

Mulberry UTC

September 2020 Returning to School Protocol and Procedures

In line with the Department for Education's instruction, it is our plan that all students will return to school full-time from the beginning of the autumn term.

Our planning is underpinned by the Department for Education's guidance about effective infection protection and control which states the following:

'We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- 1. a requirement that people who are ill stay at home*
- 2. robust hand and respiratory hygiene*
- 3. enhanced cleaning arrangements*
- 4. active engagement with NHS Test and Trace*
- 5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping students together*
- avoiding contact between groups*
- arranging classrooms with forward facing desks*
- staff maintaining distance from pupils and other staff as much as possible'*

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term. Students and staff who did not attend in the summer term, including those who are new to the school, will be shown how to adopt these measures. Additional measures will be in place to accommodate the return of larger numbers of students, including the 'zoning' of students around the building.

All protocols and procedures are aligned to the Risk Assessment document that was initially produced for the reopening of the school on 15th June and has been revised to include the new measures. The risk assessment will be reviewed on a monthly basis and/or when there are any significant developments that affect it. It is a legal requirement to review and update the previous risk assessment before the school reopens in September and on a regular basis after that point.

The following plan outlines relevant detail from the government's guidance, with further detail about how Mulberry UTC will adopt measures and ensure compliance to the statutory elements of the guidance. The aim of this plan is to minimise the risk of infection within the school community, whilst acknowledging that we cannot entirely negate this risk.

The government guidance states:

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document outlines those systems of control and explains how Mulberry UTC has made them appropriate to our specific context and circumstance.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school***
- 2) clean hands thoroughly more often than usual*
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*
- 5) minimise contact between individuals and maintain social distancing wherever possible*
- 6) where necessary, wear appropriate personal protective equipment (PPE)*

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process*
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community*
- 9) contain any outbreak by following local health protection team advice*

Numbers 7 to 9 must be followed in every case where they are relevant.

Numbers 7-9 above may require the school to share student/parent/carers contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>If a member of staff, student, parent/carer or any other adult show symptoms of coronavirus/Covid-19 or they have tested positive within the last 7 days, <u>they must not to attend school.</u></p> <p>Information about the relevant symptoms has been provided to all members of the school community on multiple occasions and up to date information will be shared again before the start of the autumn term. Government guidance currently (10th August 2020) specifies the following symptoms as being potentially indicative of coronavirus/Covid-19:</p> <ul style="list-style-type: none"> • a high temperature – hot to touch on the chest or back • a new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • a loss or change to your sense of smell or taste – inability to smell or taste anything, or things smell or taste different to normal <p>If an adult becomes unwell with any of the above symptoms, they must remove themselves from the school building as soon as possible. They should seek a test immediately; if necessary the school will refer them for testing. They must not return to school until the test results are received. If the test is negative, they should return to work as long as their symptoms have subsided. If the test is positive, they must immediately inform the Principal and should follow government guidance in relation to quarantine procedures. Staff who test positive are expected to cooperate with NHS Test and Trace.</p> <p>If a student becomes unwell, regardless of whether or not they have possible coronavirus/Covid-19 symptoms, existing guidelines for dealing with First Aid will be followed. The student will be removed to a designated First Aid space where they can be monitored and supported until they either return to lessons (in the case of non-serious, non-Covid-related illness) or are collected by parents/carers.</p> <p>Separate spaces will be used for students with and without possible coronavirus/Covid-19 symptoms. The designated First Aid spaces are as follows;</p> <ul style="list-style-type: none"> - Room 301 (3rd floor) - non coronavirus/Covid-19 symptoms - Medical Inspection room (1st floor) - possible coronavirus/Covid-19 symptoms <p>The following additional measures will be implemented if any student exhibits symptoms of possible coronavirus/Covid-19 infection:</p> <ul style="list-style-type: none"> • Any rooms that the student has been in during that day will be cleaned with appropriate cleaning solution (or bleach). • Any students and staff who have had contact with the student will wash their hands thoroughly for 20 seconds. • A fluid-resistant surgical face-mask will be worn by the supervising adult who is administering First Aid to the student. • If close contact with the young person is necessary, disposable gloves and a disposable apron should be worn as well as a mask. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection (goggles or a visor) should be worn. • The member of staff supporting the symptomatic student does not need to go home to self-isolate unless they develop symptoms themselves, or if the symptomatic student subsequently tests positive, or if they have been requested to do so by NHS Test and Trace/Public Health England. • Students who fall ill with possible coronavirus/Covid-19 symptoms will not be permitted to enter any spaces within the building other than the medical inspection room and the first floor staff/disabled toilet. • Once the student has left the building, both rooms (waiting room and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.

	<p>Once a symptomatic student has left the school building, they should then be tested for coronavirus. Parents/carers should arrange this test as soon as possible and the student will not be permitted to return to school until the test has been taken and the results received.</p> <p>If the test is negative, the student can return to school once they are well enough.</p> <p>If the test is positive, all students and adults within the group that the student has been working in should immediately seek a test and self-isolate for 14 days. This guidance also applies if an adult working in the school tests positive for the virus.</p> <p>The question of whether or not a larger number of students are sent home, or if the whole school building will close, is dependent on the specific circumstances of the situation.</p> <p>Confirmed cases of Covid-19 must be reported immediately to the Principal by the member of staff or the parents/carers of the students involved. They will then be reported to the Tower Hamlets Health Protection Team by email phcov19@towerhamlets.gov.uk or by telephone 0300 303 0450.</p>
<p>Prevention</p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Regular hand-washing is the most important measure that can be taken to prevent the spread of infection. Adults and students must wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze in to their hands. <p>If a student or member of staff cannot immediately wash their hands, they should use either skin-friendly anti-bacterial cleaning wipes or hand sanitiser. Hands should then be washed with soap and water at the next possible opportunity.</p> <p>All staff will be provided with wipes and sanitiser at the start of the year and can request more from the main office if required. Additional hand sanitiser pumps have been purchased and are stationed in key locations around the school. This includes the reception desk for visitors and staff upon arrival and the photocopying areas.</p> <p>Hand hygiene protocols will be re-visited at the start of the academic year in September, when students and staff will receive clear information and guidance about the expectations and protocols that are in place in school in relation to hand-washing. They will be established as part of our culture and behaviour expectations.</p>
<p>Prevention</p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>At the start of the academic year in September, students and staff will be reminded of the correct way to dispose of tissues in accordance with catch it, bin it and kill it. Students and staff will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown into the bins in each classroom and their hands must be cleaned afterwards.</p> <p>The school is in the process of sourcing lidded bins for classrooms and offices, to ensure that tissues can be disposed of safely.</p> <p>If a student or member of staff struggles to maintain good respiratory hygiene (e.g. if they are regularly forgetting to cover their mouth when they cough), they will need an individual risk assessment to ensure measures can be put in place to reduce the risks.</p>

<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each classroom will have its own allotted set of classroom cleaning equipment in a caddy. It will be stored appropriately within the classrooms.</p> <p>Students should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other students are also using the toilet and ensure that students wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If required to clean an area after a positive case of coronavirus has been identified, the school will follow government guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>																														
<p>Prevention</p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>Grouping of students</p> <p>The purpose of ‘bubbles’ is to minimise contacts and mixing between people, reducing the transmission of coronavirus. It is not always possible for students and staff to adequately distance from each other within classrooms. ‘Bubbles’ provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p> <p>Mulberry UTC will do everything it can to implement ‘bubbles’ whilst still delivering a broad and balanced curriculum. Within ‘bubbles’, students and adults must also take measures to distance themselves where at all possible.</p> <p>The DfE guidance reads as follows:</p> <p><i>‘In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.’</i></p> <p>At Mulberry UTC, it is essential that the school offers a curriculum that enables students who are working towards important qualifications to ‘catch up’ with missed learning. Most importantly, students need to undertake the coursework and exam preparation that is required to achieve success in their academic, technical and vocational qualifications. It is particularly important that Sixth Form students are able to access the specialist equipment that is located within the building, since without this they will not be able to complete their technical and vocational qualifications.</p> <p>The arrangements in place in September 2020 will therefore involve a system of zoning that minimise the mixing between different groups of students within the building, while maintaining access to specialist equipment for those students who most require it.</p> <p>To facilitate this, the school has been divided into five ‘zones’ as follows:</p> <table border="1" data-bbox="427 1769 1500 2038"> <thead> <tr> <th></th> <th>Subject/Key Stage</th> <th>Floor</th> <th>Toilets</th> <th>Stairs</th> </tr> </thead> <tbody> <tr> <td>Zone 1</td> <td>KS5: Performing and Production Arts</td> <td>Ground</td> <td>Ground floor</td> <td>N/A</td> </tr> <tr> <td>Zone 2</td> <td>KS5: Digital Media</td> <td>2nd floor</td> <td>2nd floor</td> <td>Stair 2 (back left hand side)</td> </tr> <tr> <td>Zone 3</td> <td>Key Stage 4 only</td> <td>3rd floor</td> <td>3rd floor</td> <td>Main processional staircase</td> </tr> <tr> <td>Zone 4</td> <td>KS5: Health and Social Care</td> <td>4th floor</td> <td>4th floor</td> <td>Stair 1 (front left hand side)</td> </tr> <tr> <td>Zone 5</td> <td>KS5: Science & Maths</td> <td>5th floor</td> <td>5th floor</td> <td>Stair 3 (back of the building)</td> </tr> </tbody> </table>		Subject/Key Stage	Floor	Toilets	Stairs	Zone 1	KS5: Performing and Production Arts	Ground	Ground floor	N/A	Zone 2	KS5: Digital Media	2 nd floor	2 nd floor	Stair 2 (back left hand side)	Zone 3	Key Stage 4 only	3 rd floor	3 rd floor	Main processional staircase	Zone 4	KS5: Health and Social Care	4 th floor	4 th floor	Stair 1 (front left hand side)	Zone 5	KS5: Science & Maths	5 th floor	5 th floor	Stair 3 (back of the building)
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Key Stage 4

- Key Stage 4 students (Year 10 and Year 11) will form a phase 'bubble' and will have no contact with Sixth Form students.
- Year 10 and Year 11 students will only use the third floor of the building, Zone 3.
- Students in Year 10 and Year 11 will also be kept separate from each other as much as possible, with lessons taking place in separate classrooms for the two year groups.
- All Year 10 and Year 11 lessons and lunch/break times will happen on the third floor.
- There will be two classes in Year 10 and two classes in Year 11 – 10x, 10y, 11x and 11y.
- Each class will be allocated one classroom for registration and core lessons. Students will always go to this classroom first thing in the morning.
- For their lessons, Year 10 students will work in two adjoining classrooms and Year 11 will work in two adjoining classrooms. Teachers will come to these classrooms to teach specific lessons, rather than students moving around the building.
- For options subjects (History/Sociology and Business/Media/HSC/Performing Arts), students will mix within the year group but not across year groups.
- Room 302 will be used by KS4 students for Performing Arts lessons.
- Room 309 will be used by KS4 Digital Media and Business students.
- For GCSE Science, students will watch practicals online rather than doing science practicals, since they will not be working in science labs.
- For Health and Social Care, students will be taught the content during lessons and will then write up their coursework in their own time at home, since they will not have access to computer rooms during lesson time.
- Year 10 and Year 11 students will only use the main processional staircase in the middle of the building and will only use the third floor toilets.
- Students in Year 10 and Year 11 will not be allowed onto any other floor of the building except to enter and exit the building and to go up and down the stairs, or for First Aid.
- Year 10 and Year 11 students will arrive at school at 8.30am; this means they are less likely to have contact with Sixth Form students who will arrive from 8.40am.
- Key Stage 4 students will finish as usual at 3.50pm Monday to Thursday and 2.10pm on Fridays. This is safe because all Sixth Form students will have left the building by this time.
- Year 10 and Year 11 students will be allocated to mixed Key Stage 4 tutor groups within the House system, but will not meet in these tutor groups on a face-to-face basis during the autumn term, to minimise mixing between year groups. Tutorial sessions will instead take place in the classrooms where students are located for lessons, led by tutors/Heads of House. The House system will be run online until such time as it is safe for students to mix in their House tutor groups.

Key Stage 5 (Sixth Form)

- Sixth Form students will form two year group 'bubbles' – Year 12 and Year 13. Students in Year 12 will not have contact with Year 13 students and vice versa.
- Sixth Form students will also be zoned according to the technical/vocational subjects. This is necessary because it enable students to use essential specialist equipment located in those zones, without which they cannot complete their technical/vocational qualifications.
- In each zone, students from both Year 12 and Year 13 will be present within the zone, but will be in separate classrooms – Year 12 students will not use classrooms used by Year 13 students and vice versa.
- Students in each zone will use a different set of stairs and toilets. Sixth Form students will use the stairs at the front and back of the building and will not be permitted to use the main processional staircase in the middle of the building.
- Sixth Form students will remain within their classrooms at break-times, to ensure that students from different year groups do not mix with each other.
- Sixth Form students will not have access to the canteen at breaktime and will be permitted to bring in food from home to eat at this time. This food must not be hot or smelly.
- For students who have lessons in Science labs or in Media rooms (202/203), students will be required to step outside the room if they wish to eat food at breaktime.

- The majority of Sixth Form lessons will take place in the morning, so that almost all Sixth Form students are ready to leave at lunchtime and continue studying at home online in the afternoon.
- Sixth Forms students will be expected to complete their Independent Study sessions at home remotely using MS Teams.
- At lunchtime, in a staggered way, Sixth Form students will leave their zone, travel by their allocated staircase to the Café area, collect their packed lunch and go home.
- A small group of Sixth Form students each day will remain in the building for afternoon lessons. They will eat their lunch in the Café area and will then go back into their zone.
- Sixth Form students will not be permitted to re-enter the building for afternoon lessons. If students leave the building at lunchtime, they will not be permitted to re-enter.

Sixth Form students will only be allowed to use the toilets within their zone. They will not be permitted onto any other floor of the building unless accompanied by a member of staff who has asked them to travel to a particular location for a specific reason (e.g. for First Aid or an appointment with the school counsellor).

A-level lessons will take place in classrooms that are as close as possible to the zone in which students studying those subjects are located. Year 12 and Year 13 classes will not use the same rooms for their A-level lessons, to minimise mixing between the two year groups.

Measures within the classroom

The 'one metre plus' rule will be used to support distancing within school. Where possible, staff will encourage students to maintain 2 metres distance between one another, including within classrooms and in corridors. Where this is not possible, students and staff will be expected to remain a minimum of one metre apart from each other at all times.

Within classrooms:

- Where possible, desks will be placed in a way that keeps students at least 1m apart.
- Desk will usually face the front and students sit side-by-side, rather than facing each other.
- Students will have their own allocated desks within classrooms.
- Chairs will be placed in a way that minimises face-to-face contact between students or between students and staff.
- Staff will be advised to keep at least 1m distance from students and from one another.
- Students and staff will be asked to minimise movement around the classroom, to help reduce the possible spread of infection.
- There will be no sharing of equipment.

Students with additional needs should receive as much support as normal but adults must be extra vigilant and mindful of their face-to-face time with the students and reduce this where possible.

Teaching Assistants will move between classes, but movement of TAs between year groups will be minimised. Support staff will be encouraged to consider wearing visors when working closely with students.

Measures elsewhere

There will be no large events where more than 50 students and adults are required to congregate. During the autumn term, assemblies will be held online using MS Teams.

Staff bases on each floor will be in use but will be allocated to specific groups of staff. Strict social distancing must be in place and hygiene measures must be followed. Staff will only be permitted to use the specific base to which they have been allocated. It is important for staff wellbeing that they are able to see each other, but they must observe distancing and hygiene measures, otherwise multiple groups could be at risk of infection should anyone present with symptoms.

Measures for arriving at and leaving school

The start time of school will vary for each year group:

Year 10 and Year 11: 8.30am

Year 12: 8.40am

Year 13: 8.50am

Staggering start times will ensure that staff and students can distance appropriately and will reduce the risk of students coming in to contact with students from other bubbles.

Students will be encouraged to walk to school where possible. If students cycle to school, they will use the bike racks at the front of the school building to lock their bikes securely. Parents/carers have been reminded multiple times that if they are driving students to school, they must not under any circumstances stop their car on the double yellow lines outside the school building. Further reminders about this will be given at the start of term in September.

Members of SLT will be available to supervise the entry of students into the building. Students will be asked to sanitise their hands on arrival and to wash their hands when they reach the floor on which their zone is located.

Students must arrive on time for entry to school; they must not arrive early or late. In the instance that students are late, they will be required to wait in the Café area in a distanced way until a member of the Senior Leadership Team is able to speak to them and escort them to their zone.

When students arrive at school, they must wait outside the building in a distanced way, in the same way that has been in place during the summer term. Students will then enter the building in a distanced way, before sanitising their hands and proceeding to their allocated zone.

Parents/carers will not be allowed to enter the school building in the morning before school and members of staff will not be available to speak to parents/carers at this time.

The school building will not be accessible to parents/carers unless through prior arrangement via a call or email. The main office will not be open for parents/carers to drop-in without appointment. If parents/carers need to discuss an issue urgently, they should call the main office or email info@mulberryutc.org

Staff and students may wear face-masks/coverings inside the building. If doing so, they must do so safely e.g. not pulling the mask down to expose their nose and/or mouth.

Students and staff must take off their face-masks/coverings when they enter classrooms, to avoid negatively impacting teaching and learning. When students/staff take off their face coverings, they should place them into a small plastic bag which they should then place into their school bag or pocket. They should then wash their hands.

Other considerations

Supply teachers and other temporary staff can move between classrooms to work with students, as long as they follow the required hygiene measures. In a similar way, specialist, therapists and other support staff for students with SEND or medical issues should provide interventions as usual. However, they must be aware of school procedures and they must adhere to them. Detailed guidance about these procedures will be provided for any staff working within the building.

Where contractors can attend outside of school hours, they should do so. If this is not possible, they should follow the school procedures as detailed in the staff guidance.

A record of all visitors, including contact details, must be kept in order to support NHS Test and Trace.

	<p>In terms of classroom resources, students must bring their own pens, pencils, pencil cases, calculators and other equipment with them every day. This must not be shared with other students. Other classrooms resources such as textbooks can be used within one year group but must not be shared between different year groups.</p> <p>Shared resources, such as any art and science equipment, must be meticulously cleaned between use and, ideally, rotated 72 hours between use to ensure they are safe. Any equipment which is touched by students, such as the lights within the theatre, must be wiped down after use.</p> <p>In relation to PE, the focus will be on activities that do not involve touching between students. Equipment should not be used unless it can be thoroughly cleaned between uses or its use restricted to separate groups.</p> <p>Students may not borrow books from the library during this time.</p> <p>Teachers can take in books from students and mark them, so that they can assess students' progress and to support planning. Students' books should not, however, be taken home by students or teachers during this time. Where possible, books should remain within the classroom or zone where students are based. This is also true of textbooks, library books and other printed materials.</p>
<p>Prevention</p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a student is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill students or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves of various sizes - Face shields (limited quantities) <p>Students will be informed at the start of term that some adults might be wearing PPE and that this is not something for them to be worried about.</p>
<p>Response to any infection</p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents/carers, students and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>If any member of staff or any student shows symptoms of coronavirus/Covid-19, they will be required to book a test as soon as possible. They will then need to provide details of anyone that they have been in close contact with and to follow the 'stay at home' regulations.</p> <p>Contact with a symptomatic student/member of staff will be maintained while they are awaiting their test results, so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the student can return to school assuming they are well enough and that they would do so under normal circumstances.</p> <p>If the test result is positive, the student and family need to follow the 'stay at home' guidelines.</p>

<p>Response to any infection</p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>If a case is confirmed following a positive test, the school will contact the Tower Hamlets Health Protection Team by email to phcov19@towerhamlets.gov.uk or by telephone 0300 303 0450.</p> <p>The school will provide the details of those students/staff that have been in:</p> <ul style="list-style-type: none"> - Direct close contact with the student/member of staff (face-to-face contact for any length of time) - Proximity contacts (extended close contact – within 1m-2m for more than 15 minutes) <p>In the case of a positive test, the administrative team will prepare a report that shows the contact details of each member of the bubble to support the contact tracers.</p> <p>The school will then make a decision about whether to inform parents/carers, students and staff about the infection, according to the particular circumstances, but will not reveal the name of the infected student/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days, but those living in the household do not have to unless the student shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.</p> <p>Mulberry UTC will not (as per the DfE instruction) ask for evidence of negative test results or other medical evidence before admitting students back after a period of self-isolation.</p>
<p>Response to any infection</p> <p>9. Contain any outbreak by following local health protection team advice.</p>	<p>In the event of any infection or outbreak, the Principal will remain in close contact with the Tower Hamlets health protection team.</p> <p>If the school has two or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in the closure of a particular bubble, a school closure or/and a mobile testing station being established in the school. Testing would focus on the affected groups and then the remainder of school if required. The school will follow government guidance and will fully cooperate with the public health team and NHS Test and Trace.</p>

Aspect of school	Action
<p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport provided by the local authority by public transport services, we mean those which are used by the general public 	<p><i>Dedicated school transport</i></p> <p>At Mulberry UTC, a small number of students travel using dedicated school transport services. These students do not mix with the general public and tend to travel in consistent groups and the infection risk is therefore low. Advice to adopt a 'one metre plus' distancing approach will therefore not apply from the autumn term on dedicated transport.</p> <p>School trips using coaches can still occur as long as the students travel in their consistent bubbles.</p> <p>If students are travelling via coach on a trip or visit, they are expected to adhere to the systems of control e.g. good hand hygiene and distancing where possible.</p> <p>The school will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.</p> <p><i>Wider public transport</i></p> <p>The majority of students at Mulberry UTC travel to school by bus, with some also travelling by train. Students have been advised to walk or cycle to school wherever possible and this advice will be reiterated at the start of the autumn term.</p> <p>Any students who live less than 30 minutes walk from the school have been asked to walk rather than taking the bus or train. This is because travelling by public bus increases the infection risk. It also increases the risk that students will not arrive at school on time, owing to the reduced capacity on public transport at the current time and the likelihood that students may not be able to board the first bus that arrives.</p> <p>Students who usually take two buses to school will be strongly encouraged to take only one bus during the autumn term, and to walk for the rest of the distance, since this is both safer and more reliable.</p>
<p>Attendance</p> <p>It is vital for all students to return to school, to minimise as far as possible the longer-term impact of the pandemic on students' education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Attendance expectations</p> <p>At the start of the academic year and on a regular basis, the school will communicate the necessity of attending school to parents/carers and students. Where required, the school will offer additional pastoral support to those students who are anxious about returning or who face other significant barriers.</p> <p>The school will continue with the usual attendance routines in relation to the recording and monitoring of students' attendance. Any student absence will be followed up as usual with a telephone call and, where appropriate, a home visit.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils.</p> <p><i>Students who are shielding or self-isolating</i></p> <p>Students who were previously shielding are now able to return to school. If rates of infection in the local area rise, it is possible that some students who were previously shielding due to medical advice may need to isolate again. Mulberry UTC will support any affected students and their families through dialogue with the pastoral team and the school nurse, so that appropriate advice can be offered. The school will provide learning online for any students who are not able to attend following clinical and/or public health advice.</p> <p>Where students cannot attend school owing to clinical and/or public health advice, absence will not be penalised.</p>

	<p><i>Students and families who are anxious about return to school</i></p> <p>If students or families with significant risk factors in their households are concerned about returning to school, we will provide the opportunity to discuss this. A telephone call or a Teams meeting will be arranged in an attempt to provide reassurance about the safety measures that are in place to manage the risk and minimise risk of infection.</p>
<p><i>School Workforce</i></p>	<p><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></p> <p>Mulberry UTC has planned to follow the full measures within the guidance, therefore all staff will be able to return to the workplace as normal.</p> <p>Any members of staff who received a letter to say they were extremely vulnerable and advised to shield can also return given that shielding came to a close on 1st August. The school is not currently aware of any members of staff who are in this shielding group.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal. The school is aware of two members of staff in this group; they will be supported as appropriate.</p> <p><i>Deploying support staff and accommodating visiting specialists</i></p> <p>As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This is not likely to be necessary but may be implemented in order to reduce the necessity of bringing in agency staff, should there be a need to arrange cover for any reason.</p> <p><i>Supply teachers and other temporary or peripatetic teachers</i></p> <p>Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.</p> <p>Likewise, sports coaches will be permitted to work with students for PE lessons assuming that they are able to follow stringent distancing measures.</p> <p><i>Staff travelling overseas</i></p> <p>The Foreign and Commonwealth Office are currently advising against all but essential travel to a list of specific overseas countries. Staff have been advised to avoid travelling to these locations. In addition, the requirement to quarantine after returning from some specific overseas locations (e.g. Spain) has recently been introduced and may be extended. Staff have been advised that they must consider this carefully before planning any overseas travel.</p> <p>Staff have been made aware that, if they are required to quarantine after returning from holidays, or if they are not able to return to work owing to a local outbreak, any period of absence will not be authorised therefore staff would be determined as being absent without leave.</p>
<p><i>Safeguarding</i></p>	<p>All existing pre-Covid safeguarding measures will return as normal in September 2020. This includes training for new staff at the start of the year and the revision of existing CP and safeguarding policies to reflect the updated 'Keeping Children Safe in Education' document which will come into force in September 2020.</p> <p>Additional support will be in place for those students requiring additional pastoral support as the result of prolonged absence from school. This includes additional support from the school counsellor, who will have a key role in supporting students during this time.</p>

<p>Catering</p>	<p>The expectation is that the school kitchen will be fully open in Autumn term. Whilst policy and practices continue to embed, we will only serve packed lunches as a school meal option for the first few weeks of term, with a view to review this and extend to hot meals if circumstances allow it.</p> <p>Packed lunches need to take in to account nutritional and dietary requirements.</p>
<p>Lunch and break times</p>	<p>Students in Year 10 and Year 11 will use The View (third floor) for break and lunchtime. Year 10 students will use the left hand side and Year 11 students will use the right hand side.</p> <p>Sixth Form students will collect packed lunches from the Café area (ground floor) at the start of lunchtime and leave the building, apart from any students who have lessons in the afternoon. They will remain in the Café area for lunch and will then return to their zone for afternoon lessons.</p> <p>Timings of lunchtimes will be as follows:</p> <ul style="list-style-type: none"> - Year 10 and Year 11 – 12.40pm-1.20pm (usual time) - Year 12 – 12.35pm-1.15pm - Year 13 – 12.40pm-1.20pm <p>Sixth Form students will remain in their classrooms during breaktime, supervised by the teachers with whom they have just had a lesson. This will avoid them mixing with other groups.</p> <p>The usual break duty rota will be in place but staff will be allocated to particular zones, which will be consistent with the places where they are usually teaching to avoid unnecessary mixing between groups inside the school building.</p> <p>Members of the Senior Leadership Team will be on duty at lunchtime as usual.</p>
<p>Estates</p>	<p>The estates team will continue with the planned programme of works over the summer holidays and during the autumn term.</p> <p>Teachers need to ensure that classrooms have good ventilation and will be asked to open windows and doors as much as possible during this time.</p>
<p>Educational Visits</p>	<p>Residential visits will not be permitted, in keeping with DfE instructions</p> <p>Day trips are permitted to resume, however these will be considered on a case by case basis owing to the likelihood of increased infection risk. Trips and visits that involve travelling on public transport are unlikely to be permitted.</p>

Aspect of school	Action
<p>Curriculum expectations</p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	<p>Mulberry UTC will revert to our usual planned curriculum model in September 2020.</p> <p>Teachers will administer tests in an appropriate way at the start of the year, to identify gaps in learning that need to be addressed and to enable them to put into place additional intervention for those students who need to 'catch-up'.</p> <p>At the start of the academic year, staff will be asked to 'reset' expectations, so that students know what we are expecting of them on their return to school.</p> <p>We will return to the normal teaching of all subjects in the autumn term. The one exception is GCSE RE for students going into Year 11. These students started the GCSE course in January 2020 and have therefore completed less than one term of the course. Instead of taking the course through to its end, students will be given additional lessons in core subjects to help them to regain the ground that has been lost during the school closure period.</p> <p>Online learning will continue to be a focus and will be integrated in to the school curriculum. Staff will continue to use Microsoft Teams to set work for students where appropriate. Teams will also be used by the Heads of House to launch the House system, which will function remotely during the autumn term. Staff will be asked to be prepared to revert to a fully online learning model again with 48 hours if these are any periods of local lockdowns or a further national lockdown.</p> <p>The Relationship and Sex Education element of our new curriculum will be implemented as part of the PSHE programme. There is now leeway to defer the implementation of that curriculum content until the summer term 2021.</p>
<p>Music</p>	<p>Given that there could be an additional risk of infection in environments where students and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, students need to be side-by-side and not facing one another. This will not have a significant impact on Mulberry UTC, since we do not currently offer any music courses or qualifications.</p>
<p>Physical activity in schools</p>	<p>PE lessons will still take place for students in Year 10 and Year 11. Where possible, they will take place outside as transmission of the disease is reduced in the outdoors.</p> <p>The systems of control will still need to be applied during these sessions. Students will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports will be avoided.</p> <p>External coaches can still be used to deliver PE sessions as long as they also follow the protective measures.</p>

<p>Pastoral support</p>	<p>The pastoral team will ensure that appropriate materials are on hand to support students' wellbeing. PSHE sessions will provide students with the opportunity to rebuild friendships and social engagement and to address issues linked to coronavirus including the fear and anxiety which students may be feeling.</p> <p>Where issues arise, the pastoral team should be informed so that specific interventions can take place. This includes sessions with the school counsellor where appropriate.</p>
<p>Behaviour expectations</p>	<p>The current behaviour policy, including the coronavirus amendment, will still apply.</p> <p>Staff will be asked to ensure that returning students are reminded about behaviour expectations in an appropriate way and that new students are fully inducted into the school's behaviour policy at the start of the academic year. This is particularly important for students who have been out of school for a significant period of time and may need to be re-inducted into appropriate school behaviour.</p>

Section 4: Assessment and accountability

Aspect of school	Action
<p>Autumn 2020 exam season</p>	<p>Preparations are being made for an additional exam season in autumn 2020, for students who are not happy with their calculated grades and wish to take the exams they couldn't take in the summer. All usual procedures will be followed in relation to these exams, which are expected to take place in 5-23 October (A-levels) and 2-23 November (GCSEs).</p>
<p>Summer 2021 exam season</p>	<p>The government is currently consulting about potential changes to the summer exam season which is scheduled to take place in May/June 2021. They have indicated that this may mean a later date for some exams. The school will monitor developments closely and implement any necessary measures to ensure that exams can take place as planned and that students are properly prepared.</p>

Section 5: Contingency planning for outbreaks

Aspect of school	Action
<p>A local outbreak</p>	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
<p>Remote education support</p>	<p>Mulberry UTC needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p>

- Students will be asked to confirm whether or not they have access to a laptop at home.
- Staff will be asked to move all learning online, including resources and the setting of assignments.

Where students can't access the internet, students will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. Existing devices will be re-distributed to those eligible families.

The principles for online learning during any school closure period will be as follows:

- Students will receive learning opportunities for a range of subjects each day, to ensure they have the maximum opportunity to keep up with their studies.
- Learning will be sequenced as per our current curriculum model
- High quality explanations will be given by teachers, using either audio or video and on either a live or recorded basis
- Feedback will be given to students via Teams
- Teachers will be available to meet with students via MS Teams so that they can further tailor the learning as a result of feedback
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