

September 2020 Opening Plan

Forest Hill School Covid-19 advice and information Pack

This section contains three important documents

1. Temporary Covid-19 Addendum to the Home School Agreement
2. Covid-19 School Rules
3. Code of Conduct for Online Sessions

Appendix 1: Temporary Covid-19 Addendum to the Home School Agreement

In order for us all to stay safe during the Covid-19 pandemic we need to alter the way that we behave. By implementing the protocols below, we can support each other to ensure that Forest Hill School remains a safe place to learn.

This addendum may be subject to further amendment if risk assessments require this.

By signing (electronically) this agreement, you will be making a commitment to work with us to keep our community and our families safe from Covid-19.

As parents/carers I/we agree to make sure that the following protocols are upheld:

- 1. Health and hygiene requirements**
 - I/we will check my child's health every morning before they leave for school and will not send them to school if they are displaying any symptoms of the coronavirus, no matter how mild
 - I/we will not send my child to school if any member of my household has displayed symptoms of the coronavirus in the last 14 days, unless that member of the household has had a negative result from a coronavirus test via the NHS/Public Health England
 - I/we will share details about a positive or negative coronavirus test result within my household with the school at the earliest possible opportunity to ensure effective track and tracing within the school community
 - I/we will ensure that emergency contact details are up to date on the school system.
 - I/we will ensure that I/we make reasonable steps to ensure an emergency contact can be reached at all times whilst my child is on the school site to ensure that they can be collected or sent home immediately if showing symptoms of the coronavirus.
 - I/we will ensure that all items of my child's school uniform are washed routinely to avoid the spread of the coronavirus on fabric.
 - I/we will notify the school attendance team if my child is unable to attend school on a scheduled day and specify the reason for absence ie
 - Clinically extremely vulnerable
 - Living with someone extremely vulnerable and are shielding
 - Suspected or confirmed case of Covid-19
 - Unwell but not covid-19
 - Advised to isolate by HHS test and trace
 - Other

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- I/we will ensure that my child understands the importance of good hand hygiene and understands how to wash or sanitise their hands in line with Public Health England guidelines. https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

2. Travel to and from school

- I/we will follow the recommendations on transport to and from school and will ensure my child walks, scoots or cycles to school wherever possible. I will ensure my child wears a helmet when cycling to keep him safe.
- I/we will ensure that my child understands that it is their responsibility to follow instructions from Transport for London about social distancing on public transport and the wearing/storing/disposal of facemasks.
- I/we will ensure that my child goes straight home after leaving the Forest Hill School site and limits contact with individuals outside my household, in line with the expectations set out by the Government.
- I/we understand that a failure to do so puts others at risk and brings the reputation of Forest Hill School into disrepute, and may result in a sanction.

3. Parent/Carer presence on and around the school site

- I/we will conduct all meetings with school staff remotely if possible
- I/we will not enter Forest Hill School if we are displaying any symptoms of coronavirus
- I/we will only enter the Forest Hill School site with prior agreement of the school. Where an on-site meeting is necessary, only one parent or carer will attend unless with prior agreement from the school
- I/we will adhere to the allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- I/we will not gather at the school gates and if I am collecting my child I will ensure I am socially distanced from other members of the Forest Hill School Community.

4. Behaviour of students on the school site

- I/we will make my child aware of the **Covid-19 School Rules** and the importance of following these behaviours at all times.
- I/we understand that a failure to follow the **Covid-19 School Rules** may result in a sanction including a fixed term exclusion for my child.
- I/we will support the school's decision in relation to sanctions related to a failure to follow the **Covid-19 School Rules**

5. Home learning

- I/we will support my child to maintain a regular routine to complete home learning
- I/we will ensure that my child is checking *Show My Homework* and completing the allocated work set daily
- I/we will contact subject teachers or form tutors if my child requires additional support
- I/we will ensure that my child follows the **Code of Conduct for Online Sessions**

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As staff at Forest Hill School, we agree to:

- Ensure that all health and safety compliance checks and risk assessments have been undertaken, are kept up to date and that risk assessment measures are upheld by all staff
- Organise classrooms and other learning environments so that seats and desks face forwards and social distances are maximized.
- Use the timetable and selection of classrooms or other learning environment to reduce movement around the school or building.
- Stagger drop-off and collection times.
- Provide a balanced online curriculum.
- Regular cleaning of the school in line with national protocols.
- Provide a safe, disciplined and happy environment in which all students can learn effectively.
- Be available to listen to and resolve concerns expressed by parents /carers and students.
- Consistently respond to students who are not following our **Covid-19 School Rules** to ensure that the safety of the school community is upheld.
- Maintain our social distancing responsibilities at all times.
- Follow Covid-19 hygiene protocols.

As a student of Forest Hill School, I will:

- Follow the **Covid-19 School Rules**
- Follow the **Code of Conduct for Online Sessions**
- Maintain our social distancing responsibilities at all times

Appendix 2 Covid-19 School Rules

Existing rules shown in black

New Covid-19 rules shown in red

Our Rules are based upon the simple expectation that students at Forest Hill are always **Ready Respectful & Safe.**

Ready - Forest Hill students are ready to learn. They are ambitious and strive to do well. They set the highest standards for themselves both inside and outside of lessons and make the most of the opportunities they are given.

- Students must be punctual to lessons and to registration. Students going out of a classroom during lesson time must carry a note from the teacher.
- Students must wear correct school uniform at all times - additional items will be confiscated.
- Students must have a set of the prescribed equipment with them at all times.
- Students should not bring mobile phones or other electronic devices into school. They will be confiscated and will not be returned until the end of the following week.
- **Students must follow social distancing rules when lining up to enter a lesson.**

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- Students must sit in their agreed seat within the seating plan and not moving from it without permission.
- Students must arrive at their allocated room at the allocated times every day that they are in school.
- Students must be fully equipped for every lesson, and understand that they cannot share school equipment.
- Students must follow the Code of Conduct for Online Sessions when working at home.

Respectful - Forest Hill students are respectful, kind and courteous. They support and value the school and all members of the school and wider community.

- Students must treat other people with kindness & respect. Racist, sexist, homophobic/biphobic/ transphobic behavior will not be tolerated.
- Students must respect boundaries with regard to other people's property. The sale of any item in school by students is forbidden.
- Students should respect the environment and refrain from eating or drinking in classrooms during lessons or lesson change over. Students are permitted to drink water (and only water) in lessons.
- Students are forbidden to drop litter or deface the environment in any way. Students who graffiti (on books, on furniture or anywhere in the building) will face serious consequences.
- Students must social distance by 1 metre + whenever & wherever possible on site including in the Atrium and social spaces.
- Students must go straight home at the end of the day and follow the government instructions about social distancing and limiting contact with others when outside of school.
- Students must walk or cycle to school if at all possible.

Safe - Forest Hill students do their utmost to ensure that the school is a safe place to learn. They consider others' needs and the consequences of their own actions.

- Students should avoid inappropriate contact with others, especially play-fighting.
- Students must always walk on the left along corridors or staircases and move with regard for the safety of others at all times.
- Students must not attend school in possession of or under the influence of illegal substances. No age inappropriate (tobacco, alcohol) or illegal substances should be brought onto the premises. Anyone found in possession of illegal substances or found to have been selling illegal substances will be recommended for permanent exclusion from Forest Hill School.
- Students must not bring weapons or other dangerous objects into school. Any student who is found to have brought a weapon into school or is found in possession of a weapon, regardless of the circumstances, will be recommended for permanent exclusion from Forest Hill School.

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- Students must wash or sanitise their hands upon arrival on the school site and at every break time or change of setting.
- Students must follow the Government Stay at Home instructions if they have symptoms of coronavirus or if a member of their household does.
- Students must immediately inform a member of staff if they develop coronavirus symptoms whilst on the school site and follow the strict instructions of what to do if that occurs.
- Students must always tell a member of staff immediately if they think someone is at risk of unsafe Covid-19 behaviours.
- Students must make sure their uniform is washed regularly, as the coronavirus can be transmitted on fabrics.
- Students must never make physical contact with another member of the school community.

Appendix 3 Code of Conduct for Online Sessions

- Students will logon on time for online sessions
- Students will leave their microphones on mute unless they are asked to talk
- Students will leave their cameras off unless they are given permission to turn them on
- Students will engage in the session by
 - Answering questions verbally from their teacher, OR
 - Typing answers into the comments box, OR
 - Other methods of engagement that the teacher asks for
- Students will attend the sessions with their equipment for learning
- Students will complete work as requested in the session
- Students will be polite, respectful and listen to both their teachers and other students

If a student is not following this code of conduct the teacher should

1. Give the student a verbal warning, if the specific breach continues
2. Give the student a formal warning and note it down, if the specific breach continues
3. Ask the student to leave the session, and remove him from the meeting if he refuses. This should then be followed up with an email home explaining the reasons with the Head of Faculty or Head of Year copied in depending on whether it is a subject session or tutor period

If a student re-enters the room or the situation becomes unmanageable the teacher should end the meeting and inform the Head of Faculty immediately.