will leave buildings by the nearest exit to the classroom they are leaving and enter buildings via the entrance nearest the classroom they are going to.

Registrars and class teachers will remind and advise students how to do this. Students should try to plan their routes around the school for the day in advance.

## **PE kit**

On days when they have PE students should come to school in PE kit as changing rooms will not be in use. They can bring a white shirt to change in to after their lesson if they want to. They can wear plain black joggers if they are not comfortable being in shorts / skort for the rest of their lessons and also either a purple hoodie or green school sweatshirt.

The only essential pieces of PE kit that students must have are purple school polo shirt, shadow striped shorts and trainers. We have reduced the number of items that are essential as we know it is a difficult time financially for many families.

## **Registration Groups / Houses**

This year, because we needed to avoid students mixing with students outside their own year group we have suspended our mixed age tutor groups. Students will continue to register in Registration Groups made up of students in their year group.

While we have Registration Groups, Registrars will take the role previously played by Tutors and will be parents' first point of contact with the school for all pastoral issues.

Heads of House will continue to have overall pastoral responsibility for students in their House as normal and will work with Registrars accordingly.

## **School day**

Because such a large proportion of our students come to school by bus, we cannot have different year groups starting at different times. Therefore school start and finish times will remain the same.

### Start of the day

Students (except the Upper Sixth) should be in their Registration Group by 8.40am.

The school day ends at 3.00pm.

### Break and lunch time

In order to minimise contact between students at break and lunchtime different year groups will have break and lunch at different times. This is to allow us to stagger break and lunch time, give all students a reasonable length of time to have access to the canteen and to give us time to clean between year groups.

At break and lunch time year groups will remain in specific areas to minimise contact between year groups.

### End of the day

So thorough cleaning can take place, students and staff need to vacate the school site promptly at the end of the day. Students will not be able to stay at the end of the day to work.

### **Self-isolating students**

Students may have to self-isolate if they have been in close contact either in or out of school with a person who has tested positive for Covid or because they are waiting for Covid test results for themselves or another member of their family.

If students are self-isolating they will be able to access work via the portal and homework via Satchel One. Details of how to access this are available on the website at <https://www.freman.org.uk/spring-2021-arrangements/remote-learning-2/students-working-in-self-isolation>

Please note that this work will be set centrally by the department and therefore cannot be tailored to the specific needs of individual students or classes. Because teachers will be teaching full timetables in school there can be no 'live' teaching because the teachers are not available to deliver this.

(If there is a total or partial school closure teachers will set their classes work via ShowMyHomework as they did during lockdown and this will include 'live' teaching.)

### **SEND support for students**

All staff must maintain 2 metres social distance from students. Therefore it will not be possible for teaching assistants or teachers to work in close proximity with any students, including those with SEND, to support them.

Teachers will continue to plan lessons taking students' SEND in to account and to support them through other means, but support in lessons involving close proximity between staff and students will not be possible.

Where students have had exam access arrangements formally approved, we will ensure they have the necessary arrangements in place for all formal assessments.

### **Travel to and from school**

As soon as students arrive they should go straight to their Registration Group room via the designated entrance.

#### Entry points:

Registration Groups are zoned by year group.

A Year Registration Groups are in the main school block so they should enter via the main front doors

I Year Registration Groups are in science and RE so they should enter via pedestrian gate by the staff car park

E Year Registration Groups are in the English and Maths blocks so they should enter either via the gate by the HCC or the staff car park.

Lower Sixth Registration Groups are in History and the West End so they should enter via the gate by the HCC

Upper Sixth register by signing in in the Dining Area so should enter by the main front doors.

#### Walking to school:

Students should not hang about and meet others on their way to and from school or outside the building.

#### Parents dropping students by car:

It would be very helpful if parents dropped and collected students away from the school site either on the new turning circle off Norris Way (very convenient for cars coming in to the town from the north), or in the Sainsbury's car park, Ermine Street, etc. All of these are a minute or so's walk to the school so probably quicker than driving down Bowling Green Lane. This will help to avoid crowding as students come into and out of school.

#### Private buses

We are not responsible for these buses, but we liaise with the companies that run them.

Students will be seated by year group. Students should sit in their year groups on their journey to and from school. While we will help students organise themselves to sit in year groups at the end of the day, it is important they also sit in the correct place when they get on their bus in the morning to reduce their contact with people outside their year group 'bubble'.

Students must sanitise their hands before they get on the bus.

Students must wear face coverings on the bus.

At the end of the day students who catch buses must go to the tennis courts, where they will be lined up by year group and bus then escorted to their buses to avoid congestion.

As always we will work with the bus companies to make sure students are behaving properly on the buses and we will act firmly if we find students who are not behaving properly. This includes not following instructions designed to keep everyone safe, for example deliberately not sitting where they have been told to or persistently removing their face coverings. Poor behaviour could result in the bus company refusing to let a student use the bus.

#### Public bus

Students using the 331 should follow government guidance for using public transport.

#### **Uniform**

A – E Year students should wear normal school uniform. While the weather is still cold please bear in mind that windows and doors are open in classrooms to maximise ventilation and that at break and lunchtime students will generally be outside. Therefore students are strongly advised to have their green sweatshirts with them and possibly wear a layer under their polo shirts too.

Because we need students to move between lessons by going outside the building whenever possible, it is important that students have their coats with them while the weather requires it. Please remember that the uniform is a plain back coat or jacket (any logo should be no bigger than a credit card.)