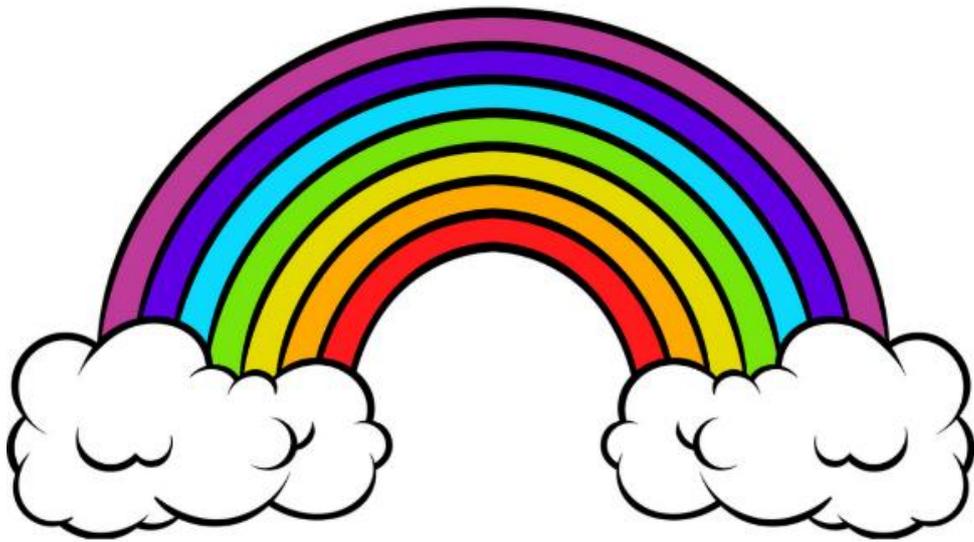


# We are Hurworth

# Welcome back!



## September Guidance information for Students and Parents/Carers

Date produced: 14<sup>th</sup> July 2020

Last updated: 27<sup>th</sup> August 2020 **Updates are highlighted**

\* Please note that this is a live document and arrangements may need to be changed based on national guidance and any specific local circumstances

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## What will school be like in September?

We are trying to make school as normal as possible for you in September but there will have to be some changes to make sure that we all stay as safe as possible whilst still being able to get back to learning. You will all have access to a **full curriculum with all of your subjects being taught by specialist teachers** but there are a few things which will be a little bit different:

- Instead of moving around the school for all of your lessons **your timetable will be limited to a few rooms and you will stay with your year group only** during the course of the school day – ***the details of the exact rooms are given on the year group pages***
- If you do have to move rooms at any point then your teachers will take you to the room you are moving to and then take you back to your 'home' room at the end of the lesson
- When you are in classrooms **you will all be sat facing the front of the classroom and won't be working in groups**; in the computing rooms you will be facing a surface (either the wall of the classroom or a PVC screen) instead of other students
- If you are in Year 7, 8 and 9 then you won't be doing practical Science, Art, D&T or Music activities in your lessons at first but you will still have practical activities in PE and Computing
- If you are in Year 10 and 11 then you won't be doing practical activities in Science or Music at first but you will still be completing practical activities in your other Option subjects
- The **structure of the school day is slightly different** so that you have extra learning time and aren't on break or lunch at the same time as too many other people
- At **breaks and lunchtimes you will have certain areas of the school grounds you are allowed to use so that only your year group will be together**
- There will be a **limited menu of food at morning break and lunchtime but you will still have a choice of what you eat**
- Whilst you will all collect your food from the canteen at lunchtime, some of you will be eating it in different venues
- There **won't be any school bells during the day** but there are clocks in every room and your teachers will also let you know what time it is!

**If you want to see how the building has been set up for your return to school then check the video on the school website**



## How will the school day be structured?

The timings of the school day are the **same at the start and end but your breaks and lunchtimes will be staggered** slightly so that there aren't too many year groups out at once. You will also have an **afternoon break but this will be for fresh air only**, the canteen won't be open.

	Form time	Period 1	Period 2 and Break		Period 3 and Lunch			Period 4 and Break			Period 5
	8.45-9.10	9.10-10.10	10.10-11.25		11.25-1.10			1.10-2.25			2.25-3.25
7	8.45-9.10	9.10-10.10	10.10-10.25	10.25-11.25	11.25-12.00	12.00-1.10	1.10-1.25	1.25-1.40	1.40-2.25	2.25-3.25	
	Form time	Period 1	Break	Period 2	Lunch	Period 3	Period 4	Break	Period 4	Period 5	
8	8.45-9.10	9.10-10.10	10.10-11.10		11.10-11.25	11.25-12.35	12.35-1.10	1.10-1.55	1.55-2.10	2.10-2.25	2.25-3.25
	Form time	Period 1	Period 2		Break	Period 3	Lunch	Period 4	Break	Period 4	Period 5
9	8.45-9.10	9.10-10.10	10.10-10.40	10.40-10.55	10.55-11.25	11.25-12.00	12.00-12.35	12.35-1.10	1.10-2.10	2.10-2.25	2.25-3.25
	Form time	Period 1	Period 2	Break	Period 2	Period 3	Lunch	Period 3	Period 4	Break	Period 5
10	8.45-9.10	9.10-10.10	10.10-10.55	10.55-11.10	11.10-11.25	11.25-12.35	12.35-1.10	1.10-1.40	1.40-1.55	1.55-2.25	2.25-3.25
	Form time	Period 1	Period 2	Break	Period 2	Period 3	Lunch	Period 4	Break	Period 4	Period 5
11	8.45-9.10	9.10-10.10	10.10-10.25	10.25-10.40	10.40-11.25	11.25-12.00	12.00-1.10	1.10-1.25	1.25-2.25	2.25-3.25	
	Form time	Period 1	Period 2	Break	Period 2	Lunch	Period 3	Break	Period 4	Period 5	

## What do I wear and what do I have to bring with me?

- You will need to come to school every day in your full winter uniform of plain black shoes/low heeled boots, black trousers, white shirt, tie and school jumper – all of the normal uniform rules apply regarding hair, jewellery and make up i.e.
- ✓ Jewellery - only one stud per ear lobe and in no other part of the ear, and one watch. No other jewellery or body piercing is permitted.
- ✓ No coloured or fake nails are permitted. Nails should be of a reasonable length
- ✓ Make up must be kept to an absolute bare minimum and must be natural looking. False eyelashes are not permitted
- ✓ Coats should be an appropriate outdoor coat - no sweatshirts, hooded tops, cardigans, tracksuit tops or coats made of denim
- ✓ Hair must be worn no shorter than a No 2 haircut anywhere on the head and extreme hair dyes/multi coloured hair is not acceptable for any student. Hair styles /eyebrows must not have any lines, patterns or symbols showing

### Shoes

<p>Plain black shoes</p>	<p>Plain black low heeled boots only</p>
<p>No metal buckles/ decoration</p>	
<p>No high heels</p>	
<p>No trainers</p>	

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### Trousers

<p>Straight leg trousers</p>	<p>No jeans</p>
<p>No decorative zips</p>	
<p>No jeggings/ leggings</p>	

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### Jewellery and Make up

<p>One small stud earring in the lobe of the ear</p>	<p>No large studs, hoops etc. No earrings in other parts of the ear or other piercings</p>
<p>Natural looking make up</p>	
<p>Not too much make up, no false lashes</p>	

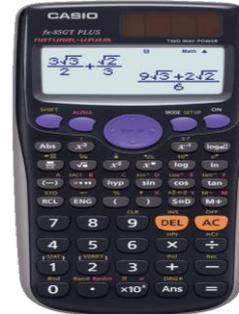
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### Hair

<p>Hair must be worn no shorter than a No 2 haircut anywhere on the head. No lines, patterns or symbols showing</p>	<p>No extreme hair dyes/dip dyes or multi coloured hair</p>
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- **On days where you have PE** you need to make sure that you have **appropriate sportswear and trainers** with you to change in to – **ideally this will be school PE kit** but you will have until Friday 18<sup>th</sup> September to get this organised in readiness for use in the week beginning the 21<sup>st</sup> September.
- You **can bring a bag** to school with you – this must be big enough to hold an A4 sized file
- You **must have your own high frequency equipment** i.e. a pen, pencil, ruler, rubber, calculator, reading book (at Key Stage 3). **The school equipment shop will not be open** so you must make sure you already have these



- You also need to bring a **full water bottle** – whilst drinks will be available to buy in the canteen at morning break and lunchtime **you can't use the water fountains** to refill them



- Any **classroom resources** you need to use **can't be shared** and they will have to be cleaned once you have finished with them
- **Mobile phones can be brought to school but you cannot keep them with you.** They will be collected by form tutors, put into a bag with your name on and then stored securely in the Main Office. You will get them back as you go out of your exit point at the end of the day – the usual sanctions will apply if you are caught with your mobile phone in school
- Following updated Department for Education although it is not mandatory, **face coverings may be worn on a voluntary basis by staff and students** in general enclosed areas of school or while transitioning between classes in corridors. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.

The process for wearing and removing face coverings is as follows: -

Children and young people must:

- \* clean their hands before and after using their face covering
- \* place any temporary face coverings they may have been wearing in a covered bin
- \* place reusable face coverings in a plastic bag that they can take home with them or store the face covering in when they are not being used

## How do I get to school?

There are 4 different ways you can come to school – **you cannot come by bike as there are no safe bike routes for you to take. In all cases when you get to school you need to go straight to your form room via your year group's entrance/exit (see year group page for details) and sanitise your hands**

### School transport

- **If you are using school transport the transport provider's policy is that children and young people aged 11 and over are required to wear a face covering when travelling on dedicated transport to the school, apart from those who are exempt.**
- **If your face covering is a single-use disposable mask then you will need to put it into the bins on the yard as soon as you get off the bus and will also need to throw out the fresh one you wear on the way home**
- **If your face covering is a reusable one you will need to bring a plastic bag which can be sealed e.g. a freezer bag with you. When you get to school you will need to take off your mask, put it into the bag and then seal it up – your face covering must stay in your bag all day and should only be put back on to get back on the bus**

### Parent/Carer drop off

- If your parent/carers is dropping you off **they need to do this outside the school and cannot drive onto the school premises**

### Public transport

- If you are travelling to and from school via the Arriva bus you will need to follow their latest guidance - at the moment this involves both **wearing a mask and adhering to social distancing guidelines**
- **You can find bus timetables and the most up to date information on their Covid-19 precautions at: <https://www.arrivabus.co.uk/north-east/places/darlington/>**

### Walking

- If you are walking to and from school you need to **try and maintain social distancing on your journey**



## What hygiene rules will I need to follow?

You will need to follow hygiene rules multiple times each day – we will have hand sanitiser available at sanitising stations around the school and in each classroom but if you want to bring your own then you can. The latest guidance for stopping the spread of covid-19 from Public Health England is:

### How can you stop coronaviruses spreading?

#### If you need to cough or sneeze



Catch it  
with a tissue



Bin it



Kill it  
by washing  
your hands with  
soap & water or  
hand sanitiser

#### You should wash hands with soap & water or hand sanitiser



After breaks  
& sport  
activities



Before  
cooking  
& eating



On arrival at  
any childcare  
or educational  
setting



After using  
the toilet



Before  
leaving  
home



Try not to touch your  
eyes, nose, and mouth  
with unwashed hands



Do not share items that come  
into contact with your mouth  
such as cups & bottles

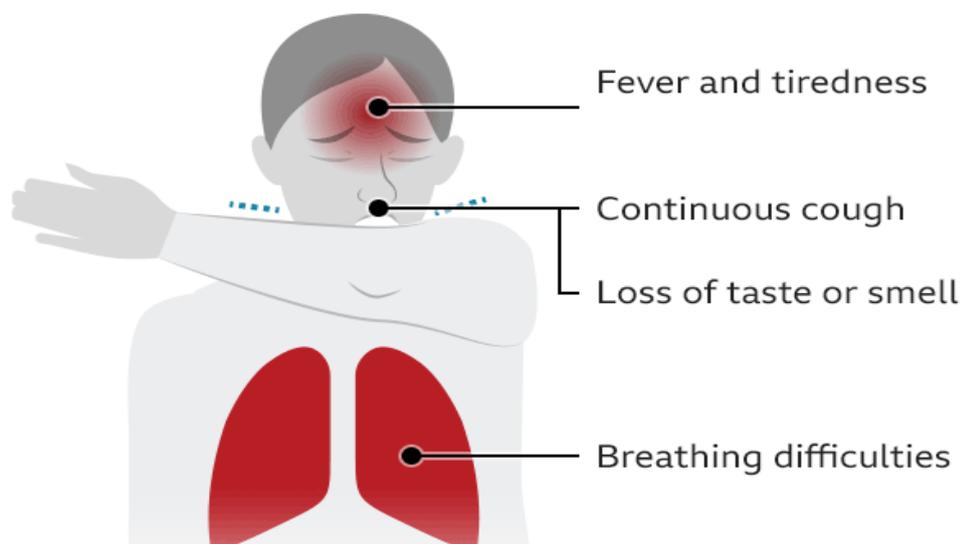


If unwell do not share items  
such as bedding, dishes,  
pencils & towels

If you have any symptoms of coronavirus then you should not come to school that day and will need to arrange to have a test before you come back. If you develop symptoms at school you will need to wait in the isolation room for your parents/carers to collect you and will then need to get tested – the staff who are supervising you in there will be wearing PPE. If your test is positive then your parents/carers must let school know by phoning us on 01325 720 424.

The school will then contact Public Health England and follow their advice regarding the next steps for other students and staff

### Coronavirus: Key symptoms



## What will happen on my first day in school and what will my first lessons be like?

**If you are in Year 7 then you will come back to school on Wednesday 2<sup>nd</sup> September**

**All other year groups will come back to school on Thursday 3<sup>rd</sup> September**

- If you are in Year 7 you will be spending the **morning of Wednesday 2<sup>nd</sup> September** completing some of the **transition activities** you didn't get to do in June and will then have normal lessons on the afternoon. **You will then be doing the same as the rest of the school on the morning of Thursday 3<sup>rd</sup> September** (see below) before again having normal lessons on the afternoon
- On **Thursday 3<sup>rd</sup> September** you will **all** spend the morning with your form tutors completing some **special getting to know you/welcome back activities** as well as **sorting out practical tasks** like getting your timetables and planners etc; you will also have an **assembly** but this will be shown to you in your form room
- There will be **more welcome back activities at different points of the first half term** some of which you will do with your tutor in registration and some of which you will do in PSHCE/SMSC lessons
- If you are **worried about coming back to school or want to talk to someone about any concerns you might have when you do get back** then your tutor and Heads of Year will tell you how to do this



- When you start going to lessons you may notice that they are a little bit different than you are used to due to the way the classrooms have to be set up – **you won't be doing group work or practicals but will still be having all of the subjects in the curriculum and will have a range of different activities to complete**
- **Don't worry if you feel like you're behind** following the time most of you had off school last year – **your teachers will account for this in the lessons you'll be doing and will make sure that you are supported to settle back in to being in school again and fill in any gaps you might have in your learning if you were unable to work at home**
- Your **timetables will be exactly the same as they would be under normal circumstances** and you **will still be set Independent Learning Tasks** (homework) **to do** just as you would be in any other school year

## Year 7 information

Welcome to Hurworth! Your transition to school hasn't been what we would normally do but don't worry you will soon settle in – in lots of ways you'll be more used to the arrangements than everyone else in the school as you are used to being in one room most of the time anyway!

All of the door labels around school for your year group have a **red** border

The specific information for your year group is:

- **On Wednesday 2<sup>nd</sup> September you will come in by the Student Entrance and then go straight to the Hall – your tutors will come and collect you from there**
- **When you come into school from Thursday 3<sup>rd</sup> September onwards you come in by the Student Entrance and then go straight to your form room:**

Form	Room	Tutor
Coverdale	13	Mr Massiter
Rosedale	16	Miss Archman
Swaledale	17	Mr White
Teesdale	15	Miss Whittaker
Weardale	14	Miss Hodgson

- After morning registration you will **stay in the same room as this is also your lesson room** – the teacher you have for your period 1 lesson will come to you and other teachers will come and teach you for all of the lessons after that
- **If you are going to a different room for a lesson wait in your form room and the class teacher will come and get you** – this will only happen for **Computing and PE**
- You **should try not to go to the toilet during lessons** but if you need to go you can – just ask your teacher and they will tell you what to do
- At break and lunchtime you are going to **use the set of toilets in your area of the school between Rooms 14 and 15** – make sure you follow the sanitising rules and remember that the toilets are not a place to hang out and meet up with friends!
- At break and lunchtime **your outside space will be the field**
- Your **lunchtime starts at 11.25** but you will **not be allowed into the canteen until ~11.35** so you can **go into your outside space before coming and lining up along the corridor starting at Room 14** – you will be **sitting in the canteen or going outside** to eat your lunch before going back to your form room for your afternoon lessons
- At the end of the school day **leave via the Student Entrance** corridor



## Year 8 information

All of the door labels around school for your year group have an **orange** border

The specific information for your year group is:

- When you come into school you come in by the **door next to the Design Hub** and then go straight to your form room:

Form	Room	Tutor
Coverdale	22	Mr Jobling
Rosedale	37	Mr Liddle
Swaledale	21	Mr Parry
Teesdale	19	Mrs Wraith/Mrs Bell
Weardale	20	Mr Sunter

- After morning registration you will **move to your lesson room** – for some of you this may be the same room:

Set	Room
8-1	21
8-2	22
8-3	37
8-4	19
8-5	20

- **If you are going to a different room for a lesson wait in your usual lesson room and the class teacher will come and get you** – this will only happen for **Computing and PE**
- You **should try not to go to the toilet during lessons** but if you need to go you can – just ask your teacher and they will tell you what to do
- At break and lunchtime you are going to **use the sets of toilets in the Main Corridor** – make sure you follow the sanitising rules and remember that the toilets are not a place to hang out and meet up with friends!
- At break and lunchtime **your outside space will be the field**
- Your **lunchtime starts at 12.40** but you will **not be allowed into the canteen until ~12.50** so you can **go into your outside space before coming into school via the Main corridor door and lining up along the glass corridor** – you will be **sitting in the canteen or going outside** to eat your lunch before going back to your lesson room for your afternoon lessons
- At the end of the school day **leave via the door next to the Design Hub**



## Year 9 information

All of the door labels around school for your year group have a **yellow** border

The specific information for your year group is:

- When you come into school you come in by the **door next to the Finance Office, walk across the Main Corridor back outside and then go into the Year 9 area using the door near the LRC.** You then go straight to your form room:

Form	Room	Tutor
Coverdale	12	Miss Walker
Rosedale	7	Miss Syson
Swaledale	10	Mr Molyneux
Teesdale	8	Mr Hailes
Weardale	9	Mrs Marsay

- After morning registration you will **move to your lesson room** – for some of you this may be the same room:

Set	Room
9-1	7
9-2	8
9-3	12
9-4	10
9-5	9

- **If you are going to a different room for a lesson wait in your usual lesson room and the class teacher will come and get you** – this will only happen for **Computing and PE**
- You **should try not to go to the toilet during lessons** but if you need to go you can – just ask your teacher and they will tell you what to do
- At break and lunchtime you are going to **use the sets of toilets between Rooms 14 and 15** – make sure you follow the sanitising rules and remember that the toilets are not a place to hang out and meet up with friends!
- At break and lunchtime **your outside space will be the field**
- Your **lunchtime starts at 12.00** and you will be **going straight to the canteen to collect your food** – you will be **sitting in the canteen or going outside** to eat your lunch before going back to your lesson room for your afternoon lessons
- At the end of the school day **leave via the door next to the LRC then walk across to the Main Corridor before leaving by the door next to the Finance Office**



## Year 10 information

All of the door labels around school for your year group have a **green** border

The specific information for your year group is:

- When you come into school you come in by the **door in Room 29 or the external doors for the appropriate rooms**. You then go straight to your form room:

Form	Room	Tutor
Coverdale	25	Mr Elliott
Rosedale	29	Mrs Wilson
Swaledale	26	Mr Botham
Teesdale	27	Ms Cramoysan
Weardale	31	Mr Gray

- After morning registration you will **move to your lesson room** – for some of you this may be the same room. Now that you are in Key Stage 4 you will be in **sets for some lessons and Options classes for other lessons**.
- **The rooms you will be using for your lessons are Rooms 25, 26, 27, 28, 29,31, 32 and the PAC and you will be given your timetable on the first day back**
- For some of your Options lessons you may be going to a different room; **if this is the case the class teacher will come and get you** – this will only happen for **Art, Computing/iMedia, D&T and PE**. You may also have times where you are going to a computer room but again your teacher will come and get you
- You **should try not to go to the toilet during lessons** but if you need to go you can – just ask your teacher and they will tell you what to do
- At break and lunchtime you are going to **use the sets of toilets in the PAC** – make sure you follow the sanitising rules and remember that the toilets are not a place to hang out and meet up with friends!
- At break and lunchtime **your outside space will be the yard**
- Your **lunchtime starts at 12.40** and you will be **going straight to the canteen to collect your food** – you will be **sitting in the Hall or going outside** to eat your lunch before going back to your lesson room for your afternoon lessons
- At the end of the school day **leave via the door in Room 29 or the external doors for the appropriate rooms**



## Year 11 information

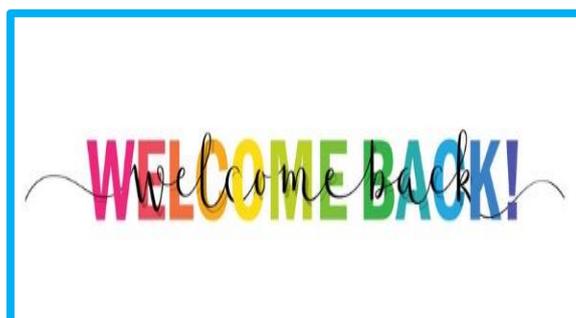
All of the door labels around school for your year group have a **blue** border

The specific information for your year group is:

- When you come into school you come in by the **doors in Labs 2, 3 or 6 or the external doors for the appropriate rooms**. You then go straight to your form room:

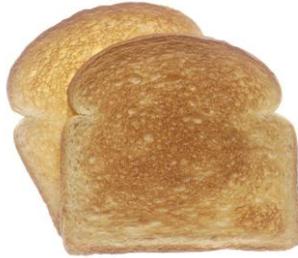
Form	Room	Tutor
Coverdale	Lab 4	Mrs Welch
Rosedale	Lab 2	Mr Douglas
Swaledale	Lab 5	Dr Wilson
Teesdale	Lab 1	Mrs Millward
Weardale	Lab 3	Mrs Jones

- After morning registration you will **move to your lesson room** – for some of you this may be the same room. You will be in sets for some lessons and Options classes for other lessons
- **The rooms you will be using for your lessons are Lab 1, Lab 2, Lab 3, Lab 4, Lab 5 and Rooms 6, 35 and 38 and you will be given your timetable on the first day back**
- For some of your Options lessons you may be going to a different room; **if this is the case the class teacher will come and get you** – this will only happen for **Art, Computing/iMedia, D&T and PE**. You may also have times where you are going to a computer room but again your teacher will come and get you
- You **should try not to go to the toilet during lessons** but if you need to go you can – just ask your teacher and they will tell you what to do
- At break and lunchtime you are going to **use the sets of toilets in the Main Corridor** – make sure you follow the sanitising rules and remember that the toilets are not a place to hang out and meet up with friends!
- At break and lunchtime **your outside space will be the yard**
- Your **lunchtime starts at 11.25** and you will be **going straight to the canteen to collect your food** – you will be **sitting in the Hall or going outside** to eat your lunch before going back to your lesson room for your afternoon lessons
- At the end of the school day **leave via the doors in Labs 2, 3 or 6 or the external doors for the appropriate rooms**
- **There will be no lunchtime or after school classes when we first come back to school but we will keep this under review**



## What will the food be like?

- You will still be able to **get your food from the canteen but there won't be as much choice as you are used to**
- At **break time** there will be a choice of pizza slice, toast, bacon roll and cold drinks



- At **lunch time** you will have a choice of pre-packed sandwiches/wraps (the Deli bar will be closed), pasta, paninis and chicken burgers as well as fruit, cakes, biscuits and cold drinks



- **Vegetarian, vegan and gluten free options will be available too and all allergens will continue to be shown on the packaging**
- **If you bring a packed lunch you can still do this but it must be brought in a disposable bag which can be thrown away afterwards**
- **You will not need to collect a tray and you will all be able to take your food outside to eat if you want to but you must put all of your rubbish in the bin!**



## What will happen if I need First Aid or have other medical needs?

- If you have an accident and need First Aid then you can still get this by **going to the Main Office** or by letting your teacher know but the **First Aider who carries out a consultation with you will be wearing PPE** i.e. disposable gloves, an apron and a mask. This will also be the case if you have any intimate care needs that you need support from staff with



- If you have **regular medication which you need to take** then again you will still be able to access this by **going to the Main Office** but the staff who give you this will follow **social distancing procedures unless it is an emergency situation** e.g. you need your epi-pen
- If you **need to carry an inhaler or other medical device on you** then make sure that you have these **with you at all times**

**If you have any particular medical concerns about your child then please contact school and we will be happy to discuss them with you**

## How do I visit school?

- **Wherever possible visits by parents/carers should not take place** and all contact with school should be via phone calls or emails. Head of Year information is shown in the table at the bottom of the page or you can contact us via [welfare@hurworth.swiftacademies.org.uk](mailto:welfare@hurworth.swiftacademies.org.uk) or [enquiries@hurworthschool.org.uk](mailto:enquiries@hurworthschool.org.uk)
- Where a visit to school is necessary then **all visits must be pre-arranged for a specific appointment time and will be for a set duration**
- On arrival at school you will be asked to **sanitise your hands** at the sanitising station in the Main Reception
- **If you arrive at school wearing PPE e.g. gloves or a mask then you will be asked to remove it. You will not need to wear any as we are following social distancing guidelines** however if you would feel more comfortable wearing some then you will be offered fresh gloves and masks to wear during the meeting
- The meeting **will take place in a room which allows social distancing** to operate and which **adheres to any additional guidelines in place** at the time e.g. it is well ventilated

Year group	Head of Year
Year 7	Mrs Pitchford
Year 8	Mrs Davidson
Year 9	Mr Bradnam
Year 10	Mrs Davidson

Year 11 and overall Head of Student Support	Mr Sutherland
Deputy Head of Year (all year groups)	Mrs Wright

### What will happen if we can't come back in September?

- We are **fully anticipating** that we will be open for all year groups in September but this may be affected by national guidance or local lockdowns
- If for any reason you can't come back to school in September then **you will have enhanced remote learning set for you according to the timetables below** – your work will include a mixture of PowerPoints/video clips and activities and your teachers will be available to support you with it

**Years 7, 8 and 9 – each subject will set an hours work at a time so you will have 3 hours to do per day**

Monday	Tuesday	Wednesday	Thursday	Friday
Maths Geography Art	English Science RS	Maths History DT	English Computing Music	Science Spanish PE

**Year 10 – each core subject will set an hours work at a time and Options subjects will set two hours at a time so you will have 4 hours to do per day**

Monday	Tuesday	Wednesday	Thursday	Friday
Maths English Biology Physics	English Biology  <b>Option block A</b> Unit Award Engineering Engineering Studies History Spanish Geography	Maths Chemistry  <b>Option block B</b> DT Business Studies French German History Hospitality and Catering Music RS Engineering Enterprise and Marketing	English Physics  <b>Option block C</b> IMedia DT Enterprise and Marketing Health and Social Care RS Sports Studies Geography	Maths Chemistry  <b>Option block D</b> Art Spanish Computing Hospitality and Catering Health and Social Care iMedia PE GCSE Geography

**Year 11 – each core subject will set an hours work at a time and Options subjects will set two hours at a time so you will have 4 hours to do per day**

Monday	Tuesday	Wednesday	Thursday	Friday
Maths English Biology Physics	English Biology  <b>Option block A</b> Business Studies Computing Engineering Studies Food Preparation French History RS Sports Studies Unit Award Geography	Maths Chemistry  <b>Option block B</b> Art Drama DT Engineering Geography Health and Social Care Hospitality and Catering iMedia PE GCSE	English Physics  <b>Option block C</b> Business Studies Engineering Studies German History iMedia PE GCSE Maths focus group English focus group	Maths Chemistry  <b>Option block D</b> Art DT Engineering Enterprise and Marketing Health and Social Care History Music Spanish

If you do not have access to IT equipment at home then your parents/carers will need to contact school so that we can make alternative arrangements for you.

If you are in Year 7 you will be given full instructions for how to access Teams if we have not been able to show you this before the school is closed.

