



Longridge High School

ADDENDUM TO CHILD PROTECTION POLICY COVID-19 SCHOOL REOPENING ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION AT LONGRIDGE HIGH SCHOOL SEPTEMBER 2020

Suggested annex to school behaviour policy in the Secondary setting in response to new school opening arrangements.

1. THE SCHOOL RULES

We ask our students and staff in school to support these **additional** school rules:

FOR THE SAFETY OF ALL OF OUR SCHOOL COMMUNITY, YOU MUST:

- Wash your hands thoroughly, regularly and when directed
- Follow social distancing rules- this means that you must stay 2 meters apart and remain in the group or location in which you have been placed
- Never share equipment- such as pens, sports equipment
- Tell a member of staff if you begin to feel unwell
- **Never** cough, sneeze or spit towards another person- catch it in a tissue or the inside of your elbow

OUR LEARNERS AT HOME

We are looking forward to having you back with us soon. In the meantime, remember:

- Practise our school values- Respect, Grow and Learn Together, in all you do
- Try your best with the work we have set for you
- Ask for help when you need it
- Support your family and follow instructions
- Look after yourself and take regular breaks
- Remember to **stay safe online**. (Visit our website to remind yourself of our stay safe guidelines)

2. OUR SCHOOL ROUTINES

In the current circumstances, we have had to review some of our normal routines and protocols in school. Students should follow the routines as set out below.

Year 7

Gathering zone

Upon arrival Year 7 should be directed to meet at the front half of the school yard.

Entrance and exit door

Year 7 should enter and exit school through North block main entrance.

Toilets

North Block toilets

Break Area

Year 7 have been designated the front half of the school yard (netball courts) nearest the road.

Food serving area

Year 7 have been designated North block dining room as their eating area.

Outdoor lunch area

Year 7 have been designated the front half of the school yard (netball courts) nearest the road.

Year 7 Anchor rooms

Year 7 have been designated North Block Rooms 24, 31, 32, 33, 34 and 36 as their teaching base.

Year 7 Anchor rooms

7 L NJT	24
7O DPR	36
7N KEA	34
7G RMB	33
7R DJF	32
7D TJG	31

Fire Assembly point

The designated area is the front of the yard nearest the road. Line up in alphabetical order in forms.

Isolation Room

Outside Mr Sutcliffe's office in North Block Dining Room.

Number 1 bus queue.

On the path by the main drive.

Year 8

Gathering zone

Upon arrival Year 8 should be directed to meet at the back half of the school yard (netball courts).

Entrance and exit door

Year 8 should enter and exit school through the main entrance. Pupils in Rooms 13 and 15 should exit and enter through Room 14 and not use stairs outside their classroom.

Toilets

Upper West Block

Break Area

Year 8 have been designated the back half of the school yard (netball courts) furthest from the road.

Food serving area

Year have been designated Main Dining Room as their eating area.

Outdoor lunch area

Year 8 have been designated the back half of the school yard (netball courts) furthest from the road.

Year 8 Anchor rooms

Year 8 have been designated Upper Science Rooms 1,2,14,13,and 15 and Room 23 as their teaching base.

Year 8 Anchor rooms

8 Ma 1a MBH	23
8 Ma 1b JDK	14
8 Ma 2a RJK	13
8 Ma 2b PJB	15
8 Ma 2c NLG	2
8 Ma 3 JMC	1

Fire Assembly point

The designated area is the back of the yard (netball courts) furthest from the road. Line up in alphabetical order in forms.

Isolation Room

Outside Mrs Flynn's office (in between Room 4 and Room 5)

Number 1 bus queue.

On the path outside Room 3

Year 9

Gathering zone

Upon arrival Year 9 should be directed to meet at the small school yard outside the main dining room.

Entrance and exit door

Year 9 in Rooms 3,4 and 6 should enter and exit school through the main entrance. Pupils in Rooms 50, 58 and 57 should exit and enter through the Drama Doors.

Toilets

Main Corridor

Break Area

Year 9 have been designated the small school yard outside the main dining room.

Food serving area

Year 9 have been designated Main school hall as their eating area.

Outdoor lunch area

Year 9 have been designated the small school yard outside the main dining room.

Year 9 Anchor rooms

Year 9 have been designated Rooms 3,4,6,50,58 and 57 as their teaching base.

Year 9 Anchor rooms

9 Ma 1a DJR	50
9 Ma 1b ZEF	58
9 Ma 2a MIT	57
9 Ma 2b CDC	3
9 Ma 2c ADW	4
9 Ma 3 PJA	6

Fire Assembly Point

The designated area is the back of the yard (netball courts) furthest from the road. Line up in alphabetical order in forms.

Isolation Room

Outside the Pastoral Office.

Number 1 bus queue.

On the path outside Room 3.

Year 10

Gathering zone

Upon arrival Year 10 should be directed to meet outside the South Door.

Entrance and exit door

Year 10 pupils should enter and exit the South Doors near Art.

Toilets

Lower West Block

Break Area

Year 10 have been designated the half the Astro Turf nearest to St Cecilia's as their outdoor area.

Food serving area

Year 10 have been designated bottom end of Sports Hall as their eating area. Enter using the bottom fire exit.

Outdoor lunch area

Year 10 have been designated the half the Astro Turf nearest to St Cecilia's as their outdoor area.

Year 10 Anchor rooms

Year 10 have been designated Rooms 41,56,55,54,52 and 53 as their teaching base.

10 Ma 1a	LMK	52
10 Ma 1b	RAH	53
10 Ma 2a	DWS	54
10 Ma 2b	DNS	55
10 Ma 2c	PMG	56
10 Ma 3	JSW	41

Fire Assembly point

Astro Turf nearest to St Cecilia's in forms in alphabet order.

Isolation Room

Isolation Room on main corridor.

Number 1 bus queue.

In front of West block.

Year 11

Gathering zone

Upon arrival Year 11 should be directed to meet outside the East Door.

Entrance and exit door

Year 11 pupils should enter and exit through East Doors on the English Corridor.

Break Area

Year 11 have been designated the half the Astro Turf furthest from St Cecilia's as their outdoor area.

Toilets

PE Toilets

Food serving area

Year 11 have been designated Top end of Sports Hall as their eating area. Enter using top fire exit.

Outdoor lunch area

Year 11 have been designated the half the Astro Turf furthest from St Cecilia's as their outdoor area.

Year 11 Anchor Rooms

Year 11 have been designated Rooms 7,8,9,10,11 and 12 as their teaching base.

11 Ma 1a D CRR 12

11 Ma 1b R EDP 11

11 Ma 2a G GEC 10

11 Ma 2b N GAG 9

11 Ma 2c O COS 8

11 Ma 3 L SEM 7

Fire Assembly point

Astro Turf furthest from St Cecilia's in forms in alphabet order.

Isolation Room

Outside Room 12.

Number 1 bus queue.

In front of West block.

MOVEMENT AROUND SCHOOL

Year 7

Year 7 will stay in North block for all lessons unless doing PE. In this case pupils will be collected by PE staff at the beginning of the lesson and returned at the end.

Year 8

Pupils should stay in teaching rooms unless on PE. Pupils in Rooms 13 and 15 should enter and exit through Room 14. Pupils are not allowed to use the stairs on to the main corridor. Pupils should exit school by the main entrance and go around the back of school behind the Sports Hall and line up outside East door. Pupils are not allowed to access PE along the main corridor.

Year 9

Pupils should stay in teaching rooms unless on PE. For PE lessons, pupils should exit school by the main entrance or Drama doors and go around the back of school behind the Sports Hall and line up outside East door. Pupils should not go around the front of school. When exiting PE, pupils should return or leave school via the back of school. They are not allowed down the Sports Centre drive or around the front of school.

Year 10

Year 10 should use the South stairs when entering and exiting. When moving to options subjects Year 10 should if possible use South stairs. When using Room 5 they should use Upper West block stairs to access the main corridor. They are not allowed to use the stairs of Lower West block. When going to and from PE they should exit using South door and go round side and back of the school to East door. Music should be accessed by the external door only.

Year 11.

Year 11 should use the East English door when entering and exiting. When moving to options subjects Year 11 should use Lower West block stairs. They are not allowed to use the stairs of Upper West block stairs unless using IT rooms. When going to and from PE they should use the entrance by the pastoral office. Music should be accessed by the external door only.

LONGRIDGE HIGH SCHOOL

- YEAR 7
- YEAR 8
- YEAR 9
- YEAR 10
- YEAR 11



School Day – COVID (Sept 2020)			
		Normal	Wednesday
Move to registration bell		8.40	8.40
Registration/Living Ed		8.45 – 9.05	8.45 – 9.30
P1		9.05 – 10.05	9.30 – 10.25
P2		10.05 – 11.05	10.25 – 11.20
Break		11.05 – 11.25	11.20 – 11.40
P3		11.25 – 12.25	11.40 – 12.35
P4		12.25 – 1.25	12.35 – 1.30
Lunch		1.25 – 1.55	1.30 – 2.00
Move on the bell		1.55 -2.00	2.00 – 2.05
P5		2.00 – 3.00	2.05 – 3.00

1. OUR SCHOOL SANCTIONS

Our usual school sanctions apply when students in school do not follow our school rules. This includes the school rules relating to the current situation as above.

Any behaviours that put the safety of our community at risk will be treated as serious incidents. Sanctions will be determined based upon an assessment of the individual incident. Possible sanctions at this level are:

- Exclusion
- Internal isolation
- Behaviour contract meeting
- Governors behaviour panel meeting

2. OUR SCHOOL REWARDS

Our usual school rewards will apply.

3. PUPIL SUPPORT

We understand that this is a difficult time for students and we will provide support for our students to settle back into school. This will include:

- *Refreshing all our students on our school routines and expectations*
- *Talking to our students about our behaviours, rules and routines and why we need these*
- *Talking to our students about how they might be feeling and how to deal with their feelings*
- *We will use a range of resources to support students to understand and manage their feelings*
- *We will provide additional support and signposting of other agencies when it is needed*

4. REASONABLE ADJUSTMENTS

As at all times we will make reasonable adjustments as appropriate for our students with SEND needs. Behaviour plans will continue to include reasonable adjustments when appropriate.

These adjustments will be in line with the current government guidance around social distancing and the guidance on the implementation of protective measures.