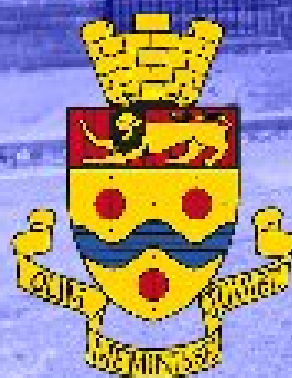


KEY INFORMATION  
FOR PARENTS  
September 2020



MAIDSTONE  
GRAMMAR SCHOOL

FOUNDED 1549

## INFORMATION FOR PARENTS / CARERS

### **Maidstone Grammar School Arrangements for the Academic Year 2020 -2021 during the COVID-19 Period and other Start of Year Information.**

#### **Introduction**

This document provides key information for Parents / Carers regarding the return to school arrangements for Maidstone Grammar School in September 2020 during the COVID-19 period. The following information is underpinned by the Department for Education “Guidance for the full reopening of Schools”, August 2020 (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) and The Maidstone Grammar School Risk Assessment for Whole School Return in September 2020 (click this link to the school website: [COVID 19 Risk Assessment for September 2020](#))

Staff will receive full information about the new arrangements on the September INSET days prior to the start of term and there will be briefings with key information for all students as part of their induction (Year 7/ Year 12) or reintegration (Years 8-11 and 13) when they return to school in September.

#### **Attendance Expectations**

The Government has made it clear that school attendance will be mandatory again from September 2020. Parents / Carers have a duty to secure that their child attends school regularly.

The guidance states clearly that even the small number of students who will remain on the shielding patient list can also return to school, as can those who have family members who are shielding.

Parents/ Carers should inform the school if they have children with specific needs that we need to be aware of, including those in the vulnerable and clinically extremely vulnerable categories. Where a student is unable to attend school due to Public Health England or clinical advice (we would expect this to be confirmed by an up to date letter from a hospital consultant or clinical specialist) the school will authorise the absence. For students where there is a legitimate and agreed COVID related reason for non-attendance, the school will provide information about work on a case by case basis.

Where a student does not attend school and this has not been agreed with the school we will be unable to provide work.

The usual arrangements will remain in place that where a child is absent due to non COVID-19 related illness/ reasons for a number of days -work is not provided by the school and the student is required to catch up upon their return.

As previously, please email ([Attendance@mgs.kent.sch.uk](mailto:Attendance@mgs.kent.sch.uk)) or telephone and leave a message on the MGS absence line (01622 623 922) before 8am on the day of absence if your child is unable to attend school, providing a reason for the absence. Please communicate daily until your child returns to school.

The expectation that students will not take holidays in term time and (therefore not miss school) is a national expectation – not just the School’s. Permission for leave may only be granted under exceptional circumstances. The Extraordinary Leave of Absence Form is as a downloadable file on the school website via the following link [Extraordinary leave - Exceptional Circumstances](#): This form must be submitted to Miss Johnson, the Deputy Head, **prior** to any firm booking or arrangements being made and at least **two weeks** prior to the first day of planned absence.

During this period, statutory registration will take place for all students at the start of the lesson period 1 and the start of the lesson period 4. Year 12 and 13 students MUST also register at these times for the statutory registration, including if they have a free period and when they have a supervised or unsupervised private study period during period 1 or 4. **At other times and to reduce the pressure on the Year 12 Common Room and the Year 13 Common Room, Year 12 and 13 students will be permitted to leave the school site at break, lunch and also in free periods. If parents of Year 12 and 13 do not give permission for their son / daughter to leave the site at these times they must contact the school in writing.**

### **Public Health Advice to Minimise Coronavirus (COVID-19) Risks**

School staff and students are required to engage with the NHS Test and Trace programme, follow advice from Public Health England and keep the school updated at all times where they or a member of their household have either a confirmed case of COVID-19 or possible symptoms. Where this is the case, staff / students must follow the Government's "Stay at Home" guidance: <https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection>

Students / staff / any other person MUST NOT come into the school (and must inform the school immediately) if they have COVID-19 symptoms (a high temperature; a new, continuous cough; a loss / change to sense of smell or taste) or have tested positive in at least the last 10 days. Staff / students displaying symptoms will be required to book a COVID-19 test via the NHS website and self isolate for 10 days at home if the test is found to be positive. If the test is found to be negative then parents are required to provide evidence of the test result and then students may return to school straight away. Parents / Carers must keep the school fully updated at all times throughout this process.

If another member of the student's/ staff member's household has tested positive for COVID-19 or is displaying symptoms then the student / staff member must self isolate for 14 days at home and keep the school updated.

Where there are confirmed cases, the School will inform the Local Health Protection Team and follow their guidance and the guidance of the local authority.

If anyone in the school becomes unwell with possible COVID-19 symptoms during the school day then they will be immediately isolated and sent home as soon as possible. For students, parents will be contacted and required to arrange immediate collection from school. Students will be required to wait separately in an isolation room (separate toilet facilities) while awaiting collection.

As in previous years, if students feel unwell in school then they report to the Medical Room via the Reception. Reception staff will contact parents/ carers to inform them if their child is unwell so that they can be collected. Students (Years 7-11) are not permitted to contact parents directly using mobile devices if they feel unwell or for any other reason during the school day.

### **Transport to and from School**

In line with Government guidance, schools are asking Parents / Carers to encourage students to walk or cycle to school where possible. In particular, where students live within two miles of the school students should consider walking, cycling or using other means of transport to get to school rather than using public transport.

Additional bike racks have been installed at school and will be allocated for use by specific year groups around the school site.

Individual transport providers have information about how they are operating services when schools open in September on their websites – please consult these for details.

Students must not wait outside the school gates at the start or end of the school day but should move immediately away from the school site to prevent congestion.

**For safety reasons and to avoid congestion, parents must not drop off or pick up students immediately outside the school gates nor wait at the gates. No parents / carers or taxis will be permitted to enter the school site by car - the front carpark has been reallocated as a student zone in this period with no entry by car.**

Where a student has a mobility issue then Parents/ Carers must contact the school in advance to agree individual dropping off and picking up arrangements with the school.

## **Arrival at School**

ALL students / staff and others entering the school site must hand sanitise/ thoroughly clean hands immediately on arrival and regularly while on site.

On arrival to the school site, students must move to their zone areas as quickly as possible and ready for the start of period 1 at 8.40. Students may NOT enter designated zones for other year groups at any time during the school day unless directly instructed by staff.

## **Hygiene**

Good hygiene is essential in order to minimise the risk of viral transmission.

Staff and students must clean their hands regularly and thoroughly throughout the day including on arrival, before putting on or removing a facemask, before and after eating, after using toilet facilities, after sneezing and coughing. Hands should be washed using soap and water (for at least 20 seconds) or using an alcohol hand sanitiser rub. Alcohol hand sanitiser dispensers are located throughout the school buildings and grounds including at entry and exit points to the school site, buildings and class rooms. There are also hand sanitiser pumps in every classroom.

Where specialist rooms must be used by students in different year groups students will hand sanitise and wipe down their desk / keyboard etc with alcohol wipes before and after use.

Staff and students should practise good respiratory hygiene following the 'catch it, bin it, kill it' approach, using a tissue or elbow to cough or sneeze into and using bins provided for tissue waste. Tissues and bins are available in every classroom.

**For hygiene reasons the water fountains will be out of use. It is, therefore, essential that all students bring a full water bottle to school for their use during the day. There will be drinking water available at the food servery points and in addition students can purchase drinks in school if they wish.**

## **Enhanced Cleaning**

The whole school has been deep cleaned prior to reopening in September.

Additional cleaners have been appointed to clean throughout the day, in addition to the usual daily cleaning regimes. There will be regular cleaning of toilet and Refectory facilities throughout the day. Cleaning staff will also ensure that hand sanitiser dispensers are refilled and there are adequate stocks of paper towels and sanitiser pumps available. Where resources or equipment (e.g. for PE / Science practicals) need to be used by different year groups they will be thoroughly cleaned between groups by cleaners and / or staff.

## **Face Masks**

According to the current guidance, Public Health England does not recommend the use of face coverings in schools. However, the School recognises that some individuals – both students and staff- will wish to wear masks. Students will be required to provide their own face masks if they wish to wear them during the school day. Students wishing to wear their own face mask must ensure that it is plain with no logo/ design. Face masks should cover the nose and mouth – students will not be permitted to wear bandanas, scarves, snoods etc.

In line with Government guidance, face coverings must be worn on public transportation.

On entry to the school site or at any point during the school day, if staff / students wish to remove or dispose of a face mask they should hand sanitise before and after and avoid touching the front of the mask. They must then either place the mask in a bin provided or place reusable face coverings in a bag to take home with them.

BAME students are protected by the whole school measures for all students as outlined throughout this booklet and in the Whole School Risk Assessment. In addition, individual students may wear face masks in school, including in class rooms during lessons.

## **Uniform**

All students will be expected to wear the MGS school uniform or abide by the MGS 6<sup>th</sup> Form Dress Code.

An adjustment has been made with respect to PE and Games as we do not have the capacity to clean changing rooms between use by different year groups. Therefore, on days when students have PE or Games they should attend school in their PE / Games kit as there will be no changing facilities available in school. Students may wear the MGS school tracksuit or plain navy tracksuit bottoms in combination with a MGS sports top (this could be an MGS hoody, MGS PE or games shirt, MGS windbreaker or MGS Tracksuit).

## **Measures to reduce risk- “bubbles”, zones and other measures.**

In this period, the school will be organised into year group “bubbles” and each will be allocated to their own “zone” – a defined area in the school for use by that year group only. Each year group zone is colour coded. Within their allocated zone each year group bubble will have set entry/ exit points; allocated classrooms; an area to gather before school and at breaks / lunch times when dry; designated areas when there is “wet break”. Students will receive a map with full details about their zone and full instructions about their zone and the new arrangements at induction / reintegration. There will be signs, painted markings and information around the school to help guide students.

Vertical tutor groups will be temporarily suspended in this period to avoid students from different year groups mixing. Students will remain in the same House and will be in one of two tutor groups for their year group in that House, overseen by a House Tutor and the same Head of House / Assistant Head of House Team.

Year group assemblies will continue to take place in bubble groups when required in the Big Hall.

Fire evacuation procedures will be updated to reflect the new bubble system and there will be separate outdoor muster stations for year groups in their zones. A planned practice will be scheduled for as soon as possible in the new term with a ‘walk through’ practice, to demonstrate and practise the expectations. There will also be a Lockdown practice early in the new term.

While the timings of the school day remain unchanged (8.40am -3.20pm), there will be a split break and lunch time to reduce pressure on key facilities and minimise mixing between students in different “bubbles”.

Food –Several year groups have been allocated a food server area in their zone. Where year group bubbles share use of the Refectory they have separate entry / exit points; separate food serving points, separate payment, queuing and seating areas in the Refectory to minimise the mixing of students in different groups. Seating areas and tables in the Refectory will be thoroughly cleaned between use by different groups.

In addition to break and lunchtimes, all year group bubbles will have access to a food server point for take away food / drink from 8.00am-8.30am. No food will be available after the end of the school day. When there is a wet break, students will eat food in their designated wet break area – students are not permitted to eat food in classrooms unless this has been expressly permitted by staff for a particular reason – this is to reduce risk to members of our community who suffer from serious food allergies. We also ask that staff and students avoid bringing any products containing nuts into school for this same reason.

Toilets- where possible, year group bubbles have been allocated toilet facilities in their zone. Where year groups share use of the main boys’ toilets they have been allocated cubicles on the left or right side of the facilities to reduce mixing.

Desks will be forward facing in classrooms where possible. In some areas such as practical rooms with fixed seating this is not possible. Rooms will be ventilated with windows and doors propped open as much as possible.

Staff will move around the school between the year group bubbles in order to deliver specialist lessons. Staff will keep their distance to 2m from other staff / students as far as possible. In classrooms, staff will remain at the front of the class. In some circumstances there will be a Perspex screen between staff and students in the classroom and / or staff may wear clear visors / face masks.

Students and staff will stay on the left hand side in corridors and on staircases when moving around the site (except where there is a one-way system).

In unstructured time e.g. before school/ in break and lunch times, students will be instructed to stay **at least 1m away from peers and to observe the “hands off” rule in the Student Code of Conduct at all times.** Students must not share or touch other people’s possessions.

The Bursary, Student Services Department, the Attendance Office and the Additional Educational Needs Office have all been relocated to the School House which is accessed from the main carpark so that students from across the school can access these areas without crossing through a year group zone. Where required, students will queue outside for the late desk with 2m social distancing so that students from different years do not have contact.

Staff will minimise collecting in exercise books where possible and will hand sanitise thoroughly where this is required. Key assessments (blue and yellow sticker tasks) will be conducted on separate paper handouts in class and collected by the teacher for marking and then returned to students to be stuck in their books during lesson time. Staff may use Teams for homework tasks including quick multiple choice tasks.

## **Departure from School**

There will be a very short staggering of the dismissal at the end of the school day in order to reduce congestion at the main school gates and minimise mixing of students from different bubbles. All years will be dismissed by 3.20pm.

**It will not be possible for students to remain on site after 3.20pm unless this is for a specific extra curricular club, school detention or event arranged by staff. The Library will be closed. Students will be required to leave the school site promptly so that thorough cleaning can take place.**

## **Behaviour Expectations and Mobile Devices**

An updated COVID-19 behaviour Policy has been produced for this period and is available on the school website via the following link: [Behaviour Policy COVID-19 period](#)

**During this unprecedented period, Maidstone Grammar School is putting measures in place to protect all staff and students; students who do not adhere to these measures and expectations should expect to be robustly dealt with. Students will be briefed on key points and behaviour expectations at the start of term.**

In this period KS3 merit stickers and postcards will be replaced by virtual congratulations Parentmails for all year groups. The Conduct Card will be replaced by electronic conduct marks.

As previously, mobile phones may be used discreetly and appropriately by 6<sup>th</sup> form students, where staff permit this. In addition, in this period students in Years 11-13 may also bring their own mobile device to school in this period (e.g. laptops, tablets etc) to support learning. They do this at their own risk.

During the COVID-19 period, we have temporarily adjusted our policy in relation to the use of mobile phones for students in Years 7-11. Students in Years 7-11 will be allowed to use their phones in certain circumstances in lessons if they wish to but any devices will remain the responsibility of students at all times and are brought in at their own risk. The school is NOT responsible for any lost, broken or stolen devices. **For students in Year 7-11 mobile phones must be switched off and out of sight unless a member of staff has specifically permitted use in a lesson in which case it may only be used for that period of time and then must be switched off and put away again.**

If a student misuses their phone / device in a lesson by using it in any way that the teacher has not specifically permitted or uses it at **any time in unstructured time**, then staff will escort the student to the reception to place the phone in an envelope with the phone held by reception until it can be collected by the student at 3.20pm. On the first confiscation the student receives a verbal warning. On the second confiscation the student receives a verbal warning and parents are notified. On the third confiscation, the phone will be retained by the school until parent / carer can collect it in person from reception. Where students persistently misuse phones the school may ban the student from having the phone in school.

Please note that there is no charging available for any student phones or devices nor IT support in school. It will not be a requirement that students have a phone/device to access learning.

Lunchtime and After School Detentions will take place in year group bubbles with a specific day and zone location allocated to each year group in Years 7-11. Parents will be notified by Parentmail when a sanction is issued and will be able to see information on sanctions and electronic Conduct Marks on INSIGHT.

As previously, where students are issued with a sanction then we ask for parental support. Students will be expected to serve any sanction set and this may require parents/ carers to make adjustments to travel / transport arrangements to ensure that their son / daughter attends at the specified time.

Please note that students are not permitted to bring high caffeine energy drinks onto the school site and staff will confiscate and dispose of these if students bring them to school.

## Safeguarding and Student Support

There is an updated MGS Safeguarding and Child Protection Policy and COVID-19 Child Protection Policy Addendum (focusing on procedures during a full or partial lockdown) for September 2020. These can be found on the school website via the following link: <https://www.mgs.kent.sch.uk/information/policies-2/>

Safeguarding contacts for the school are as follows:

Miss Johnson, Deputy Head, Designated Safeguarding Lead  
[rjohnson@mgs.kent.sch.uk](mailto:rjohnson@mgs.kent.sch.uk) / [school@mgs.kent.sch.uk](mailto:school@mgs.kent.sch.uk)  
 School 01622 752101

Mr Rivers, Assistant Headteacher, Deputy Designated Safeguarding Lead  
[mrivers@mgs.kent.sch.uk](mailto:mrivers@mgs.kent.sch.uk) / [school@mgs.kent.sch.uk](mailto:school@mgs.kent.sch.uk); school 01622 752101

Mr Conisbee, Student Services Manager, Deputy Designated Safeguarding Lead  
[pconisbee@mgs.kent.sch.uk](mailto:pconisbee@mgs.kent.sch.uk) / [school@mgs.kent.sch.uk](mailto:school@mgs.kent.sch.uk) ; school 01622 752 1010

Mr Sparkes, Student Services Manager, Deputy Designated Safeguarding Lead  
[nsparkes@mgs.kent.sch.uk](mailto:nsparkes@mgs.kent.sch.uk) / [school@mgs.kent.sch.uk](mailto:school@mgs.kent.sch.uk); school 01622 752101

The Pastoral and House Teams have worked closely with many students and their families throughout the lockdown period. Please continue to let us know if there is any information about your son / daughter that will help us to support them in school. Members of the Pastoral / House Teams make referrals to the qualified School Counsellor, MIND 1:1 worker and external agencies where appropriate.

We will be providing all students with an opportunity to provide individual and confidential feedback about any ongoing worries or concerns to key pastoral staff part way through Term 1, once they have had an initial settling in period.

## Pastoral Structure 2020-2021

<b>Mr Tomkins, Headmaster</b>			
<b>Miss Johnson, Deputy Head (Pastoral)</b> Designated Safeguarding Lead (DSL) SENCo Oversees the pastoral system		<b>Mr Ferguson, Deputy Head (Academic)</b> Oversees academic and curriculum matters	
<b>Mr Hanratty, Assistant Head</b> Responsibility for KS3	<b>Mr Martin, Assistant Head</b> Responsibility for KS4	<b>Mr Rivers, Assistant Head</b> Deputy DSL Responsibility for KS5	
<b>Academic: Heads of Department</b> oversee individual subject areas AND <b>Pastoral: Heads of House and Assistant Heads of House</b> oversee students within houses as below:			
<b>Mr Highsted</b> Head of House BARTON	<b>Mr Hughes</b> Head of House COLLEGE	<b>Mr Highway</b> Head of House CORPUS CHRISTI	<b>Mr Holmes</b> Head of House TONBRIDGE
<b>Mr Bing</b> Assistant Head of House	<b>Mr Zaccarini</b> Assistant Head of House	<b>Mr Terrell</b> Assistant Head of House	<b>Mr Taylor</b> Assistant Head of House



## **Clubs and Extra Curricular Activities**

Clubs and extra curricular activities will be reviewed on a case by case basis at the start of term so that we can put appropriate procedures in place.

Where possible, groups will take place remotely via Teams or in person but so that year group bubbles do not mix. Further information will follow in due course.

Music lessons given by peripatetic staff in school will be temporarily on hold at the start of the school year whilst the normal workings of the school are established.

## **Visitors to the school**

During this period we ask Parents / Carers to support us by not coming onto the school site unless they have a prearranged appointment or it is an emergency. There is no parking available on the school site and no vehicle access.

However, if you wish to make contact with us at any point then please do not hesitate to do so via the main school number: 01622 752 101 or the main school email: [school@mgs.kent.sch.uk](mailto:school@mgs.kent.sch.uk)