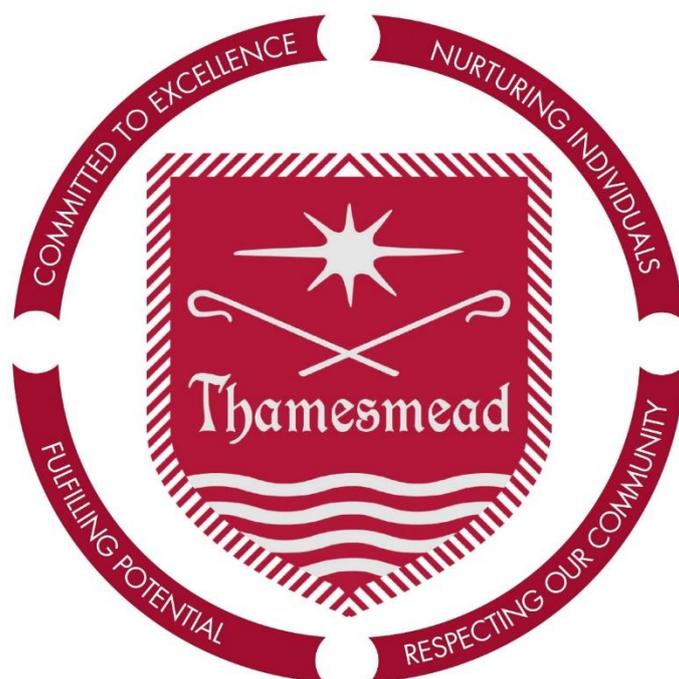


THAMESMEAD SCHOOL

SEPTEMBER

RE-OPENING



INFORMATION FOR

STUDENTS AND PARENTS

CONTENTS

Key messages.....	2-3
Before you come into school.....	4
Hygiene routines.....	5
Routines for the school day.....	6-7
Face coverings.....	8
School Day Timings per year group – September 2020.....	9
Vital Information – Year by Year – September 2020.....	10-11
School maps and zones for each year group.....	12-14

Dear Parents/carers

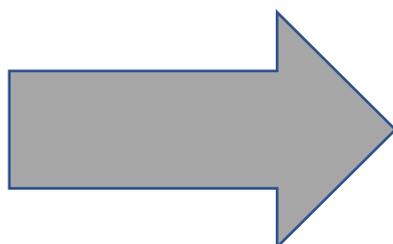
We would be very grateful if you could go through this booklet with your child(ren). It contains vital information to keep themselves and others safe as Thamesmead School re-opens its doors to all students. We are truly looking forward to welcoming your sons and daughters back into school, and the following guidelines will enable this to happen safely and efficiently. Many thanks.

Thamesmead School

Whether you realise it or not, during the last 6 months you have all shown the Thamesmead Values

You can be proud of what you have achieved in the last year

We are!!



We are delighted to have
you all back in school

We have a plan – you do
not need to worry

Top Priorities:

Safety

Learning

Positivity

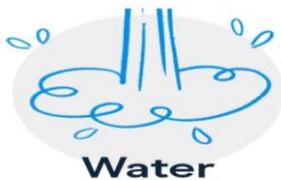
Being responsible

Your role: read this
booklet to help keep
yourself safe and happy in
school

BEFORE YOU COME INTO SCHOOL

- Please do not to enter school if you or any member of your household are displaying any symptoms of coronavirus (COVID-19)
- If you need to be accompanied to school, only one parent should attend
- We advise that you either walk or cycle to school. If you are being dropped off by car, please do not get dropped off in Manygate Lane, and be mindful of our neighbours
- Parents should not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment)
- Please inform yourself on the recommendations on transport to and from school
- You must wear the full school uniform including tie and blazer
- Please bring an appropriate face covering and sealable bag to store it in
- On the way to and from school, please do not mix with students from other year groups
- Please bring your own full water bottle and snacks with you, should you require them
- Please bring your own stationery and equipment with you
- Bring your own hand sanitiser
- Chewing gum is not permitted at all on the school site

WASH OR SANITISE YOUR HANDS REGULARLY AND THOROUGHLY FOR 20 SECONDS, FRONT AND BACK, AND BETWEEN FINGERS



HYGIENE ROUTINES

IN ORDER TO KEEP YOURSELF SAFE DURING THE SCHOOL DAY IT IS VITAL YOU STICK TO THE FOLLOWING RULES. WE WOULD NOT IMPOSE THESE RULES IF THEY WERE NOT KEY TO KEEPING SAFE.

	<ul style="list-style-type: none"> • Please always remain 2m away from students in both your and other year groups and from adults • The closer you are to someone who is infected, the greater the risk • During break and lunch please use your outside zone as much as possible
	<ul style="list-style-type: none"> • Germs spread easily so always carry tissues and use them to catch your sneeze or cough • Germs can live for several hours on tissues so dispose of it in a bin straight away • Hands transfer germs on to other surfaces, so wash/sanitise them as soon as possible
	<ul style="list-style-type: none"> • Avoid touching your eyes, nose and mouth with unwashed hands
	<ul style="list-style-type: none"> • Wash or sanitise your hands <u>regularly</u> during the day, and definitely: <ul style="list-style-type: none"> ○ before eating ○ after coughing or sneezing ○ after toilet use ○ when your hands are visibly dirty ○ after accidental contact with others

ROUTINES FOR THE SCHOOL DAY

You will see huge changes to the school site. These have been made to keep you as safe as possible in school. Please do not ignore them – everybody has the right to be safe

Arrival at school:

- You will need to arrive at your designated entrance on time – see pages 10/11 of this booklet for your entrance into school
- It is vital that you arrive at your given time to avoid congestion and any potential cross-contamination
- Before entry if you are queueing up please be patient!
- If you have come to school by bike, you should lock your bike up in the bike shed
- When you enter make sure you **wash or sanitise your hands** at your designated sanitising station or designated toilet
- Do not go into the zone of another year group during non-lesson time (before school, break, lunch or after school)
- **Stick to the one-way system. It is in place for a very good reason**
- You should make your way directly to your designated classroom, where your teacher is
- Keep distance of at least 2m from students in other year groups
- You will enter the classroom as instructed by your teacher
- Your school day will look like this:
 - Y7-9: tutor, double period 1-2, break, period 3, lunch, double period 4-5, end of day
 - Y10-11: double period 1-2, break, period 3, lunch, double period 4-5, tutor, end of day

Lessons:

- The key message here is POSITIVITY. School has been closed but the learning at no point stopped!
- You will remain in the same classroom for double lessons. You have doubles in order to limit movement around the school, hence keeping you safe
- You are not permitted to wander around the school during lesson time
- The classroom will be well ventilated with open windows and door where possible
- You must wipe down your table, chair, and any shared equipment you have used at the end of each lesson

Equipment:

These are the following things you will need to bring with you each day as we cannot lend things to students and your parents will not be able to drop them off when you forget them.

Face masks and sealable bag to store them in.

A pencil case containing;

- 2 writing pens (in case one runs out!) blue or black ink
- 1 X 4 coloured ink pen
- 2 X HB pencils
- Pack of 10 or 12 colouring pencils
- Rubber
- Sharpener
- Ruler
- Pack of highlighters
- Casio fx-83GTX calculator

- Protractor
- Maths compass
- Round bladed paper scissors
- Glue stick
- Whiteboard pen

A full water bottle as the fountains are not in use

PE KIT: On days when you have practical PE lessons you should wear your PE Kit to school for the day. You can wear a school sports sweat shirt and plain black track suit trousers the rest of the day.

Break time/Lunch time:

- You will have a break after the double period 1-2, and lunch after period 3
- Please use this opportunity to go to the toilet and wash or sanitise your hands. You will find your designated sanitising station and toilet facilities on pages 10/11 of this booklet
- You should ONLY use the hand sanitising station and toilet allocated to you
- The toilet door from the corridor will remain open in order to allow staff to supervise the social distancing and hand washing regulations
- You should wash your hands thoroughly before eating
- **Stick to the one-way system. It is in place for a very good reason**
- You must use your outdoor zone at break time and lunch time – see pages 10/11 for your zone and the map on page 14
- You are only allowed to use the field in dry weather – again, stick to your zones as shown on the map on page 14
- Put any litter in the bins provided

Buying food: Y7-9

- Years 7-9 are the only year groups allowed to use the dining hall and canteen
- You can only use the dining hall seating area if you are purchasing hot food. Otherwise you should proceed to your designated outside area
- The hall will be split into zones. Only use your zone to eat your hot food:
 - Y7: Mezzanine
 - Y8-9: see the signs for your designated dining area

Buying food: Y10-11

- Years 10-11 should use the Pod in the Quad ONLY
- Year 10-11 are not permitted to use the canteen
- The Pod will have hot food options
- The quad area will be split into 2 zones:
 - Year 11 – the main part of the quad under the cover
 - Year 10 – the part where the stage used to be

Leaving school:

- Y7-9 should leave school after the double period 4-5 using the same exit that you used in the morning
- Y10-11 have a tutor period after the double period 4-5. Your tutor will come to you in the room you are in for the double period
- Please sanitise your hands on the way out of school
- If you have cycled in, please collect your bike from the bike sheds
- Ensure you travel home safely. If you have walked or cycled, please follow the social distancing rule. If you are being picked up, please avoid being picked up in Manygate Lane
- There are no after school clubs for the first few weeks. We aim to have them up and running later in the term

Guidelines on the use of face coverings in Thamesmead School

The following guidance is based on The Department for Education's published advice on [Face coverings in education](#), published on 26 August.

<p><u>1. Why wear a face covering?</u> By wearing a face covering you reduce the risk of transmission that you pose to others. Wearing a face covering does not protect you from contracting COVID-19.</p> 	<p><u>4. Safe practice guidelines</u></p> <p>a. A face covering should:</p> <ul style="list-style-type: none"> • Cover your nose and mouth while allowing you to breathe comfortably • Fit comfortably but securely against the side of the face • Be secured to the head with ties or ear loops • Be made of a material that you find to be comfortable and breathable, such as cotton • Ideally include at least two layers of fabric • Unless disposable, be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged
<p><u>2. Where should you wear a face mask?</u> Face coverings should be worn by all students in communal, internal spaces where ventilation is difficult. These include corridors, the dining hall and toilets.</p> <p>Every member of the community is expected to wear a face covering unless there is a valid reason given why this is not possible such as health or trauma. Students and staff may choose to wear a face covering in the classroom if they wish to as long as they abide by the guidelines of safe practice detailed below.</p> <p>If you travel to school on public transport then you will need a clean face mask to use when you get to school.</p>	<p>b. When wearing a face covering you should:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • Avoid wearing on your neck or forehead • Avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus • Change the face covering if it becomes damp or if you've touched it • Avoid taking it off and putting it back on a lot in quick succession
<p><u>3. Types of mask permitted</u></p> <ul style="list-style-type: none"> • Disposable face coverings are not permitted as they create excessive waste and are a risk if not disposed of properly • Face coverings should be plain or a simple pattern only • Bandanas are not permitted • Face coverings should not have logos, emblems, slogans, offensive images, embellishments or anything that may be considered a distraction to learning 	<p>c. When removing a face covering:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • Only handle the straps, ties or clips • Do not give it to someone else to use • Wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed • Once removed, store reusable face coverings in a sealable plastic bag until you have an opportunity to wash them

School Day Timings per year group – September 2020

Please find below the timetable for September 2020. Please note the following points:

- KS3 students start school at 8:20 and end at 2:45
- KS4 students start school at 9:00 and end at 3:15
- Y7 students will be let out of period 2 and 3 earlier to help them familiarise themselves with procedures

	Y7	Y8	Y9	Y10	Y11
Hand Wash	8:20	8:20	8:20	8:50	8:50
Tutor	8:30	8:30	8:30	X	X
P1-2	8:45	8:45	8:45	9:00	9:00
Break1	10:40	10:45	10:45	11:00	11:00
P3	11:05	11:05	11:05	11:20	11:20
Lunch	12:00	12:05	12:05	12:20	12:20
P4	12:45	12:45	12:45	13:00	13:00
P5	13:45	13:45	13:45	14:00	14:00
EoD/KS4 Tutor	14:45	14:45	14:45	15:00	15:00
End of day				15:15	15:15

School Day Logistics – September 2020

The below zones will be the zones you have MOST of your classes in. However, you will need to move to other zones for practical lessons such as Science, DT, art, drama and PE. You must follow the ONE-WAY system in school: it is in place to help keep you safe.

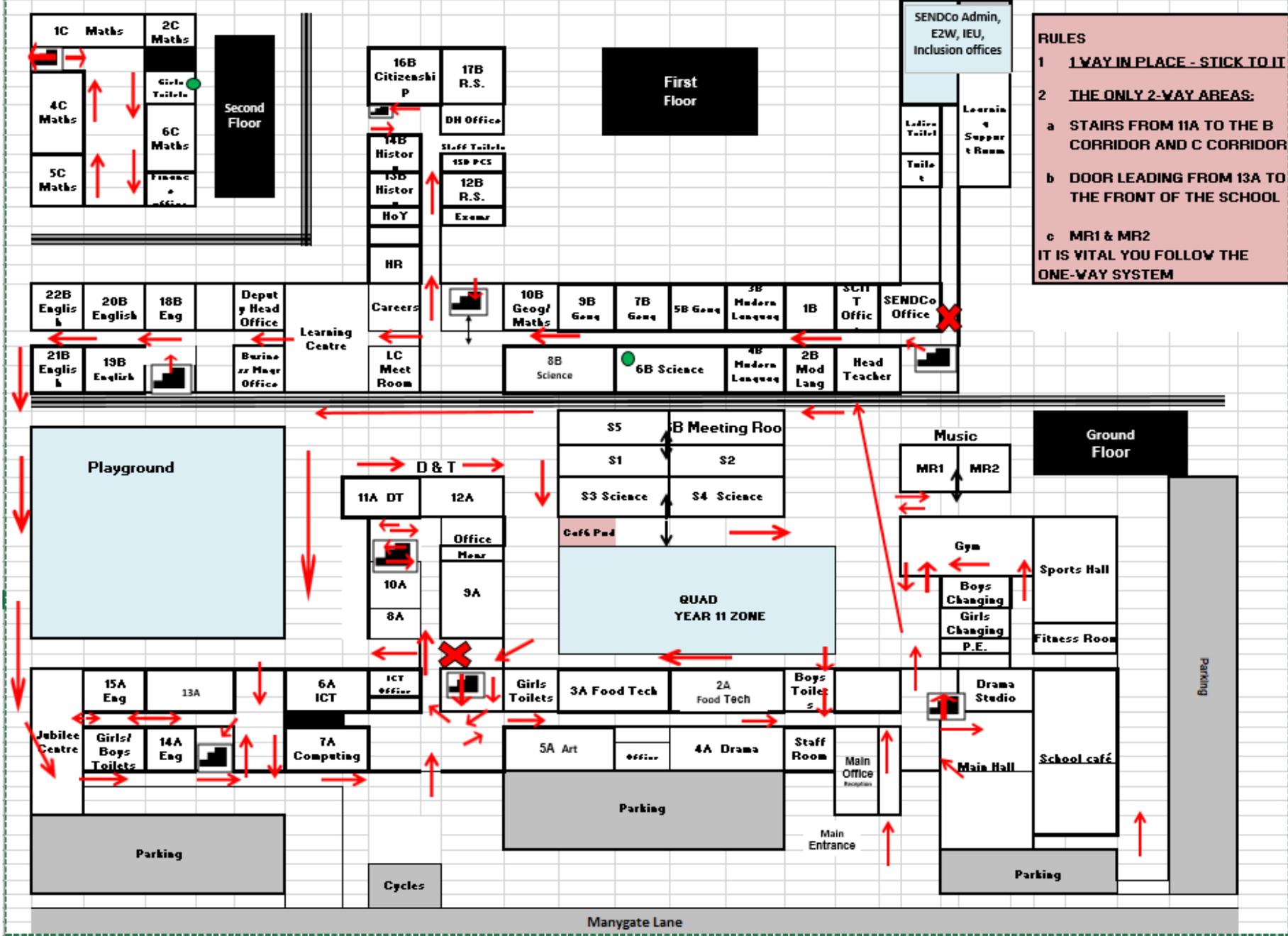
<u>Year group</u>	<u>Break time</u>	<u>Lunch time</u>	<u>Entrance at start of the day and exit at end of the day</u>	<u>Break time and lunch time outdoor space (see page 14)</u>	<u>Exit from designated area to go to lunch or break</u>	<u>Where to buy food from at break and lunch</u>	<u>Entrance into designated area after break or lunch (if lesson is not in a subject-specific room)</u>	<u>Toilets</u>	<u>Hand sanitiser station in addition to toilets</u>
<u>Year 7</u>	10:40-11:05	12:00-12:45	JC car park door (near lockers in English block) Arrive by 8:20	Space in front of school near bike sheds	13A & 14A – exit towards lockers at end, turn right and out the door into front of school area. 18B, 19B, 20B, 21B & 22B – down back stairs and outside into area in front of school	Main canteen Hot food eating area - Mezzanine	Through JC car park entrance past lockers towards 14A & 15A. For B corridor rooms upstairs and turn left to 18B-22B	Boys & girls - KS3 toilets	Along wall outside 14A
<u>Year 8</u>	10:45-11:05	12:05-12:45	Front reception (then upstairs, along B corridor to 16B & 17B, then upstairs for C rooms) Arrive by 8:20	Basketball court nearest the field	B rooms – downstairs near 16B, turn left out into playground C rooms – downstairs near 1C, turn left out into playground	Main canteen Hot food eating area – designated area in the hall (see signposts)	Back in through entrance next to 11A and upstairs for both B and C corridors	Boys – Opposite 10A Girls – C corridor	Along wall outside 11A
<u>Year 9</u>	10:45-11:05	12:05-12:45	Side entrance through car park, past back of canteen and PE, and round to far side of playground Arrive by 8:20	Basketball court nearest the JC	B floor – go along B corridor and downstairs near LRC, turn right and go round the stairs and out into the playground – Y9 zone is in front of you next to JC	Main canteen Hot food eating area – designated area in the hall (see signposts)	From playground go past DT rooms 11A/12A, turn right into quad, turn right and head to link corridor entrance, along 'A' corridor to the foyer and upstairs for 'B' corridor	Boys - Reception Girls – Link corridor	Along wall outside 13A
<u>Year 10</u>	11:00-11:20	12:20-13:00	Normal student entrance Arrive between 8:50-8:55	Playground near DT & part of the quad (where the stage used to be)	Link corridor leading out to the basketball courts If you are not in your zone before break or lunch please follow the one-way system	Pod in the Quad Eating area – designated area in the quad (where the stage used to be) & DT playground	Link corridor from the basketball courts, then along A corridor and upstairs to 'B' corridor	Boys – Opposite 10A Girls – C corridor	Along wall outside 12A (middle of wall)

Year 11	11:00- 11:20	12:20- 13:00	Front reception (then out into the quad) Arrive between 8:50-8:55	Quad	S block – doors nearest the quad MR rooms – normal doors If you are not in your zone before break or lunch please follow the one-way system	Pod in the quad Eating area – undercover in the quad	S block – doors nearest the quad MR rooms – normal doors	Boys – Reception Girls – Link corridor	Along wall outside 2A
--------------------	-----------------	-----------------	---	------	--	---	---	---	--------------------------

NOTES ON ABOVE LOGISTICS

- If you are coming out of the dining hall, you must exit the door onto the quad and proceed to your designated lunch time zone by heading towards the field and then turning left to your designated area
- If you are coming from a room with sinks in, you MUST wash your hands in that room before break and lunch times. If not, you should use your designated hand sanitising station
- If you do not have a lesson in your designated zone because you have science, DT, art or performing arts/PE, you MUST use the one-way system to get to your location
- Your colour above will coordinate with coloured arrows to show you the correct entrance and playground zones in school for your year group

THE THAMESMEAD ONE-WAY SYSTEM



RULES

- 1 **1 WAY IN PLACE - STICK TO IT**
- 2 **THE ONLY 2-WAY AREAS:**
 - a STAIRS FROM 11A TO THE B CORRIDOR AND C CORRIDOR
 - b DOOR LEADING FROM 13A TO THE FRONT OF THE SCHOOL
 - c MR1 & MR2

IT IS VITAL YOU FOLLOW THE ONE-WAY SYSTEM

One-way system explanation

What do the colours mean?

- The coloured rooms are the zones for each year group. In these rooms you will have the majority of your lessons. You will need to move for some lessons, such as science, DT, art, PE, computer science and drama

What direction do I need to go?

- The A corridor is one-way ONLY from the student entrance to the hall, and from the student entrance towards 10A
- The B corridor is one-way from the hall stairs to 16B
- The stairs from the foyer to the B corridor are UP only
- The stairs from the B corridor between the LRC & 10B are DOWN only
- The stairs in the English block from opposite 13A to 18B are UP only
- The back stairs in the English block from 22B downstairs to the front of the school are DOWN only
- The doors leading from the foyer to the quad are EXIT only
- The doors leading from the quad to the link corridor are ENTRANCE only
- The doors leading from the link corridor to the main playground are EXIT only
- The doors leading from the playground towards the English block/13A are ENTRANCE only
- The dining hall is one-way as indicated by the signs

Are there any 2-way sections in school?

- Yes, there are. This is unavoidable. The areas that are 2-way:
 - The stairwell from 11A to the C corridor
 - The C corridor
 - The exit from 11A to the playground
 - The entrance to the music rooms, MR1 & MR2

Is there anything else I need to know?

- The link corridor is one-way: you must not go through the barrier, but instead go round past the stairs
- The science block: please use the fire doors to enter and exit for rooms S1-S4
- You are not allowed to go to the Learning Support Centre unless accompanied by a member of staff

What about outdoors?

- You must keep to your designated break and lunch time zone in order to prevent cross-contamination
- In order to get there please follow the one-way system outside and the signage directing you
- You are allowed to use the field but ONLY in good weather

THERE ARE PLENTY OF SIGNS AROUND SCHOOL – PLEASE STICK TO THEM!!

OUTDOOR SPACE FOR ALL YEAR GROUPS – BREAK TIME AND LUNCH TIME

