



Lady Margaret School
Autumn 2020
Student Protocol
Opening for all students following Covid-19 Lockdown

We are very much looking forward to welcoming all students back to school in September 2020. These arrangements will be in place to support the health and safety of all students and staff on site from September 2020.

From Monday 22nd June 2020 school opened for groups of students in Years 10 and 12 each day as well as students in Years 7-9 in vulnerable groups and children of key workers.

In September 2020 Lady Margaret School will open for all students in all year groups.

Wednesday 2nd September and Thursday 3rd September will be INSET days for staff only in school. School will be closed for all students on these days.

Year groups will begin school on the following days at the start of the Autumn Term:

Year 7	Friday 4 th September
Year 8	Thursday 10 th September
Year 9	Wednesday 9 th September
Year 10	Tuesday 8 th September
Year 11	Monday 7 th September
Year 12	Year 12 Enrolment on GCSE Results Day Friday 4 th September
Year 13	Friday 4 th September

Therefore, all Lady Margaret School students will be back in school full-time by Monday 14th September.

This document sets out plans for September to ensure that school is safe for all students and all staff and that everybody is protected as far as is possible. It has been written in line with government guidance published by the Department for Education on Thursday 2nd July 2020.

Arrival to School

- School will open from 8am each morning. Students in all year groups must arrive between 8am and 8.35am. Given the numbers of students who travel with siblings and/or via public transport, there will not be staggered starts for each year groups. We have sufficient capacity in our Reception area to ensure a calm and socially distanced start to the day as students arrive. Students should arrive through the front door, socially distanced.
- On arrival, students should use the hand sanitiser available at Reception and then go straight to their form room. Students should remain in their form rooms and sit in their allocated seat in accordance with the seating plan.
- Students should attend school wearing full school uniform. If they have PE at any point in the school day, however, they should wear their PE kit for the whole day in school. Changing rooms will not be accessible

during the school day for changing. Students will not have access to lockers in September and should carry their belongings with them at all times.

- All students will be issued with a coloured lanyard which will indicate which year group they are in. This will help us to ensure that the year group ‘bubbles’ are kept apart through the school day.
- Any student showing symptoms of Covid-19 will be sent home and their parents notified. Parents should confirm any changes to contact details so that the school has up to date information. The School will notify Public Health England if a student tests positive for Covid-19 and will follow their advice on how to proceed.
- Any student who is feeling unwell with symptoms other than those of Covid-19 will also be sent home and parents notified as we will not have the capacity to support students who are unwell on site.
- Students will not be able to go to the medical room for minor issues. They will need to remain in class or ask to be sent home if they are unwell. Staff will not allow students to go to the medical room during lessons. If any student is feeling unwell, they should speak to their teacher who will send them to Reception. Students will then wait on the benches in the foyer before being seen by a member of SLT who will decide whether the student is to remain in school or be sent home. If a student is to be sent home parents will be notified immediately.

The School Day

- Students will register in their form rooms with their form tutor at 8.40am.
- Students will be given a timetable which shows both their lessons and the rooms they will be in for this first phase of the academic year. It is hoped that later in the Autumn Term we will return to a timetable which enables students in all year groups to move freely across the school in line with additional guidance.
- The full school timetable will run for each year group from September 2020. This means that all students will study the subjects they would normally study and have the same number of lessons in each subject as would usually be the case.
- The programme of year group assemblies will use the Hall or the Busby and keep students in their year group bubbles.
- At the start of term lessons will be used to ensure students are up to date with all work set by staff and, where appropriate, are ready to make the transition to a different key stage.
- Our Behaviour Policy will be in place and the highest standards of behaviour will be expected of all students at all times.
- At the start of each lesson students must stand and wait for the teacher to begin the lesson formally.
- Students must observe the ‘one way’ system around school and follow the signs carefully. Heads of Years will ensure that students have the chance to ‘walk through’ the one-way system so that they are aware of where they can and cannot walk. Students with accessibility issues will have personalised routes agreed with them by the SENDCo.
- Every classroom will be set up with hand sanitising stations. Students must sanitise their hands at the start and end of every lesson.
- During the school day students will be in Year group ‘bubbles’, which means we will do all we can to ensure any interaction between students is within year groups.
- Each year group ‘bubble’ will be based in a different area of the school for most lessons. These year group zones will be used for the majority of each year group’s lessons. Teachers will move between year group bubbles to enable them to teach across all key stages. Students may move between classrooms in the area designated for their year group, depending on the timetable for their classes.
- Students in all year groups will leave their year group zone to go to some lessons in subject specialist classrooms.
- Year groups will be based in the following areas of the school:

Year Group	Rooms:
Year 7	D11, D12, D14, D15, D16

Year 8	B11, B12, B21, B22, B24
Year 9	B25, B26, B27, B28, B29
Year 10	C11, C12, C13, C14, C15
Year 11	C01, C02, C03, C04, C05
Sixth Form (Years 12 and 13)	A07, A27, A03, A05, A22, A06, WBH, FSA

Each year group will have a designated set of toilets and must not use any toilets in any other location:

Toilets	Year group
D Block	Year 7
B Block Ground Floor Technology	Year 8
B Block First Floor	Year 9
B Block Second Floor	Year 10
C Block	Year 11
Changing Rooms	Sixth Form

- Students will be allowed to leave lessons to go to the toilet. This is to ensure that there are not large numbers of students needing to go to the toilet at break and at lunch. There will be a strict 'one in, one out' policy with the toilets. There will be regular cleaning of all toilets on site during the school day. This is a change to our normal procedures and students must not abuse this privilege. It is important that there is minimal loss of learning time.
- At the end of lesson 2, students must move to the room they are in for lesson 3.
- They may then spend break either in the classroom they are in for lesson 3 or in one of the following locations:
 - Years 7, 8 and 9: playground
 - Years 10 and 11: garden
 - Sixth Form: informal study area
- There will be no food or drink available from the canteen at break. Students should bring their own snacks/drinks for break. These may be eaten in the classroom students are due to be in for lesson 3, or outside in the designated location for each year group. Rubbish must be placed in the correct bins.

Lunchtime

- At the end of lesson 4, students must move to the room they are in for lesson 5.
- They may spend lunch in the classroom they are in for lesson 5.
- Students are encouraged to bring a packed lunch.
- The canteen will be open for lunch, but it may be difficult for a full service to be offered for all students because of time and space constraints.
- During the lunch break, staff will collect each year group and take them to the canteen if they would like to buy lunch. Students should not make their own way to the canteen but must wait to be collected.
- Students will queue by the canteen and then eat in the Hall or at the tables outside the hall. Year groups must eat together. This means that, once students have finished their lunch, they can return to the room they are in for lesson 5 and tables can be cleaned before the next year group is brought down for lunch.
- Sixth Form students must remain on site for break and lunch. They therefore need to bring their own food or use the school canteen. They must eat their lunch in the Informal Study Area or the benches outside the Olivier Centre.

The end of the School Day

- Sixth Form students with no afternoon lessons will be allowed to leave school at the start of lunch.

- At the end of lesson 6 students in Years 10 and 11 and Sixth Form will be dismissed. Students in Years 7-9 must return to their form rooms for afternoon registration.
- Students in Years 7-9 will be dismissed in turn, starting at 3.20pm, to ensure a smooth and orderly dismissal and to limit contact between year group bubbles.
- Students must leave the site immediately and not congregate on the steps, the car park or in the road outside school.
- Extra-curricular activities and clubs will be restricted to year group bubbles. Information about these opportunities will be shared at the start of the Autumn Term.
- Detentions will run from October 2020. This system helps to reinforce our high expectations of behaviour and academic progress and engagement at LMS. Form tutors will escort members of their form group who are in detention to the tables outside the Hall. Once in detention, students will be grouped so they remain seated in year group 'bubbles'.