



YEAR 13 Back to School Guidance

AUGUST 2020



Year Group Google Classroom for Year 13.

- Name: Year 13 Pastoral Space
- Code: veqxri2



The Week Beginning 31st August

Day	Pupils in School	Time	Pupils Working Remotely
Monday 31 st August	Year 8 Cohort B Year 8 Cohort A Year 9, 10 & 11 Cohort A Year 9, 10 & 11 Cohort B	9.00am-12noon 12.30pm-3.30pm 9.30am-11.30am 1.00pm-3.00pm	Years 12, 13 & 14
Tuesday 1 st September	Years 8, 9, 10, 11 & 13 - Cohort A Year 12 (all pupils) Year 14 (all pupils)	8.55am-3.20pm	Years 8, 9, 10, 11 & 13 - Cohort B
Wednesday 2 nd September	Years 8, 9, 10, 11 & 13 - Cohort B Year 12 (all pupils) Year 14 (all pupils)	8.55am-3.20pm	Years 8, 9, 10, 11 & 13 - Cohort A
Thursday 3 rd September	Years 8, 9, 10, 11 & 13 - Cohort A Year 12 (all pupils) Year 14 (all pupils)	8.55am-3.20pm*	Years 8, 9, 10, 11 & 13 - Cohort B
Friday 4 th September	Years 8, 9, 10, 11 & 13 - Cohort B Year 12 (all pupils) Year 14 (all pupils)	8.55am-3.20pm*	Years 8, 9, 10, 11 & 13 - Cohort A



School Day

Registration	8.55-9.10
1	9.15-9.45
2	9.45-10.15
3	10.15-10.45
4	10.45-11.15
Break	11.15-11.30
5	11.35-12.05
6	12.05-12.35
7A (Years 8, 10, 13 & 14 in class) (Lunch for Years 9, 11 & 12)	12.35-1.05
Lunch overlap	1.05-1.20
7B (Years 9, 11 & 12 in class) (Lunch for Years 8, 10, 13 & 14)	1.20-1.50
8	1.50-2.20
9	2.20-2.50
10	2.50-3.20



Timetable Changes

- Pupils in Years 11-14 will operate within “year group bubbles” (with **students in Years 13 & 14 considered to be part of a Sixth Form bubble**). Pupils in these year groups will be expected to ensure that they only interact with others from within the same year group bubble, particularly when moving around the school, when arriving at and leaving the school premises, and at break and lunchtime.
- **Games classes will be temporarily suspended** - Pupils will be encouraged to go home at the end of Period 8 (2.20pm). Study facilities will be available for pupils (in the Assembly Hall) who are unable to go home until the end of the day.
- **Independent Study** - Pupils in Years 13 & 14 are encouraged to arrive in school in time for their first lesson and go home after their final lesson (attendance at Independent Study classes at the beginning and end of the day is not compulsory). Pupils will not be permitted to leave the school between lessons.
- Sixth Form pupils with permission to arrive in school late and/or leave school early, must sign in/out at the General Office.



Break and Lunch Arrangements

Break

- 15-minute mid-morning break, as normal.
- Food will not be served in the Canteen at break time.
- **Apart from using the toilets, pupils should use the following locations during break:**
- **Year 13**
 - B11: pupils must be seated at one of the desks. The maximum capacity of these rooms is indicated by the number of desks and chairs set out;
 - Outside space on the main school site (with pupils only mixing with others from their own year group);
 - Period 5 classroom (with the exception of the Technology Block) - pupils must be seated at their desk.



Year 13 – 7B lunch

- Dining Hall (for pupils buying a school dinner or sandwich/panini from the canteen). Pupils should queue and sit with other members of their own year group.
- Lecture Theatre (for pupils buying a sandwich/panini from the canteen). Pupils should queue and sit with other members of their own year group.
- Outside space on the main school site, other than the quadrangle (with pupils only mixing with others from their own year group).
- B11 and Common Room - pupils must be seated at one of the desks. The maximum capacity of these rooms is indicated by the number of desks and chairs set out.



Dining Hall Arrangements

- The hatch nearest the main doors will serve both school meals and sandwiches/paninis (the normal grab and go service will be removed).
- This hatch is for pupils in Years 9, 10, 12 & 13 only. Pupils will join this queue by entering through the doors at the end of the corridor containing the reval machine (where the sandwich queue would normally be).
- A separate clearing station for used plates etc. will be created so that pupils are not having to access the normal hatch (where other pupils will be queuing).
- Pupils in Years 9, 10 & 13 will sit in the back half of the Dining Hall.
- Pupils will exit either through the main doors or the fire exit at the back of the hall.



Hygiene Measures

- Pupils are encouraged to use hand sanitiser stations throughout the school. *Pupils are strongly encouraged to bring their own hand sanitiser, tissues and water bottle to school.*
- You should wash your hands for 20 seconds using soap and water frequently during the school day.
- Desks and computers will be sanitised regularly.
- Pupils must bring their own learning materials to school (e.g. stationery, calculator etc).
- Biometric System: please use the hand sanitiser after using the reval machines. Alternatively, money can be added in the General Office. Parents are encouraged to pay via telephone or by transfer.



Face Coverings

- It is mandatory for all pupils aged 13 and over to wear a face covering on public transport.
- It is also strongly recommended that all pupils, regardless of age, should wear a face covering on all buses, trains or taxis for the journey to school where it is appropriate for them to do so
- Pupils are encouraged to wear face coverings in communal areas within the school building.



Public Health Agency Advice

- If you have symptoms of COVID-19 (a new continuous cough or fever or loss of taste/smell) or someone in your household is displaying symptoms, you should not be in school. Stay at home in line with the guidance for households with possible coronavirus infection, and follow the guidance on the Public Health Agency website.
- <https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public#what-should-i-do-if-i-think-i-have-covid-19>
- Frequent hand hygiene can reduce risk of infection.
- Hand washing with soap and water for 20 seconds should be encouraged/ facilitated before and after any activity, such as meal times, break times and sporting activities.
- <https://www.youtube.com/watch?v=S9s5CnQAwL4&feature=youtu.be>



Physical Distancing

- In classrooms and in the Dining Hall, pupils will be seated to allow for the maximum physical distance possible.
- A 2m social distance remains in place between staff and pupils. You should not approach a teacher's desk at any time.
- Social distancing between pupils
 - Remain within your year group
 - Protect the vulnerable
 - Think of ourselves as a school community



Movement Around the School Building

- A one-way system has been introduced and is clearly marked.
- ***Please note: the one-way system will not operate in the event of an Emergency Evacuation.***
- Pupils are encouraged to use outside areas to move between different parts of the building.
- On entering school in the morning, you should wash your hands and then make your way to your Registration class. You should wait in this room, seated at your desk, until the start of the school day.



Communal Areas

- **Toilets** – maximum capacity of each set of toilets is indicated by a sign on the wall outside. Pupils to queue outside the toilets any time the maximum capacity is reached. Markings on the floor will indicate appropriate social distancing for pupils whilst queuing.
- **Classrooms** – Teachers will create a seating plan for each class that they teach (Years 8-14).
- **Changing Rooms** – closed at the start of the year.
- **The Library** – closed.



Other Changes

- Assemblies – cancelled until further notice.
- All extra-curricular activities – suspended.
- School trips – suspended.
- Detention – suspended.
- No lockers – bags in B11 - only one bag should be brought to school and it should be cleaned regularly.
- Be organised eg one active file and transfer information to subject files at home.
- School uniform – as normal. As a temporary measure, pupils are permitted to wear a school jumper (no hoodies) instead of a blazer. All school uniform should be washed regularly.



EMA

- To date only 6 confirmed applications
- Letter (with numbers) – give to me to sign
- Apply asap – not back paid after end of September



Using Google Classroom: Refresher Tutorials

All of the following videos can be found on the school website > Pastoral Tab



1. How to sign in to Google:

<https://youtu.be/cvfpvAW4q7M>

2. How to add and join Google Classrooms:

<https://youtu.be/Re6S59C8kgw>

3. How to submit work in a Google Classroom:

https://youtu.be/aY_yS0uu2TM

4. Google Classroom Streams and Assignments:

<https://youtu.be/QAVXIPRW1Qk>

5. How to check for Assignments:

<https://youtu.be/jKF5qGjyykl>



**ANY QUESTIONS OR
CONCERNS?**