



Returning to School: Student Support Guide

Welcome back! We are looking forward to seeing you in school again.

Coming into school will be different when you first return after this period of school closure. There has been new guidance issued from the Department for Education (DfE) to accommodate the return of students. This guide is to explain how we are adhering to this and ensuring your safety whilst at school.

Kings Langley School's mission statement is to ensure the happiness of every individual in our school community and therefore our priority continues to be the health and safety of students and their families, staff and their families and the wider community. All public health measures advised by the Government are being followed in support of our efforts to contain the spread of the virus.

The COVID-19 risk has diminished but it has not gone away, and we all need to work together to keep each other and our families safe. It will seem strange and difficult to interact with your teachers as the new way of interacting may feel awkward or even rude, but this is for everyone's safety. Remember that we are doing this because we care about each other.

Preparing for the day ahead.

- Pack your bag – this must be a **rucksack**. Make sure that you have all the equipment listed on the [link](#) at the bottom of the school website page.
- Bring a full water bottle. Please keep in mind that if you have PE you will need to bring additional water. Water and drinks are available from the canteen.
- Please consider whether you will be bringing your own food for break and lunch. The catering facility will be available for both food and drink. Please ensure you have your online account topped up.
- Be ready to help in reducing litter and keeping areas clean. Students will be expected to ensure they remove their litter and clean their areas at the end of break and lunch. This is important as there is a rolling break and lunch, and your area needs to be ready for the next group.
- Make sure that you have at least two **face masks** – you will need to always wear one, including in lessons. You may remove your mask however, when you are eating or drinking at lunch and break time. Face masks can be purchased using cash in the Canteen.
- Face visors or shield should not be worn as an alternative to face mask.
- Make sure you have your own equipment, as staff will not be able to provide this in lessons. However, equipment will be available to purchase at break and lunchtime in the Canteen. Equipment can only be purchased using cash.
- Make sure that you have a book to read. A selection of books will be available to borrow from the Dining Hall or via the online system.
- Please make sure you pack your bag carefully and that you are only carrying what you need for the day. You will not be able to use your locker, as this is a high-risk contact point.
- It is the expectation that all students to wear their full uniform as per our uniform policy ([Link to Uniform Guidance](#)) or the Sixth Form dress code. The DfE state "Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal". Please check that your uniform still fits and work with our uniform supplier Beat School Uniforms if there are any issues.
- **Bring hand sanitiser and antibacterial wipes with you if you would prefer to use your own. The school has hand sanitiser stations around the building for you to use. Regular cleaning will take place each day.**
- You will need to bring PE kit in to school for your PE lessons and change into it. PE kit should not be worn outside of PE lesson time.
- Please bring tissues and any medication you may need with you (e.g., allergy/hay fever medication or an inhaler). As you will be washing your hands frequently, you may also want to bring hand cream with you.
- Please be aware that the medical room will prioritise those with the most medical need. Please only visit the medical room if it is essential.



- During wet weather please ensure you bring a waterproof jacket. As you enter the building, please remove your jacket and when you arrive at your classroom hang it on the back of your chair.
- **Face masks should be worn on transport to and from school.**

Timings of the school day

- The timings of the school day remain the same as before the latest lockdown.

Getting to School:

- You will receive your timetable on your first day back from your Tutor or you can check your timetable on 'Team Satchel'.
- You will start and end the school day at a variety of times with KS3 leaving first.
- An idea for parents to assist with these timings is that you are dropped off an appropriate and safe distance from the school and you can walk the remainder of the journey to ensure that you arrive at the right time.
- If you are walking, maintain a social distance of at least 2-metres. Please be courteous to others and give way to other pedestrians to maintain social distancing.
- If you are cycling, you must wear a helmet and maintain a social distance of 2-metres from pedestrians and other cyclists whilst on the move and when parking your bike.
- If you are travelling to school by car, please ask whoever is dropping you off or collecting you not to get out of the car. Visitors are not allowed on the school site or in the school buildings at present.
- If you are driving yourself. Please contact the Sixth Form team on the email address below to discuss parking on site: 6form@kls.herts.sch.uk
- Please avoid car sharing, as it is extremely difficult to maintain social distancing in a car.
- Please make sure you arrive at the time stated on your timetable.
- We strongly advise students not to use public transport. For those of you that must use public transport, you must follow the advice set out by government:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

School Gates:

- On arrival at school, please note the new sign at the entrance and make sure you maintain social distancing on the school site from other students and staff.
- There will be new signage and markings around the site which will support you with these distances. Make sure you use them to help you and others.
- A member of staff will be in the area to support you at this transition point.
- Remember that you have priority on the Zebra Crossing and the traffic should stop for you. However, please be vigilant when using the crossing and make sure you stop and wait until it is safe to cross to support maintaining social distancing.

Main Walkway:

- As you walk down the walkway to the school buildings, you will notice markings painted on the walkway. These are to support you with the distance needed to maintain social distancing from other students and members of staff. Make sure that you observe these markings.
- Make sure you join your walkways corridor which is clearly signposted on the entrance to the walkways.
- **On arrival, please go to your location either on the tennis courts for year 7 – 10 or the walkway for year 11 –13. Senior and pastoral members of staff will be at these locations from 8.15 in the morning.**

Approaching the Main building:

- As you approach the main building, please maintain social distancing.
- As you walk through the entrance area, you will notice that we have had hand sanitisers fitted to the outside school walls. We will ask you to use these before entering the main building. If you have an allergy which



means you cannot use this method, you will be asked to use the nearest toilet in the reception area to wash your hands.

Inside the school building

- **The school has introduced a clear one-way system and you must always follow this system, always walking on the left of the corridors and stairs.**
- Please be considerate and always move around the building calmly and quietly. The virus is spread and increases in voices will increase the spread of the virus.
- **Once inside the building, you must go straight to the classroom designated on your timetable.**
- On the floor in every area there are floor spots that are spaced at 2-metre intervals and the messaging on these highlights the social distancing measures and supports the flow you should move in. Follow the footsteps.
- On stairways, there are lines, which mark the 2-metre distance to help you with social distancing.
- You cannot wait in corridors as this will result in a queue. Please keep moving.
- On entering the learning environment calmly and quietly, the member of staff will signpost you to your desk. This will be your work area for that session.
- As we wait for more students to arrive, you should get out your equipment and reading book. You can then either read or prepare yourself for the day ahead.
- Staff will have a “Quick Start” on the board for you to complete.
- The teacher will be able to advise and guide you during your lessons, but they will not be able to work closely with you one-to-one. They will be maintaining social distancing.
- If you are unable to behave appropriately in your lesson, the normal school behaviour management policy will be followed.
- If you visit the medical room to take regular medication in school, please ensure that you have your own water bottle with you.
- A bell will ring at the end of lessons. Your teacher will dismiss you from your lesson when the corridor is clear.
- Before eating you must wash or sanitise your hands. Make sure that you bring reusable containers with you for food, where possible.
- The Virtual Library is available to students. You are still able to order books to read.
- Equipment that was available for purchase in the canteen at break or lunch time.
- Please try to avoid touching your eyes, nose or mouth if your hands are not clean. Hand washing is advised after blowing your nose and tissues should be disposed of; catch it, kill it bin it!

Assemblies

- Assemblies will be virtual and take place during tutor time until after Easter.

Toilet Breaks

DfE have advised that ‘different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet’.

- You will be asked to use the toilets located in the area where you are based, if you need to use the toilet during lesson time.
- Teachers will use their professional judgement in allowing you to leave your lesson.
- To reach the toilets quickly, during lesson time you will not necessarily have to follow the one-way system as the Government guidance notes that brief, transitory contact such as passing in a corridor, is low risk.
- All external student toilet doors will be wedged open to reduce contact points.



Break and Lunch time:

- Student break times will vary throughout the day.
- You will have different times and locations to take your break and lunch. You will remain with your year group. To reduce the risk of transmission, you will not be able to mix with other year groups.
- Make sure that you wash or sanitise your hands prior to eating and again before you return to your classroom.
- **The school has always seen dropping litter as an irresponsible act. It is now more important than ever that you do not drop litter – you should not put others at risk by expecting them to pick it up for you.**
- All rubbish must be put in the bins provided. You must take responsibility for your own belongings and actions.
- Remember that other lessons will still be taking place during your break and lunch times; please ensure that you create a sociable but calm environment. Remain seated at your table during these times unless you are buying food or stationery or using the toilets.
- There will be staff on duty who will work with you to during this period. If you see an orange card raised, this will mean that the noise level is too high. **Remember that the louder you raise your voice, the greater the risk of Covid-19 transmission.** Please work collectively to reduce the noise levels to enable others to stay safe and to work around the school.

Printing

- Most of the printers have been taken out of use around the school. There will be printers available for students to use. They are located outside Art F205 and Business Studies G306.
- Please ensure you use the hand sanitiser stations after using the printer. This will be located near to both printers.

Fire Evacuation

- The assembly point in the case of an emergency will be the field at the back of the school. The area has been organised to help staff to maintain social distancing.
- In the event of a fire alarm activation, please leave the building by the nearest exit as directed by your teacher. You do not need to follow the one-way system in this situation.

FAR SIDE OF FIELD BY HEDGE

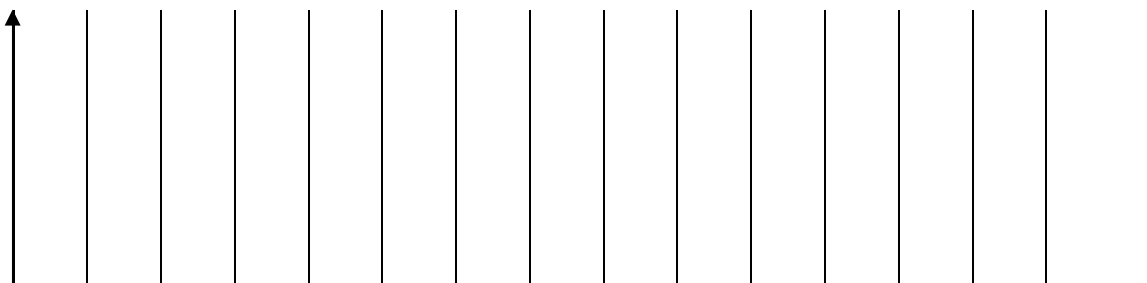
Year 7 PL

Year 8 PL

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Tutors facing tutor groups 2m distance

7A 7C 7D 7G 7J 7P 8A 8C 8D 8G 8J 8P 9A 9C 9D.....13



Students facing tutors in straight lines in year group.

FIELD

Entrance to field



Leaving the school building and grounds:

- Students will be dismissed from lessons in phases. When leaving the school, you must follow the one-way system to get to the exit doors of the building.
- Use the external hand sanitising stations to clean your hands as you exit the building.
- On leaving the building, you must continue to adhere to the 2-metre social distancing by using the lines on the walkways as a guide to support this.
- For those walking or cycling, a 2-metre gap must be maintained on the way to your home as you did on your way to school.
- If whoever is picking you up is delayed, you should wait under the bus shelters at a 2-metre distance from staff and other year groups.

Kings Langley School's overriding concern continues to be the health and safety of students and their families, staff and their families and the wider community. All public health measures advised by the Government are being followed in support of our efforts to contain the spread of the virus. Our school site will comply with Government advice in order to safeguard the health of all concerned. You must co-operate with us to help everyone meet the legal requirements. In implementing these measures, we need to start working differently.

Thank you for reading this guidance with care. The instructions are detailed and have been carefully considered to try and ensure that we can all stay safe and keep well.

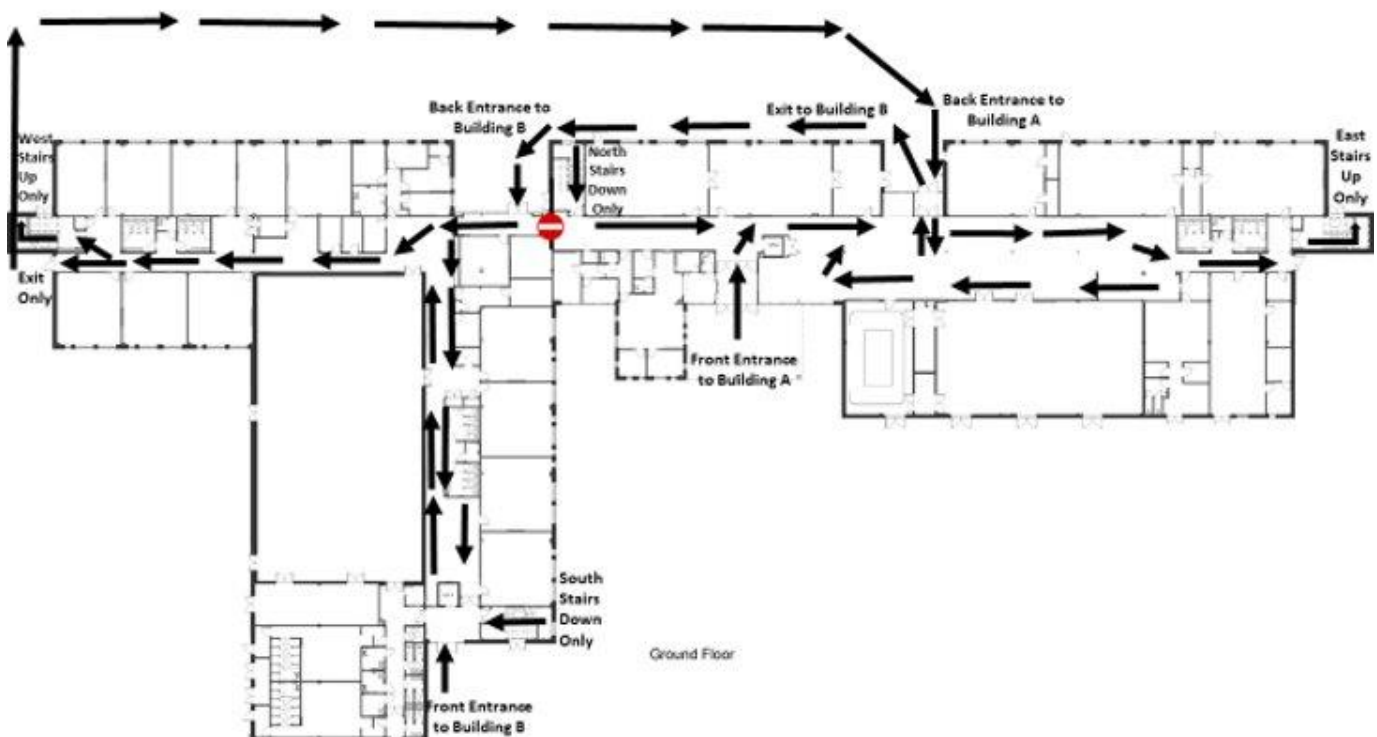
We know that you may struggle with some aspects of this guidance, however we would ask that you try hard to stick to it to the letter and support your teachers and fellow students in keeping the school safe for us all.

We look forward to seeing you.

Extra Information:

1. The One-Way System Diagram

GROUND FLOOR

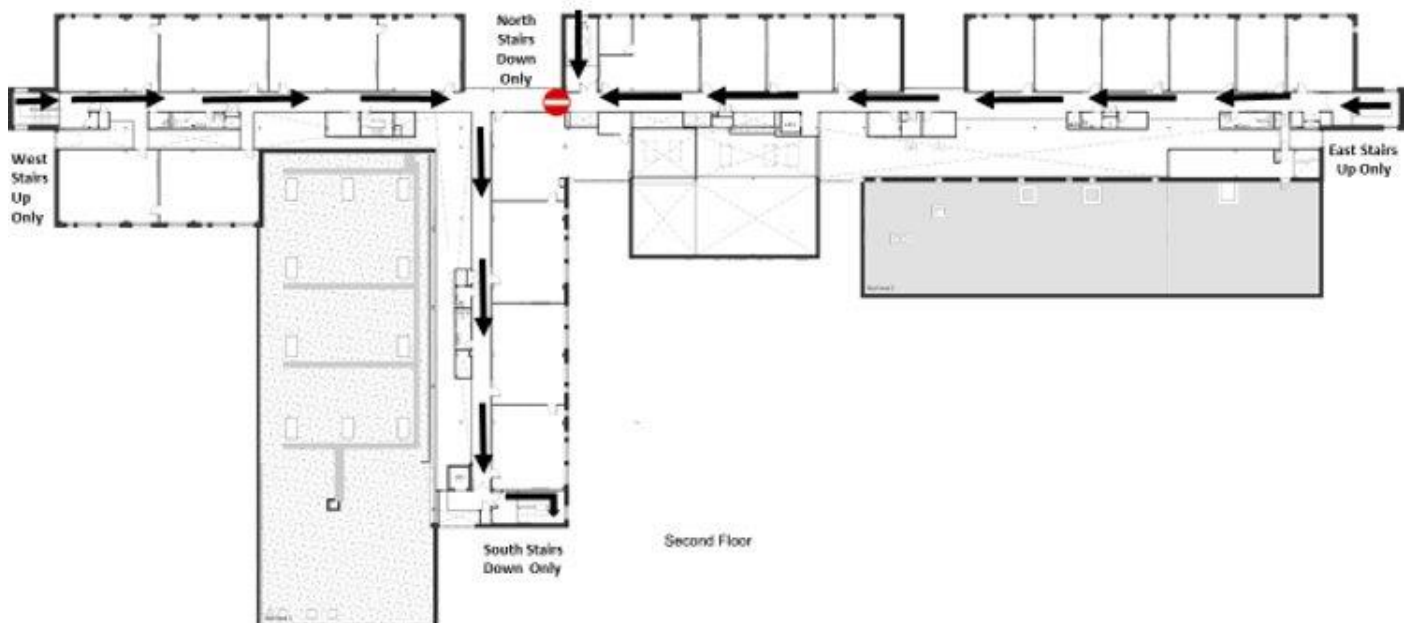




FIRST FLOOR



SECOND FLOOR



2. Additional Government Guidance

Ensure face coverings are used in recommended circumstances – DfE Guidance 22/02/2021

‘Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of



classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.

In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.'

Music, Dance and Drama in School DfE - Guidance 22/02/2021

'You should continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.

Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts.

Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the music education hubs, including contact details for local hubs, is available at music education hubs published by the Arts Council England.

Schools that offer specialist, elite provision in music, dance and drama should also consider this guidance alongside the DCMS guidance on the performing arts. Specialist provision delivered by further education (FE) providers or higher education (HE) providers should consider the respective DfE guidance for these sectors.

Performances

You should not host any performances with an audience. You may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.

Individual Lessons

Individual lessons in music, dance and drama can continue in schools and organisations providing out of school childcare. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures on peripatetic teachers.

If there is no viable alternative, music lessons in private homes can resume, following the same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision.

In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.'

Physical Activity in Schools - DfE Guidance 22/02/2021

You have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your system of controls.



Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.

For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.

Refer to:

- Guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England
- advice from organisations such as the Association for Physical Education and the Youth Sport Trust
- guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents
- using changing rooms safely
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You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do.

Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing.

Educational Visits - DfE Guidance 22/02/2021

We advise against all educational visits at this time. This advice will be kept under review.

The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak. If schools have any further questions about their cover or would like further reassurance, they should contact their travel insurance provider.

3. Useful links to additional guidance:

Guidance for Full Opening: schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations>

Schools Coronavirus (COVID-19) Operational Guidance Applies from the 8 March 2021

[actions for schools during the coronavirus outbreak](#)

Public Health England: Education Guidance Poster:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID_19_guidance_education_poster.pdf



NHS symptoms checker:

[Check the NHS website if you have symptoms](#)

Advice on booking a test:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Guidance on how the NHS Test and Trace works can be found here:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Public Health England has published guidance that explains what you should do if the NHS Test and Trace service notifies you that you are a contact of a person who has tested positive for coronavirus and you do not live with that person:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Latest information advice to parents:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Additional Travel Guidance:

<https://extranet.dft.gov.uk/safer-transport-campaign/schools/>

Useful contact numbers: 111 for general medical enquires or 119 to discuss the test and trace system.