



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

We look forward to opening for all students from 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.

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 for mock exams (Gym)

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.

Please note separate protocol document for arrangements for students returning to school.

- All staff are expected to follow the Staff Code of Conduct. This document is supplementary to the Code of Conduct to ensure a safe return to school in September 2020.
- All school policies will be in place for staff and students.
- All staff will be expected to be in school as normal and in line with their contract. Any staff who are unable to attend school for medical reasons should complete an individual Risk Assessment with their line manager.
- Staff must observe social distancing wherever possible in line with government guidance.
- If a member of staff is not able to attend school on a day when they would normally be in they must follow school procedures for reporting absence. This means they must notify Matt Breadon using the cover phone number no later than 7am as well as notifying their line manager and setting their cover as per usual expectations.
- Each work room/office has a sign on the door indicating the maximum number of people allowed in each room. If a member of staff's usual work room/office is at full capacity that member of staff will not be able to work there. In this instance the member of staff should work in another work room/office which is under capacity or at the tables outside the Hall.

- Staff must use the one-way system round school as indicated. The only exceptions to this will be:
 - when the Fire Alarm sounds. In this instance normal fire evacuation procedures will apply so that we can clear the buildings quickly.
 - When staff are moving classrooms between lessons 1&2, lessons 3&4 or lessons 5&6. At these times there will be less student movement around the building and we recognise that staff will have more room changes than is usual. At these changeover points, staff should use the quickest route available to them. If they pass a colleague on the corridor they should ensure that they remain socially distanced.
- Staff must make sure that classrooms are left clean and tidy at the end of every lesson. No empty/used crockery should be left in classrooms at any point but must be returned to the staff room.
- Staff must wash their hands regularly and use hand sanitiser regularly throughout the day, including at the start and end of every lesson.
- Staff should stay socially distanced from their classes whilst teaching.
- Classrooms must be set up in rows rather than groups of tables.
- Staff are welcome to use the canteen which will be open at lunchtime only.
- Students in year group bubbles will be based in different areas of the school and will remain in these areas for much of the school day. Staff will therefore need to be prepared to move to different classrooms and areas to teach different year groups.
- If a member of staff believes they have symptoms of Covid-19 or have come into contact with Covid-19 they must follow the procedures set out in the Covid-19 guidance sent to staff.

Staff should refer to and use the whole school Risk Assessment approved by the governing body on 2nd September 2020.

Elisabeth Stevenson
Headteacher