



Oldbury Wells School
Information Booklet
for
Full Re-Opening
September 2020

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Dear Students ...

Re-Opening our School

Students, we know most of you have been away from school for some time now. We expect you have mixed feelings about coming back to school. We have thought very carefully here at Oldbury Wells about how we will organise things to help you all to re-engage with school life and your school based education. We have also thought very hard and organised things differently to make things safe for us all. This booklet tells you about some of the things that have changed in how we organise school. Please read it carefully with your Parents/ Guardians so that you can get prepared and organised too.

Rebooting your Education

You have been given work to do via Show My Homework. Most of you have done really, really well with this and we have been amazed by how well you have kept up and worked independently. For students in Key Stage 4 and Sixth Form - your teachers have been able to keep your courses going. We feel very confident that your studies will be OK and we should have plenty of time to finish courses and prepare Year 11 and 13 for exams next year. Your teachers have planned the year ahead very carefully so that you have time to finish the course and go over things you might need some extra help with.

We know that it is possible that at some point next year things might be unsettled again. For example we may be asked to shut for a partial or temporary closure. This will be more manageable for all of us, as we are now experienced in using the systems which have supported us working from home and helped us keep in regular contact. The Government has asked all schools to organise things with Track and Trace so that part closure and short term closure can happen if it needs to - not long term closure like we have had this year. This means, even if we have to close for some of you, we will be able to continue to support you working from home through the use of:

1. Microsoft Teams: so your teacher will virtually teach you
2. Show my Homework: so you will have teaching materials sent to you.

Re-engaging if you have got behind

A few of you in each year group have found learning at home difficult and we are going to need to help you get back into a routine now you're going to be back in school. If you know you have not done so well, or you have got behind with your work, then don't panic! We know who is behind/ needs some support and we have made some plans about how to help you catch up. Your Heads of Year and pastoral staff are talking to your subject teachers to make sure everything works out for you.

Seeing you in September

Mr Tristham has been working with us to get everything ready for you. We have worked together on these plans. We are really looking forward to seeing you in September and to re-engaging with you back in our school. Your teachers have been in and have got everything ready for you.

We are aware that there is a lot in this booklet to take in. We are also aware that there are quite a few things you will need to get organised before you start back at school. Thank you for getting yourselves ready and we look forward to seeing you soon.

Kind regards

Mrs Godden

Your First Week Back

We want everything to go smoothly at the start of term. We will be carrying out an induction with all of our students, to explain changes at school and to show them the things that have changed and that they will need to do differently. So that we can do this safely and thoroughly, we will have Year Groups returning two at a time so that by the Friday of the first week back we are up and running with all students in school.

When each Year Group arrives in school they will go to their Form for the first sessions of the day so that we can do the induction with them. When arriving on their first day:

- ✓ Year 7, 8 and 9 to line up on the West playground
- ✓ Year 10, 11 to line up on East playground
- ✓ Sixth Form to line up outside of Sixth Form Centre

Date	Arrangements
Monday, 31 st August	Bank Holiday
Tuesday, 1 st September	Staff Training Day Year 12 - In school for admin/ registration only
Wednesday, 2 nd September	Year 7 } In school all day Year 12 }
Thursday, 3 rd September	Year 7 } Year 10 } In school all day Year 11 } Year 12 }
Friday, 4 th September	Year 7 } Year 8 } Year 9 } Year 10 } In school all day Year 11 } Year 12 } Year 13 }

The School Day

We have changed our school day to make sure that different Year Groups are kept separate as much as possible (this is for Track & Trace). We have also changed things so that when pupils and staff move from one place to another, that this is done carefully and that desks/ kit is cleaned between use. We have therefore built in more time.

Key changes are:

- ✓ We have made these changes in such a way that our pupils will still be able to be taught by their specialist teachers in their classrooms (eg. Science labs and DT rooms).
- ✓ All students will stick with their Year Group and won't mix with other years. The Government call these 'Bubbles'.
- ✓ Social time (break and lunch) will be a little bit shorter and will be done with Year Groups separated.
- ✓ The school canteen will be open but there will be a more limited menu and it will be handheld food rather than 'knife and fork' style food.
- ✓ Our school water fountains cannot be used at present. You will need to bring your own filled water bottle.
- ✓ We still have five lessons but Period 2 and Period 4 are longer because students will take their break and lunch during them on a rota.
- ✓ There will be no separate Form Time every day because Form Tutors are going to have regular lessons with their Form instead.

Timings	
08.20am - 08.45am	<i>Staggered arrival in school</i>
08.45am - 08.50am	<i>Teachers take pupils into class</i>
08.50am - 09.50am	Period 1
09.55am - 10.00am	<i>Movement time</i>
10.00am - 11.10am	Period 2 – with break rota (15 minutes)
11.10am - 11.15am	<i>Movement time</i>
11.15am - 12.15pm	Period 3
12.15pm - 12.20pm	<i>Movement time</i>
12.20pm - 13.50pm	Period 4 – with lunch rota (30 minutes)
13.50pm - 13.55pm	<i>Movement time</i>
13.55pm - 14.55pm	Period 5
14.55pm - 15.05pm	<i>Staggered end to school day (with buses leaving at 3.15pm)</i>

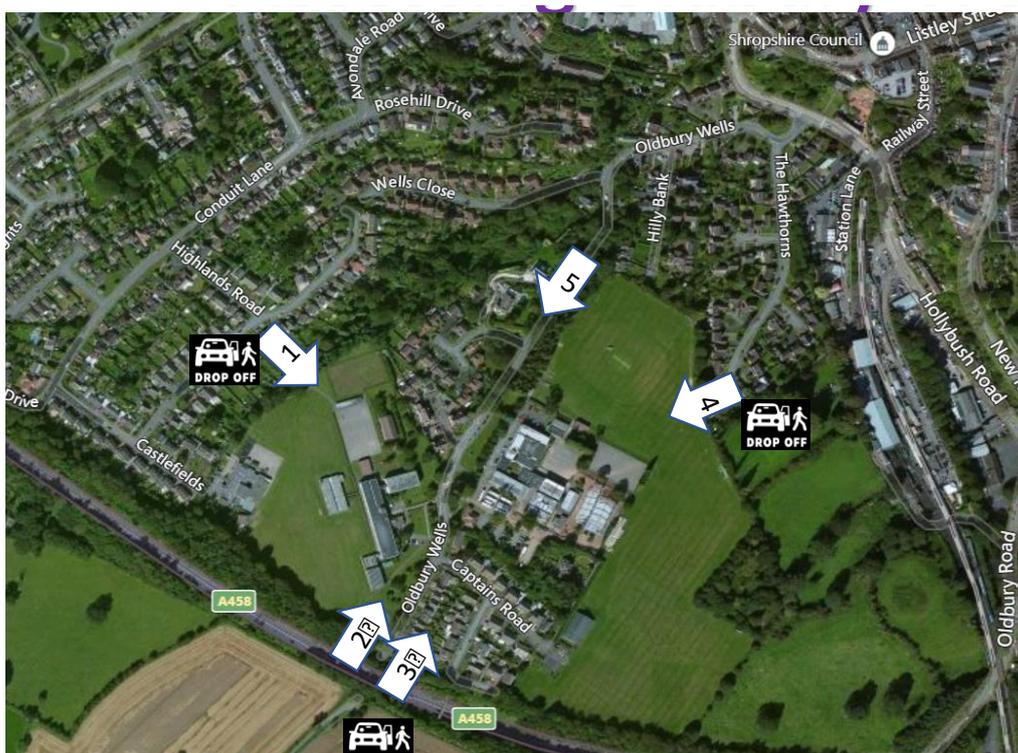
Starting and Ending the Day

As you will know, Oldbury Wells School students live in different areas. We have students who live in Bridgnorth itself and in other places, such as Highley, Alveley and Wolverhampton. Wherever you live, it is really important that you are able to travel to and from school safely, whether you walk, travel by bus or by car. We need to avoid congestion at our school gates and we also need to make sure that our students arrive over a staggered time period to avoid crowds. This is going to involve some changes of routines for some families. We thank you for your cooperation in helping to avoid congestion.

Cars and Walking

There are several routes into school by foot. If your child can walk to school we encourage them to do so. At present most students walk up the hill, up the lane, but there are some alternatives. Parents who drive their child to school should consider these alternatives for their drop off points:

1. There is a pedestrian gate for students to use at Highlands Road. This leads onto the West side of school. Students can walk this way from the Castlefields side of town. However, students cannot walk through Castlefields School itself.
2. The school can be accessed from a footpath and steps up from the bypass (although there is no parking on the bypass). Several students walk this way from Low Town and it is an easy and good alternative route by foot.
3. The school can be accessed by a footbridge that goes over the bypass. This footbridge connects to Oldbury Village. A few pupils get dropped off here at present and a few already walk this way too.
4. The school can be accessed by 2 public footpaths up from near the Severn Valley Railway. These lead onto the East side of school and onto the East fields. Students can walk this way from Low Town and there is parking near the Station.
5. There is also the main route up Oldbury Wells Lane although it is too narrow to stop and turn on the lower section.



When to Arrive by Car

If arriving by car please avoid arriving at the same time as the buses. This is to stagger the start of the school day and avoid too many pupils arriving all at the same time. Parents who bring their children to school by car will be asked to drop them off before 8.20am OR after 8.35am, this includes Sixth Formers.

Where to Park

We need to use the layby outside of school as a new bus drop off point - this layby is no longer available for cars to park. This means that parents should drop their children off further away from school (such as at the bottom of our lane at The Hawthorns and their child can then walk the final stretch) OR they can drop pupils off beyond the school at the top of our lane by Captains Road.

Times for Walking

Students who walk to school should arrive at the following times to avoid crowding on the pavements:

Year 7/8 – 8.30am	Year 9/10 – 8.35am	Year 11/12/13 – 8.40am
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Car Transport at the End of the School Day

When picking up pupils please apply the same principles. We ask that car drivers arrive either BEFORE 2.55pm and park away from school (not in the layby or around the gates) OR arrive after 3.20pm when buses have departed. Students will be released by their teachers in a staggered way between 2.55pm and 3.05pm (see below). Buses will depart at 3.15pm.

Students Finishing Class

Students will finish Period 5 at slightly different times, so everyone is not leaving the school building at the same time:

Finish time →	2.55pm	3.00pm	3.05pm
Monday	Year 7/8	Year 9/10	Year 11/12/13
Tuesday	Year 9/10	Year 11/12/13	Year 7/8
Wednesday	Year 11/12/13	Year 7/8	Year 9/10
Thursday	Year 7/8	Year 9/10	Year 11/12/13
Friday	Year 9/10	Year 11/12/13	Year 7/8

Break and Social Times

Students will find that break and lunch times will be a bit different. Pupils will be allowed to ask permission to go the toilet during lesson times. Break times will be a good chance for pupils to eat, drink and relax.

Our canteen will be open for food. The same food will be served in the East and West Halls. Pupils are very welcome to bring snacks/ packed lunch to eat in breaks if they prefer. All students need to remember to bring a filled water bottle, because our water fountains cannot be used at present.

There will be two breaks for students each day. One shorter break during Period 2 and one longer break during Period 4. Each Year Group will have its break times on their own and each will go to a specific place for each break.

Years 7, 8 and 9 will have their breaks on the West side. They will be in the hall if they want to be inside. If they wish to go outside they will use the top tennis courts as their playground, and can relax on the grass/ tree area at the front of school near to the West Hall.

Years 10, 11, 12 and 13 will have their breaks on the East side. They will be in the hall, and corridor area by the hall if they wish to be inside. If they wish to go outside they will go to a new playground, which is the car park next to Miss Thomas'/Mr Tristham's office.

Each Year Group will get one short break and one long break.

Short Break Timings	Long Break Timings
9.55am - 10.10am	12.20pm - 12.50pm
10.25am - 10.40am	12.50pm - 1.20pm
10.55am - 11.10am	1.20pm - 1.50pm

Bus Transport

Most things about the buses will remain the same as previous years. Buses will run on the usual routes and timetables. The majority of Oldbury Wells' students who travel by bus, do so on dedicated school transport (i.e. services that are used only to carry pupils to school). We have been given guidance from Shropshire Council about some changes to support Track & Trace and also to increase safety. The rules for school buses are not the same as rules for other public transport. Students on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt social distancing do not apply, although other rules do instead.

The New Rules for Buses

Oldbury Wells School and Shropshire Council are asking Parents to ensure their children follow our guidelines when travelling to and from school:

- ✓ Students will sit together in Year Groups with seating plans on buses. We will show you the seating plan for your bus on your first day (or before in a few cases).
- ✓ Year 7 students will be at the front of the bus and Year 13 students will be at the back.
- ✓ After the first morning students will have an allocated seat (for Track & Trace).
- ✓ All students must wear a face covering (provided by their Parents) when travelling on buses.
- ✓ Whilst travelling, students should always stay seated, avoid physical contact, face forwards and away from others, and not shout or raise their voices.
- ✓ Shropshire Council say that all students must follow these rules, and that bans will be issued if pupils refuse to follow the rules.

On the Bus Park

- ✓ Disposable masks go in the bin on the bus park.
- ✓ Cloth face masks will be placed in a plastic bag which can be sealed (there will be spare bags on the bus park for anyone who needs them).
- ✓ All students will use hand sanitiser when getting on or off the bus (before and after they have removed their face masks).
- ✓ Students who travel on the larger buses will get off on the bus park, before going to their collection point for Period 1.
- ✓ Students who travel on the smaller buses will get off in the layby and enter through the gate near East Reception, before going to their collection point for Period 1.

Departures

- ✓ At the end of school, students who travel on the larger buses will put on their face mask and board straightaway.
- ✓ Students who travel on the smaller buses will queue on the bus park in the designated area for their Year Group until their bus arrives, then put on their face mask before boarding.
- ✓ Parents are responsible for providing their child with a face mask, but spare ones will be available to enable them to board the bus for the journey home.

For further information about school travel arrangements, please contact:
Jamie White – Assistant Headteacher – jamie.white@oldburywells.com

School Uniform, PE & Safety Kit

Safety Kit

Please make sure your child brings their own tissues and personal items, such as hand sanitiser to school. The school has many hand sanitisers for pupils to use. For personal use it is recommended that pupils also carry a small bottle themselves.

School Uniform Information

The Government guidance from September is that our students should be in full school uniform, which at Oldbury Wells means a return to the usual uniform. Our Uniform Policy can be found on our website www.oldburywells.com.

Uniform Changes

There are some other kit changes that we need Parents help with please:

1. Students will be outside more than before. They will line up before every lesson outside, while their teacher gets their room and kit ready. They will therefore need to wear/ bring an outdoor coat/ waterproof everyday.
2. As students can no longer borrow items from school due to sharing restrictions, they will also need the following:
 - ✓ KS3 students need their own apron for Design Technology
 - ✓ KS4 students will need their own apron for Food Technology and Design Technology
 - ✓ All students will require their own set of mini jack (3.5mm) earphones for music and some ICT lessons. These cannot be Bluetooth.

PE Requirements

There are some quite big changes to the way PE and changing rooms need to be organised. For each student you will need the following important things that relate to hygiene and prevent spread:

- ✓ During PE lessons all students' belongings will need to be put into a big bag to put their school uniform and shoes in. This is because the PE hooks for clothing will not be in use. The bag needs to be large enough to accommodate ALL clothing/ belongings. We suggest that this is a large strong plastic bag.
- ✓ Students should bring clean PE kit.
- ✓ Black joggers and a long sleeved 'quarter zip' black top (available from our suppliers). This is because potentially there will be more outdoor PE.
- ✓ Trainers will be essential for every lesson. Unfortunately, footwear cannot be loaned out.
- ✓ Please bring additional water on days when you have PE.
- ✓ Students will need to bring their own hair clips/ bobbles and tape for any piercings. Again we can no longer share/ provide such items.

For further information about **School Uniform**, please contact:
Katharine Warner – Assistant Headteacher – katharine.warner@oldburywells.com

For further information about **PE Kit**, please contact:
Stuart Farish – Head of Department – stuart.farish@oldburywells.com

Kit for your School Bag

As the sharing/ borrowing of equipment is no longer possible, we need to ask our students to bring more of their own items to school than they would have in the past. We therefore ask students to bring the following items:

To help Parents we have made up 200 pencil cases with **ALL** of the equipment below in them. They are priced at £9. We have been able to keep the price down because we have bulk bought the items. To order your pencil case please make a payment through ParentPay, the packs will then be distributed to your child when they return to school in September. Any questions please email finance.ows@oldburywells.com

Tick the box next to each piece of equipment when you have it.

- | | | | | | |
|-------------------------|---|--------------------------|---------------------|---|--------------------------|
| • Scientific calculator |  | <input type="checkbox"/> | • Compass |  | <input type="checkbox"/> |
| • Spanish Dictionary |  | <input type="checkbox"/> | • French Dictionary |  | <input type="checkbox"/> |
| • 1 highlighter pen |  | <input type="checkbox"/> | • 2 Black pens |  | <input type="checkbox"/> |
| • 2 Green pens |  | <input type="checkbox"/> | • HB pencil |  | <input type="checkbox"/> |
| • 12 colouring pencils |  | <input type="checkbox"/> | • Pencil Sharpener |  | <input type="checkbox"/> |
| • 150mm ruler |  | <input type="checkbox"/> | • Protractor |  | <input type="checkbox"/> |
| • Pritt stick |  | <input type="checkbox"/> | • Rubber |  | <input type="checkbox"/> |
| • Wipeable pencil case |  | <input type="checkbox"/> | | | |

Support and Attendance

We are aware that some of our students may be anxious about re-engaging with school but support will be put in place to help. If you are concerned about how your child will cope with the return to school, please contact their Head of Year to discuss the support available:

Year 7	Mr C Smith	chris.smith2@oldburywells.com
Year 8	Mr J Cook	jake.cook@oldburywells.com
Year 9	Miss C Morgan	catherine.morgan@oldburywells.com
Year 10	Mr K Cook	kurt.cook@oldburywells.com
Year 11	Mr T Cowburn	terry.cowburn@oldburywells.com
Year 12/13	Mrs Bishell	april.bishell@oldburywells.com

Shropshire Council's Education Access Service will also be providing a telephone support service between 17th August and 2nd September for Parents of children who are anxious about the return to school. This service can be accessed from Monday to Friday (9am to 5pm) by calling 03456 789008.

In addition there is an Emotional Wellbeing section on the new website with a range of resources you may find useful:

<http://www.oldburywells.com/student-information/emotional-wellbeing>

Attendance

The rules on school attendance have changed over the past few months. In March, when the coronavirus (COVID-19) outbreak was increasing, the Government announced that no Parent would be penalised or sanctioned for their child's non-attendance at school. This has changed again. The most recent guidance for the full opening of schools, published by the Department for Education in July, stated:

"Now the circumstances have changed, and it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development."

Unfortunately during the pandemic, the majority of children and staff will have missed 70 days of actual school attendance. We are all very conscious of this and want to encourage the very best attendance going forward. This is so we can re-engage our pupils in school and establish learning routines back in our school.

From the beginning of the Autumn Term, the usual rules on school attendance will apply as directed by the Government, including:

- Parents' duty to secure that their child attends regularly at school.
- Schools' responsibilities to record attendance and follow up absence.
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

Self-isolation, Track & Trace and Illness

When NOT to Attend School

1. General illness

We realise that there may be occasions when your child will be too ill to attend school. Should this be the case, please call the absence line on 01746 765454 (Option 1) or email Mrs Sawyer, our Attendance Officer (karen.sawyer@oldburywells.com) to report their absence. Please do this before 8.40am on the first day of the absence and on every further day of absence that follows.

All schools will work through a system of controls, which is a set of actions they must take to prevent and respond to any cases of coronavirus (COVID-19). A key aspect of prevention is minimising contact with individuals who are unwell by ensuring that children who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

2. A Covid19 Scare / Positive Case

We have to communicate with Public Health about any cases of Covid19 in our community. Public Health will advise schools should they need to shut/ partially shut. We have a duty to communicate closely with them and to provide up to date and accurate information.

It is therefore ABSOLUTELY ESSENTIAL that all members of our school community and their families do the following:

Do **NOT** send your child to school if:

- They have any CV symptoms -
 1. TELL US BY PHONE
 2. GO AND GET A CV TEST WITHOUT DELAY
 3. SELF-ISOLATE WHILE YOU WAIT FOR THE RESULTS
 4. TELL US THE TEST RESULTS WITHOUT DELAY
 5. FOLLOW ANY HEALTH / SELF ISOLATION INSTRUCTIONS

Do **NOT** send your child to school if:

- A person in your household has any CV symptoms -
 1. TELL US BY PHONE
 2. GO AND GET A CV TEST WITHOUT DELAY
 3. SELF-ISOLATE WHILE YOU WAIT FOR THE RESULTS
 4. TELL US THE TEST RESULTS WITHOUT DELAY
 5. FOLLOW ANY HEALTH / SELF ISOLATION INSTRUCTIONS

Do **NOT** send your child to school if:

- Your household / person in it, has been asked to self-isolate due to contact with Covid19. We must all follow the rules of Track and Trace and self-isolation.
 1. TELL US BY PHONE
 2. FOLLOW THE SELF ISOLATION RULES
 3. KEEP OTHERS SAFE

For further information about school attendance and self isolation, please contact:
Jamie White – Assistant Headteacher – jamie.white@oldburywells.com

Getting Behaviour Right

As we move towards the new academic year, we are preparing everything in school to ensure that our students are best supported to re-engage with school and re-boot their learning. We recognise that having had so much time out of school, we will need to carefully work with students to get them used to new behaviours and rules and to remind them of some of our other school expectations. This is to make sure everyone returns to school safely and that we can all re-set things to return to successful in-class education.

At the start of term, we will be spending some time introducing our new systems so that everyone is clear on how the school will need to operate within the guidelines given by the Government. We know that re-establishing relationships with peers and with staff in school will be something that everyone is looking forward to, helping us all return to some normality. As always, we will be using our school systems to recognise where students go above and beyond and we will be acknowledging this with praise texts, achievement points and commendation awards.

As a result of the Government guidelines, we have amended our Behaviour Policy slightly to emphasise safety because some routines have had to change. Where there may be cases where an individual may struggle to re-engage or follow the guidelines, following the usual school approaches throughout the day, if a student still requires further support we will be using after school compulsory sessions rather than break or lunch detentions. This is because of changes to the way we work at lunch and break times with staff and student rotas.

For more information about our Rewards & Sanctions Policy email:

katharine.warner@oldburywells.com

Maps of One-Way System and Lining Up Areas

