

Return to college arrangements

Horizon Community College – September 2020



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Overview

- ▶ Year 7 will have an induction day on Tuesday 1st September
- ▶ College will be open to all students, in all year groups, from Wednesday 2nd September
- ▶ Students will follow their normal timetable, as planned
- ▶ Students will follow a full curriculum, as planned
- ▶ Each year group will be set up as a 'bubble' and have the majority of their lessons in the same area of the college building

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How we will operate

- ▶ Each year group will have its own 'bubble' or area of the college
- ▶ Enhanced cleaning and hygiene routines will be in place
- ▶ There will be split breaks and lunches, at different times and in different locations within college
- ▶ Classrooms have been re-designed
- ▶ Policies have been updated to reflect COVID guidance and a robust risk assessment put in place

** See the Risk Assessment on the college website for more information*

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How we will operate

- ▶ College expectations will remain the same:
 - ▶ Behaviour and standards
 - ▶ Attendance and punctuality
 - ▶ Uniform and equipment
 - ▶ Movement between classrooms
- ▶ Classrooms will be re-organised for first day back:
 - ▶ Tables in rows
 - ▶ New interactive whiteboards
 - ▶ Mini-whiteboards, pens and glue sticks in each classroom
 - ▶ New exercise books

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Further details

- ▶ Split break and lunchtimes will reduce contact between students
- ▶ Additions have been made to the Behaviour Policy*
- ▶ Desks will be in rows in classrooms
- ▶ Cleaning of communal and specialist areas will be enhanced
- ▶ Year group toilets and hand sanitiser stations will be located within bubbles
- ▶ There will be frequent and regular communication with students and parents

** See the Behaviour Policy on the college website for more information*

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Further details

- ▶ Entry and exit to the building will be staggered for each year group
- ▶ There will be a 'school within school' model until further notice
- ▶ Our updated curriculum will help students with 'missed learning'
- ▶ Timetabled lessons (including form period) have been re-roomed to enable bubbles
- ▶ Students will be expected to take exercise books home
- ▶ Face masks will not be required within college
- ▶ Visits to the college will only take place via pre-booked appointment

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Learning in specialist areas

- ▶ Where students use specialist teaching rooms, enhanced cleaning is planned
- ▶ Students may not be able to use all specialist equipment eg some musical instruments
- ▶ PE lessons will still take place as normal, in the PE block. Students will still be expected to bring their PE kit for these lessons
 - ▶ *Note – for the first lesson, students will go to their timetabled classroom to be met by their PE teacher, who will escort them to the PE block*

Classroom Set Up - example



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Classroom Set Up - example



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Classroom Set Up - example



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Classroom Set Up – Science



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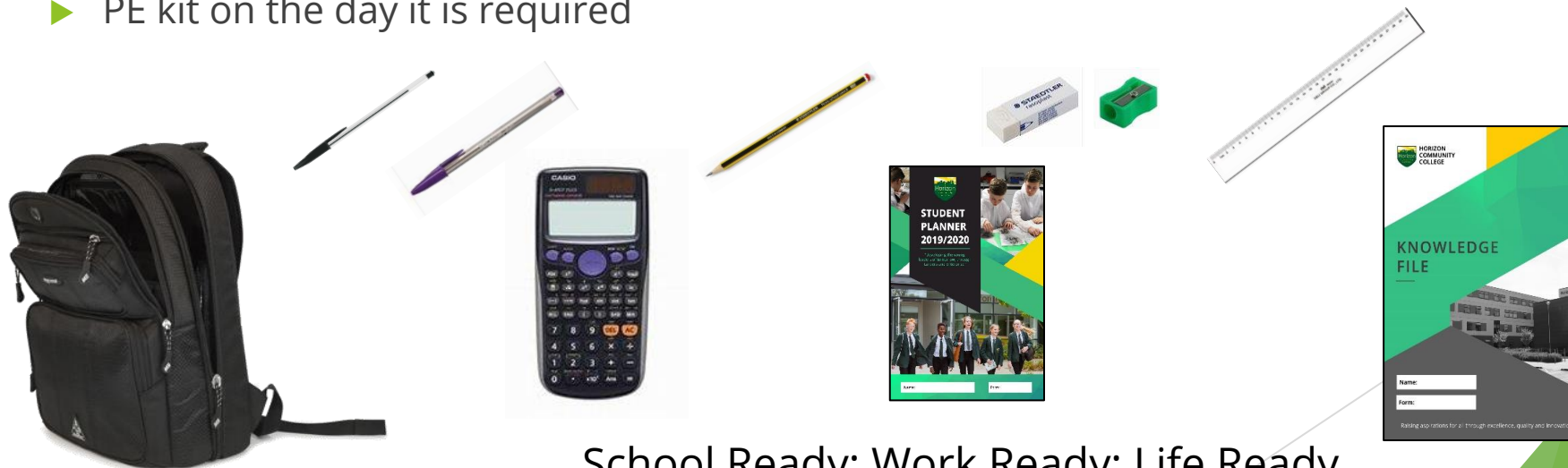
Student Uniform

- ▶ There are no changes to uniform
 - ▶ Students may wear a black Kicker shoe
 - ▶ No trainers are allowed
- ▶ We will lend uniform and footwear to any students who need it
- ▶ There will be regular checks by School teams and form tutors
- ▶ Families are recommended to read the Uniform Requirements booklets (*see college website*)



Student Equipment

- ▶ As normal, students will be expected to bring a suitably sized bag to hold the following items:
 - ▶ Exercise books (enough for 5 lessons – as they will be expected to take these home)
 - ▶ Knowledge file and planner
 - ▶ Reading book for Y7 and Y8
 - ▶ Black pen, purple pen, pencil, ruler, eraser, pencil sharpener and calculator
 - ▶ We recommend the Casio FX-85 calculator
 - ▶ PE kit on the day it is required



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Praise and Rewards

- ▶ As a college, we believe that by celebrating and rewarding the efforts and achievements of our students we cultivate their self-belief, foster self-esteem and drive their ambition to be **positive role models**
 - ▶ Some examples of praise will include:
 - ▶ Recognising and rewarding students through Achievement Points using the Praise board
 - ▶ Awarding a 'Star of the lesson' (5 Achievement Points)
 - ▶ Awarding positive conduct points through the planner in both lesson time and unstructured hours
 - ▶ Nominating students work for 'Proud Thursday'
 - ▶ Using Praise postcards, stampers, stickers and other incentives
- ▶ *See the Behaviour Policy on the college website for more information*

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Consequences

- ▶ In the classroom, where students are not meeting expectations, the following system will be applied:
 - ▶ A positive rule reminder on entry to class or at the start of lesson
 - ▶ C1 – a verbal warning
 - ▶ C2 – a further warning and a behaviour point is given
 - ▶ C3 – the student is moved (parked) to another classroom and a 30 minute C3 detention issued
 - ▶ C5 – following a serious incident, a student may need to be taken to the Time-out Room and a 1 hour C5 detention issued
- ▶ *See the Behaviour Policy on the college website for more information*



Working within a bubble – key points

- ▶ All bubble areas will have their own toilets and spaces for handwashing
- ▶ All year groups will follow their planned curriculum for 2020/21 – the main difference will be that most lessons will be within their 'bubble' or area of the college
- ▶ Year 10 and 11 option subjects may use specialist spaces – this is allowed within government guidance
- ▶ Year 11 will have access to specialist Science teaching spaces

Working within a bubble – key points

- ▶ For break and lunch, the Heartspace will be split into two areas, with barriers between each
- ▶ Students will be expected to bring their own water, as water fountains will not be in use
- ▶ The Canteen and Café will provide a limited menu of 'grab and go' food. It is recommended that students bring a healthy packed lunch where possible
- ▶ Lockers will **not** be in use, due to locations being outside bubbles

Year group bubbles – Key Stage 3

Year	Location	Access point*	Start time	End time
7	9 Block	9 Block stairs	09:00	15:15
8	11 Block	11 Block stairs	08:30	14:30
9	10 Block	10 Block stairs	08:15	14:15

- ▶ All lessons for these students will be held in their year group bubble location, apart from PE which will be taught in specialist areas

* Note that the one-way system will not be in operation



Year group bubbles – Key Stage 4

Year	Location	Access point*	Start time	End time
10	7 Block	PA07/Theatre stairs	09:30	15:30
11	8 Block	Rear Y8 block stairs	09:15	15:15

- ▶ English, Maths, Science, Geography, History, MFL, Art and all other non-practical subjects will be taught within year group bubble location
- ▶ The following will be taught in specialist areas:
 - ▶ PE, Technology, Photography, Performing Arts, Computing

* Note that the one-way system will not be in operation

Living within a bubble – Breaks

Year	Location**	Start Time	End Time*
7	9 Block ('7 school') and Red MUGA (<i>Food available in '7 school' area Tuckshop</i>)	11:30	11:45
8	Heartspace (Science side) and student entrance yard (<i>Food available at the Café</i>)	10:30	10:45
9	Heartspace (Canteen side) and main yard (<i>Food available at the Canteen</i>)	10:30	10:45
10	Heartspace (Canteen side) and main yard (<i>Food available at the Canteen</i>)	11:30	11:45
11	Heartspace (Science side) and student entrance yard (<i>Food available at the Café</i>)	11:30	11:45

Food will be 'grab and go' to support social distancing

* Movement to lessons will start 5 minutes before the end of break to support flow of students and maintenance of bubbles

** Indoor break spaces will be cleaned between sessions



Living within a bubble – Lunch

Year	Location*	Start Time	End Time**
7	Heartspace and main yard (<i>Food available at the Canteen</i>)	13:15	13:45
8	Heartspace (Science side) and student entrance yard (<i>Food available at the Café</i>)	12:45	13:15
9	Heartspace (Canteen side) and main yard (<i>Food available at the Canteen</i>)	12:45	13:15
10	Heartspace (Canteen side) and main yard (<i>Food available at the Canteen</i>)	13:45	14:15
11	Heartspace (Science side) and student entrance yard (<i>Food available at the Café</i>)	13:45	14:15

Food will be 'grab and go' to support social distancing

* Movement to lessons will start 5 minutes before the end of lunch to support flow of students and maintenance of bubbles

** Indoor break spaces will be cleaned between sessions



Entry and exit to site

- ▶ Entry:
 - ▶ Students will enter college as normal via the Student Entrance and be greeted by their School team
 - ▶ Students will head straight to their allocated school bubble, ready for the start of the day
- ▶ Exit:
 - ▶ Y7, Y8, Y9, Y10 will leave via the Student Entrance (as normal)
 - ▶ Y11 will leave via the fire escape at the back of the Science Block
 - ▶ Staff will be on duty to support social distancing as students leave college grounds

Magic Breakfast

- ▶ We will continue to offer the free Magic Breakfast in the Canteen before the start of the college day
- ▶ Students will be able to go to the Canteen and select items from a limited menu
- ▶ The Canteen will be divided into year group bubble areas
- ▶ Movement to and from the canteen through the Heartspace will be monitored by duty staff

Movement within bubbles

- ▶ Each year group or bubble will have their own set of stairs
- ▶ A one way system will not be needed within a bubble as all the year group will move together
- ▶ Students will enter the PE Block from outside:
 - ▶ Changing rooms 1 & 2 via the rear fire doors
 - ▶ Changing rooms 3, 4 & 5 via the side emergency doors
 - ▶ Changing rooms 6, 7 & 8 via the upstairs entrance

Buses

- ▶ Bus timetables are available on the college website through the Parents' Hub, and have been e-mailed to all families via ParentMail
- ▶ As stated in Government guidance, students will not be expected to wear a face covering or to social distance whilst travelling on these services
- ▶ Students may be asked to use hand sanitiser when getting on the bus
- ▶ Students will still be able to pay for fares with cash



Student Well-being

- ▶ A team of Student Well-being Officers will be located in **10.01**
- ▶ This should be the first point of call for students. The team offers support for:
 - ▶ General student well-being
 - ▶ Uniform and equipment, including lost items
 - ▶ Any other concerns they may have
- ▶ A Well-being Student Hub is also available for students online, through the Horizon Student Hub. This contains links and resources for students to help them support their own wellbeing
- ▶ Student Well-being ambassadors, a fast-track referral system and Form Tutor programmes will also be in place in September to support student well-being
- ▶ From September, parents and students can email StudentWellbeing@horizoncc.co.uk with any concerns or queries

Tue 1st September - Y7 Induction Day

- ▶ There will be two sessions for students:
 - ▶ 1st session: 09:30 to 11:30
 - ▶ 2nd session: 12:30 to 14:30
- ▶ Plan for each session:
 - ▶ Students will sign in as they enter the college through Student Entrance
 - ▶ Students will be taken to their form rooms
 - ▶ They will meet their form tutor and be welcomed into the college. As part of their welcome, they will be given details of their
 - ▶ Timetable
 - ▶ Uniform and equipment
 - ▶ Expectations and standards
 - ▶ Mrs Malson and Mrs Heskett will visit each form room and formally welcome students to Horizon

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Wed 2nd September – First Day Back

- ▶ Students will go to their form rooms at the start of their school day:
 - ▶ They will be guided to their form room from the Student Entrance
 - ▶ Staff will also be present in their 'bubble' area to greet and support
- ▶ There will be an extended form period for all year groups until 10:30. During this time:
 - ▶ The Standards, Health & Safety and Character in the Classroom videos will be shown
 - ▶ Frequently Asked Questions will be answered and specific year group information provided
 - ▶ All planners, timetables and knowledge files will be distributed
- ▶ Normal timetables will start at 10:30
- ▶ Thursday 3rd and Friday 4th September will be normal school days

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Year by year overview



Year 7 summary – location, entry, exit, rooms

- ▶ Entry – via Student Entrance, ready for 09:00 start
- ▶ Location: 9 Block (the '7 School')
- ▶ Movement: Y9 Block stairs, internal 9 Block stairs
- ▶ Exit – via Student Entrance at 15:15

- ▶ Rooms for Year 7:
8.01, 8.08, SC07, 9.03, 9.04, 9.05, 9.06, 9.09, 9.10, 9.11, 9.12, 9.13, 9.14,
DT03, DT04* , DT01*

- * DT04 and DT01 are 'enhancement rooms' for smaller groups in Maths,
English and Science

Year 8 summary – location, entry, exit, rooms

- ▶ Entry – via Student Entrance, ready for 08:30 start
- ▶ Location – 11 Block (English)
- ▶ Movement: 11 Block stairs, internal 11 Block stairs
- ▶ Exit – via Student Entrance at 14:30

- ▶ Rooms for Year 8:
11.01, 11.03, 11.04, 11.05, 11.06, 11.08, 11.09, 11.10, 11.11, 11.12, 11.13,
DT07, DT06, 11.14, DT10*, Conference Room*

* DT10 and Conference room are 'enhancement rooms' for smaller groups in Maths, English and Science

Year 9 summary – location, entry, exit, rooms

- ▶ Entry – via Student Entrance, ready for 08:15
- ▶ Location – 10 Block (Geography and History)
- ▶ Movement – 10 Block stairs, internal 10 Block stairs
- ▶ Exit – via Student Entrance at 14:15

- ▶ Rooms for Year 9:
10.03, 10.04, 10.05, 10.06, 10.07, 10.08, 10.10, 10.11, 10.12, 10.13,
10.14, A01, A02, A03, CM01*, CM02*

* CM01 and CM02 are 'enhancement rooms' for smaller groups in Maths, English and Science

Year 10 summary – location, entry, exit, rooms

- ▶ Entry – via Student Entrance, ready for 09:30 start
- ▶ Location – 7 Block (MFL, RE & PA)
- ▶ Movement – Rear 7 Block stairs (next to PA07, 7.04, 7.09), Theatre stairs
- ▶ Exit – via Student Entrance at 15:30

- ▶ Rooms for Year 10:
7.01, 7.02a, 7.02b, 7.03, 7.05, 7.06, 7.07, 7.08, 7.09a, 7.10, 7.11, 10.09, PA06, PA08, 7.04*, ICTS*

* 7.04 and ICTS are 'enhancement rooms' for smaller groups in Maths, English and Science



Year 11 summary – location, entry, exit, rooms

- ▶ Entry – via Student Entrance, ready for 09:15 start
- ▶ Location – 8 Block (Maths and Science)
- ▶ Movement - Rear 8 Block stairs (next to 8.11, 8.04, SC06), Internal 8 Block stairs
- ▶ Exit – via 8 Block Rear stair fire exit at 15:15

- ▶ Rooms for Year 11:

SC01, SC02, SC04, SC05, SC06, 8.03, 8.04, 8.05, 8.06, 8.09, 8.10, 8.11, 8.12, 8.13, 8.14*, SC03*

* 8.14 and SC03 are 'enhancement rooms' for smaller groups in Maths, English and Science

