

Sandy Secondary School

Guidance Booklet

September 2021



Achieving Excellence Beyond Belief

Letter from the Executive Principal and Head of School

We hope that you and your family have had an opportunity to share some quality family time together over the summer break and that your children are feeling both rested and enthusiastic about the academic year ahead. During this time, the staff at Sandy Secondary School have continued to work hard on finalising the arrangements for September, to ensure a smooth and positive start to the year.

This booklet has been created with the aim of making you aware of some of the key arrangements for September and the changes that have been planned for this academic year. It will also update you on the changes that have been implemented in response to Covid-19 and the relaxation of government restrictions which took effect on Monday 19th July 2021.

As was the case last academic year, we will continue to work hard to ensure that we meet all current Government guidance in regards to Covid-19 for schools, so as to keep our students and staff as safe as possible, as well as the local community to which we all belong. We will also ensure that we continue to review and revise our policies and procedures as necessary, to ensure that we learn from best practice and are fully implementing Government guidance.

The key points outlined in this booklet are:

- The arrangements for the start of the new academic year
- Return to 'normal' operating procedures, including;
 - Tutor Groups
 - Timings of the school day
 - Break and lunch

These arrangements relating to Covid-19 will be in place whilst the current Government guidance remains in force. Should the guidance change, our procedures and protocols will be revised in line with the changes made.

In order that the students can be taken through this information, including how our routines and high expectations will be maintained, there will be House assemblies during the first few days in September. Students will also have the opportunity to talk through these changes with their Form Tutor. All changes to the procedures in place will also be communicated with all stakeholders at the earliest opportunity.

We thank you in advance for your continued support and look forward to working with you over the coming year.



Miss K Hayward
Executive Principal



Mr G Preston
Head of School

SEPTEMBER ARRANGEMENTS - RETURN TO SCHOOL

There will be a staggered return to school in September, to help our new cohort of students adjust to their new surroundings. This is particularly important again this year, following the cancellation of the shuffle-up day, due to Covid-19 restrictions. Please see below the dates, timings and arrangements for each year group.

Year Group	Return Date	Overview of Day/Notes
Year 7	Friday 3rd September - 8.30am (students should aim to arrive and line up at least 5 minutes before this time).	Students will begin the day with a tutor session, followed by two taught lessons (two of either Maths, English, Science and/or Humanities) and then ending with a sports team-building session. Students must bring their PE kit with them.
Year 8	Monday 6th September - 8.30am (students should aim to arrive and line up at least 5 minutes before this time).	Students will begin with a tutor session and will then follow their timetabled lessons (new timetable to be issued during the morning session and available in advance on Edulink, from Friday 3rd September).
Year 9 - ONLY those students who are joining the school this academic year.	Friday 3rd September - 8.30am (students should aim to arrive and line up at least 5 minutes before this time).	Students will begin the day with a tutor session, followed by two taught lessons (two of either Maths, English, Science and/or Humanities) and then ending with a sports team-building session. Students must bring their PE kit with them.
Year 9	Monday 6th September - 8.30am (students should aim to arrive and line up at least 5 minutes before this time).	Students will begin with a tutor session and will then follow their timetabled lessons (new timetable to be issued during the morning session and available in advance on Edulink, from Friday 3rd September).
Year 10	Tuesday 7th September - 8.30am (students should aim to arrive and line up at least 5 minutes before this time).	Students will begin with a tutor session and an assembly and will then follow their timetabled lessons (new timetable to be issued during the morning session and available in advance on Edulink, from Friday 3rd September).

<p>Year 11</p>	<p>Tuesday 7th September - 8.30am (students should aim to arrive and line up at least 5 minutes before this time).</p>	<p>Students will begin with a tutor session and an assembly, and will then follow their timetabled lessons (new timetable to be issued during the morning session and available in advance on Edulink, from Friday 3rd September).</p> <p>Year 11 students will be placed in intervention tutor groups from September with subject-specialists so as to help them prepare for their GCSE exams.</p>
<p>Year 12</p>	<p>Enrolment: Thursday 2nd September 1.00pm - 3.30pm.</p> <p>Friday 3rd September and Monday 6th September 9.00am, <u>Sixth Form Induction:</u> Students should enter through the main reception and make their way to the 6th Form area.</p>	<p>We have sent out a letter regarding the arrangements for enrolment.</p> <p>Students will undertake a series of study skills and team building activities with the 6th-Form team. The new timetable will be made available in advance on Edulink, from Friday 3rd September.</p>
<p>Year 13</p>	<p>Tuesday 7th September - 9.00am</p>	<p>Students will begin with a team building session and will then follow their timetabled lessons (new timetable to be made available in advance on Edulink, from Friday 3rd September).</p>

Over the course of the first three days (Friday 3rd, Monday 6th and Tuesday 7th September) each cohort of students will be gradually introduced to other students within their vertical tutor group, which will consist of students in Years 7, 8, 9 and 10. Students in Year 11 will be in year-based tutor groups to enable them to have specialist intervention in Maths, English, Science, MFL and Humanities.

We will write to confirm the tutor group your child has been allocated to when the school re-opens for inset training at the beginning of September. Further information about the arrangements for tutor time are outlined below.

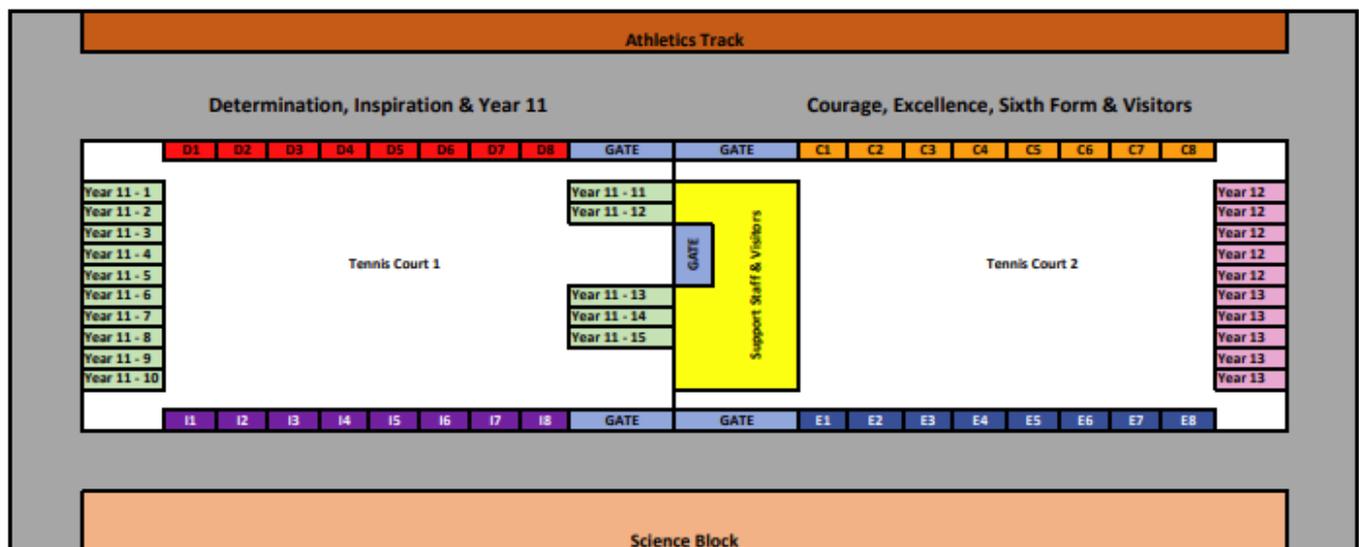
ARRIVAL TO SCHOOL

When students arrive at the school site they should enter through the student gate which is adjacent to Busy Bees Nursery. From this point, students should make their way to the tennis courts at the back of the school, where they will line up with their tutor group in their allocated place. Students will then be dismissed, following a review of student uniform, which will be undertaken by the form tutor. This arrangement is in place each and every morning, unless the weather is particularly inclement, in which case students will be permitted to go straight into the building.

Existing students should note that that the location of the morning line-up has changed, and is now taking place in the tennis courts, and not on the hard-court area, as was the case last academic year.

The image below shows where each tutor group will line up each morning (Years 7, 8, 9, 10 and 11 only). This is also the location for students to line up when the fire alarm sounds.

Fire Assembly Points 2021 - 2022



If you cycle to school, you should walk your bicycle down the pedestrian pathway that leads to the main reception and lock your bike in the bike shelter. You then need to walk back along the path and down Medusa Way to the student gate. If you get the school bus, you will be dropped off within the school grounds and so should make their way straight to the tennis courts.

We would like all students, once on site, to go to their zone on the hard courts. They should not be standing around by the bus bay, or in other areas of the school. We also ask that students do not congregate at the front of school as this presents an additional health risk, and can cause disruption to local residents.

RETURN TO NORMAL OPERATING PROCEDURES

In response to Covid-19 and the restrictions implemented by the Government, a number of our usual protocols and procedures for the running of the school had to be adapted or removed. These were always intended to be a temporary measure while the restrictions were in place, and many of these can now be removed in light of changes to Government guidance.

KEY CHANGES:

YEAR GROUP BUBBLES:

- Students will no longer be confined to year group bubbles. Students will have the opportunity to mix with each other at break and lunch, and will be assigned to vertical groups for tutor time and assemblies.

STAGGERED START / FINISH TIMES:

- There will no longer be staggered start and finish times for the school day. Students in Years 7, 8, 9, 10 and 11 will start and finish the school day at the same time, of 8.30am. The school day finishes at 2.50pm.
- Students in the 6th form will only be expected in school when they have lessons and they should use the main entrance to the school, signing in and out via the InVentry system. Students should sanitise their hands before and after use.
- Students who arrive late to school, but **before 8.45am**, should enter through the student entrance at the back of the school, where they will be registered by a member of the pastoral team. Students who arrive **after 8.45am** should enter through the main reception and sign in using the InVentry system. There will be a same-day break time detention for students who arrive late without a valid reason.
- Students who have appointments during the school day should come to the main reception, where they will be signed out, once it has been established that they have authorisation to leave the school site. We ask parents/guardians not to come into reception to pick up their children for appointments, but to wait in our outer foyer.

STAGGERED BREAK / LUNCH TIMES:

- There will no longer be staggered break and lunch times for different groups of students. All students and staff will have their break and lunch at the same time.
- To help meet demand for food, our catering supplier will be offering hot and cold food at the back of the school and in the canteen. We have also put in place additional water fountains for students to use.
- To provide more space, we will also open up a newly-constructed marquee, which is completely enclosed and will be heated for the winter months. We have also opened up additional outside spaces, using the tennis courts and memorial garden.

FACE MASKS:

- In light of the changes introduced nationally, and the easing of the restrictions in place, students and staff are no longer required to wear face masks when they are on the school site. This includes indoor spaces, such as classrooms and corridors.
- This said, students and staff who choose to continue wearing a face mask are permitted to do so. Replacement face masks will still be available from Student Reception for students who wish to wear one.

ONE WAY SYSTEM:

- The one-way system on the ground floor will no longer be in operation.
- Students should make their way to and from lessons using the most direct route. It is essential that students walk on the **left** in corridors and stairways, to aid movement.

HAND HYGEINE:

- The school will continue to encourage regular hand washing and the use of hand sanitiser to reduce the spread of Covid-19 on the school site.
- Students are required to use hand sanitiser on entering the school, from one of the automatic pumps at each door.
- Students are also required to use hand sanitiser when purchasing food and before going to the toilet.
- Students are also welcome to use their own hand sanitiser should they wish to do so.

TOILETS:

- Hand sanitiser is to be used before using the toilet.
- Students must flush the toilet with the lid down.
- Students must practice good hygiene and wash their hands after going to the toilet.

TUTOR TIME/TUTOR GROUPS:

- Students in the 6th Form will have a tutor session once a week, as part of their timetable. This time will be used to deliver SMSC and other activities and will be taught by the 6thForm Team. This time will also be used to share messages and facilitate communication.
- Students in Year 11 will be allocated to a year-based academic tutor group. Students will follow a timetable of morning interventions during tutor time, in the core subjects of Maths, English, Science, MFL and Humanities. These sessions will be delivered by subject specialists and are designed to support students in their preparation for their GCSE examinations.
- Students in Years 7, 8, 9, and 10 will be allocated to a vertical tutor group, which will consist of students from all year groups. The plan is for students to remain in this vertical tutor group until they go into Year 11. **We will write to confirm the tutor group your child has been allocated to, when the school reopens for inset training at the beginning of September.**

WATER BOTTLES

- All students should bring a **PLASTIC** water bottle from home, prefilled, which is sufficient for the day. Please note that we do not allow students to fill up their water bottles during lessons.
- The plastic water bottle must be named. Any found in the school which are not named, will have to be disposed of.
- The water fountains will be available, and additional water fountains have been installed for student use at break and lunch time.
- Students are not allowed to share water bottles.

EQUIPMENT

- Students are to be equipped for the day with their Fantastic 15:
 - Plain black school bag—large enough to hold A4 folders
 - Reading book
 - Pencil case
 - Black pens
 - Set of colouring pencils
 - Purple pens
 - HB Pencils
 - Timetable (first copy supplied by the school)
 - Rubber
 - Glue stick
 - Highlighters
 - 15cm ruler
 - Protractor
 - Scientific calculator
 - School planner (supplied by the school)

Students should only bring in the books and equipment for the day ahead and should avoid storing things in their locker overnight.

UNIFORM

- Students are to wear full school uniform – this has been updated for this academic year to include new pleated skirts and tailored shorts for our new intake of students. Existing students can continue to wear the old skirt until a replacement is needed, at which point the new style skirt will need to be purchased.
- We would advise that uniform is washed as regularly as possible to maintain good hygiene.
- Any uniform items we have to lend to students will have been thoroughly disinfected before being lent out, and on return will be washed and disinfected again. We hope this will not be needed as all students will be wearing their correct uniform including ties/shoes/appropriate length skirt.
- Jewellery will still be confiscated by a member of staff wearing gloves and put into a secure envelope which parents/guardians will have to collect at the end of the day, or when convenient.
- Students were previously issued with lanyards to help identify year group bubbles. With the removal of the year group bubbles, these will no longer be required, although students are welcome to continue using them should they wish.

MOBILE PHONES

- Mobile phones are permitted on the school site, but they must be switched off and should not be visible for the duration of the time that students are physically on the school site.
- Mobile phones, if seen, will still be confiscated by a member of staff and stored in a secure envelope in the main office, in line with our pre-existing policies and procedures.

GENERAL BEHAVIOUR

- Where possible, students should continue to avoid touching walls or doors. Doors will be pinned open as much as possible to also help ventilation.
- Windows will continue to be opened to help ventilation of areas.
- Although students do not need to socially distance and can sit next to each other, we will be encouraging them to maintain distance between each other, where possible.

MARKING / HOMEWORK

- We are encouraging staff to set homework via Edulink / Google Classroom, and for it to be submitted once complete, electronically.
- We do not expect staff to mark general classwork, but we do expect marking to take place every 6 to 8 lessons, or every 3 weeks.
- Departments have the flexibility to decide what piece of completed work should be marked and assessed. Assessment must be set and marked in line with the school policy and schedule.
- Our expectations will continue to be in place and enforced regardless of Covid-19, and sanctions applied, where appropriate, for non-completion of work.
- Homework will continue to be set in line with the school policy on either Edulink or Google Classroom. Students are also required to write this down in their school planner.

PE

- Students will need to bring their PE kit into school in order to change for PE lessons. **Students should no longer come into school wearing their PE kit.**
- Students will be required to use hand sanitiser before and after entering the changing rooms.

DINING

- Year 7 students will be having an extended lunch break and will be released from their Period 4 lesson 10 minutes earlier than the rest of the school.
- Students will use the café area and the serving area at the back of the school. They will be expected to use the hand sanitiser on entry into the canteen to buy food.
- Selected year groups will also be able to use the newly-installed marquee at the back of the school.
- The school will be cashless and therefore all students will only be able to buy food using their biometric fingerprint and this can **only** be topped up using ParentPay out of school. Students are not currently able to use the top up machines in school. The biometric readers will continue to be cleaned regularly.
- We would advise parents/guardians to set a limit on students' ParentPay account of £5.00 maximum per day, as we have found that some students are very keen to spend a lot more in the first few weeks.

COVID 19 SYMPTOMS

- If a student, staff member, or their family have any Covid-19 symptoms, they must immediately seek medical advice and a Covid-19 test needs to be undertaken, to which you need to inform the school of the result, as soon as possible, so that any action needed to be taken can happen immediately. The Head of School and Executive Principal are to be informed immediately by reception or attendance.
- If a student or staff member becomes ill in school with Covid-19 symptoms, they are to come down to main reception and be isolated in the medical area. Staff attending the student or member of staff should be wearing full PPE and this is to be changed between cases.
- Parents/guardians/next of kin will be informed immediately and asked to collect the student/staff member as soon as possible. We will ask that a PCR test is undertaken, and that you inform the school of the result as soon as possible, so that any action needed can be taken.
- The only staff we will expect to wear full PPE will be staff dealing with first aid issues and those cleaning the school.

TRAVELLING TO SCHOOL

- Students cycling to school should wear a helmet and reflective armbands or clothing. Please also ensure the bicycle is road-worthy and that it is securely locked in the bike shelter during the school day. Students will need their own chain and lock.
- Students will also need a cycle permit from school, which they can obtain from Student Reception. Once they have applied for their permit and it has been granted, they will be issued with a sticker to put on the underneath of their bike.
- Students who have to travel by **public transport** or **school transport** should abide by their requirements. Students are **currently required to wear a face mask** and use the hand sanitiser provided on such transport.
- If students are being dropped off by parents/guardians, please avoid parking on nearby residential roads, as this causes congestion and presents a safety risk to our students. We are aware of the added disruption caused by the ongoing development of Quince Court, and so anything we can do to avoid additional traffic down this road would be helpful.
- Where students are getting the school minibus, parents must pay in advance for the half-term, in order to be issued with a bus pass, which must be shown when boarding the minibus. If the student does not have a valid bus pass, they will not be able to travel via this method. Students **must wear a face mask** and follow all instructions given by the member of staff.
- Please be aware the number of places on the two minibuses we run are extremely limited.

SPORTS FIXTURES/EXTRA-CURRICULAR ACTIVITIES/TRIPS/VISITS

- Sports and extra-curricular clubs and activities will be running, and we hope to deliver a full schedule of activities.
- Further information about which clubs and activities that will be on offer will be circulated to students and parents/guardians in September.
- Trips/visits are now permitted to take place and will be planned as part of the curriculum offer.

CLEANING

- Where staff or students have to use computer equipment, they are to wipe it down before use, and again when they finished, particularly the keyboard and mouse.
- We will continue to ask that students and staff clean tables and chairs before and after use as was the case in the 2020-21 academic year.
- The site will continue to have enhanced cleaning throughout the day.

VISITORS THE SCHOOL

- We will now be allowing visitors into the school for pre-arranged meetings and appointments.
- If parents/guardians have a query or question we ask that you **DO NOT** come to reception but you telephone or email us with your query, using parentcontact@sandysecondaryschool.com and we will get back to you as soon as possible. We can then arrange a meeting in school, if this is required.

STUDENT RECEPTION

- Students will be able to buy ties and essential stationery at Student Reception using cash, although the canteen will be cashless.
- Students will also be able to buy branded water bottles. The price list and items sold area listed below.

This booklet has been written using the information available at the time of writing and that has been given to us by The Department for Education and Public Health England. We will continue to review our procedures as more information becomes available.

Stationery Price List

Calculator	£11.70
Replacement Planners	£3.00
Sandy Secondary School Lanyard	£2.50
Pencil Case (Pencil, pen, ruler, rubber, protractor, compass, sharpener)	£1.60
Coloured Pencils (12)	£1.05
Pencil Case	£0.80
New Copies of Timetables	£0.50
Glue Stick	£0.35
Highlighter	£0.25
Pen	£0.15
Purple Pen	£0.15
Protractor	£0.15
Ruler	£0.15
Pencil	£0.10
Rubber	£0.05
Water Bottle	£3.00

