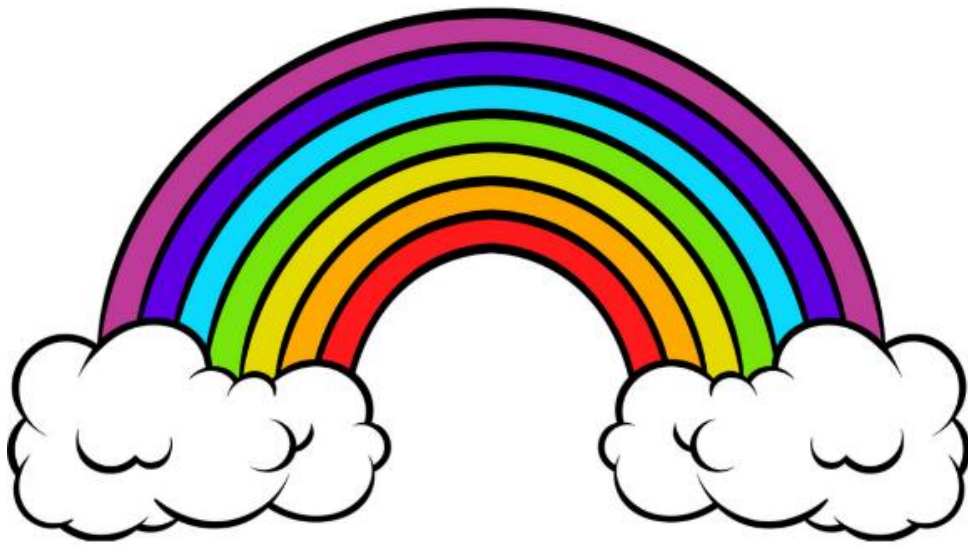


We are Hurworth

Welcome back!



2020-21 Academic year Guidance information for Students and Parents/Carers

Date produced: 14th July 2020

Last updated: 1st March 2021 **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 2020-21?

We are trying to make school as normal as possible for you 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 in labs. From January 2021 you will be able to do some Art, D&T and Music practical activities in addition to the practical activities in PE and Computing you have been doing since September
- If you are in Year 10 and 11 then you will be able to complete practical activities in all of your 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 **menu of food at morning break and lunchtime so that you 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!



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 either your full winter uniform of plain black shoes/low heeled boots, black trousers, white shirt, tie and school jumper, or you can wear your summer polo shirt instead of the white shirt— all of the normal uniform rules apply regarding hair, jewellery and make up i.e. After the Easter holidays all pupils will be required to wear the summer polo shirt.
- Year 11 pupils can continue to wear their white shirt after the Easter holidays or the summer polo shirt.
- ✓ 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



Plain black shoes

 ✓

Plain black low heeled boots only

 ✓

No metal buckles/ decoration

 ✗

No high heels

 ✗

No trainers

 ✗

10



Trousers



Straight leg trousers

 ✓

No jeans

 ✗

No decorative zips

 ✗

No jeggings/ leggings

 ✗

11



Jewellery and Make up



One small stud earring in the lobe of the ear

 ✓

No large studs, hoops etc. No earrings in other parts of the ear or other piercings

 ✗

Natural looking make up

 ✓

Not too much make up, no false lashes

 ✗

12



Hair



Hair must be worn no shorter than a No 2 haircut anywhere on the head. No lines, patterns or symbols showing

 ✓

No extreme hair dyes/dip dyes or multi coloured hair

 ✗

 ✗

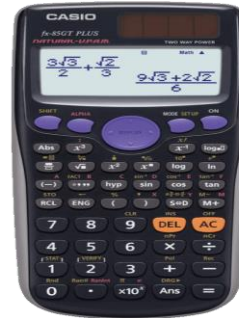
 ✗

 ✗

 ✗

13

- **On days where you have PE** you need to make sure that you have **school PE kit** to change into
- 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 only use the water fountain in the canteen** 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 face coverings must be worn in all communal areas and corridors unless you are medically exempt. From March 8th you are also required to wear face coverings in classrooms.** 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**

Building Work

- When you arrive at school you will see that there is a lot of scaffolding around the science block and the main part of the school.
- You can still access the school in the normal way and the pupil entrance is open as normal
- On a break and lunchtime the yard can still be used, however you will need to keep away from the fencing



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			You should wash hands with soap & water or hand sanitiser					
								
Catch it with a tissue	Bin it	Kill it by washing your 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

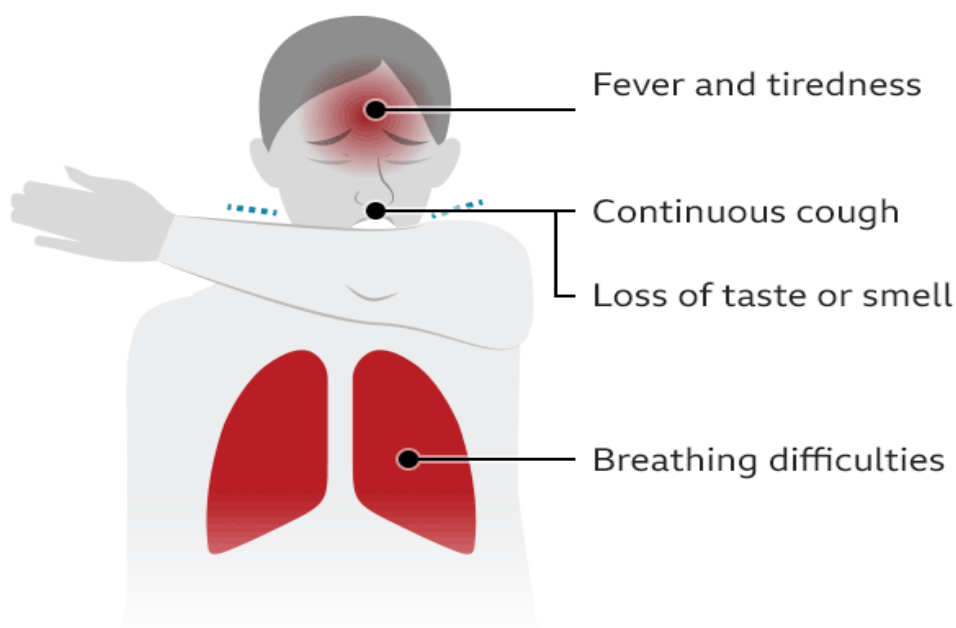
 Do not share items that come into contact with your mouth such as cups & bottles

 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



How do I access support if I need it?

- Even though we are operating a 'bubble' system at the moment this does not stop you being able to access support! You will see your **form tutors** and **Heads of Year** daily and they will always be able to advise you on what to do
- If you are worried during lessons and want to talk to someone then ask your teacher to click for you on ClassCharts and a member of staff will take you to the **welfare room where there is always someone on hand to help**
- **If you would normally have appointments with other services in school** such as Listening Post or the School Counsellor then **these will go ahead as normal** as we have social distancing in place for these appointments



- **Don't worry if you feel like you're behind** following the last few weeks of lockdown. **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

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

The specific information for your year group is:

- When you come into school **week beginning Monday 8th March onwards** you **come in by either the external door to the room (7W only) or the Room 29 door** and then go to your own form room:

Form	Room	Tutor
Coverdale	Room 27	Mr Massiter
Rosedale	Room 28	Miss Archman
Swaledale	Room 26	Mr White
Teesdale	Room 29	Miss Whittaker
Weardale	Room 31	Miss Hodgson

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

Set	Room
7-1	27
7-2	29
7-3	26
7-4	31
7-5	28

- 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 regularly for **Computing and PE** but may also happen in **Art, D&T and Music**
- 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 times** you are going to **use the set of toilets in the Office Corridor** and at **lunchtime** you are going to **use the set 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 'tennis courts' end of the yard**
- 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** **come in by either the external door to the room (7-4 only) or the Room 29 door**



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 Finance Office** and then go straight to your form room. **8C, 8R and 8S** will walk up the corridor and then straight into the room or up the stairs between Rooms 7 and 8. **8T and 8W** will walk across the corridor, go across to the door near the LRC and then up the stairs between Rooms 9 and 10:

Form	Room	Tutor
Coverdale	Room 8	Mr Jobling
Rosedale	Room 19	Mr Liddle
Swaledale	Room 7	Mr Parry
Teesdale	Room 10	Mrs Wraith/Mr Wilson
Weardale	Room 9	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	7
8-2	8
8-3	19
8-4	10
8-5	9

- 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 regularly for **Computing and PE** but may also happen in **Art, D&T and Music**
- 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 'tennis courts' end of the yard**
- 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 lining up outside and coming into school via the 'normal' student entrance and 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 Finance Office**



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 Design Hub**. You then go straight to your form room:

Form	Room	Tutor
Coverdale	Room 22	Miss Walker
Rosedale	Room 37	Miss Syson
Swaledale	Room 21	Mr Molyneux
Teesdale	Room 25	Mr Hailes
Weardale	Room 20	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	37
9-2	22
9-3	21
9-4	25
9-5	20

- 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 regularly for **Computing and PE** but may also happen in **Art, D&T and Music**
- 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 Office 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 'tennis courts' end of the yard**
- 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 Design Hub**



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 **external doors into Labs 2 or 3 or Room 6**. You then go straight to your form room:

Form	Room	Tutor
Coverdale	Lab 1	Mr Elliott
Rosedale	Lab 2	Mrs Wilson
Swaledale	Lab 4	Mr Botham
Teesdale	Lab 3	Ms Cramoysan
Weardale	Room 6	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 **Labs 1, 2, 3, 4 and 5, Rooms 6 and 38 and the MRC** 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, Music** 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 Office 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 'science end' of 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 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 **'normal' Student Entrance and then walk along the glass corridor to your form room**. You then go straight to your form room:

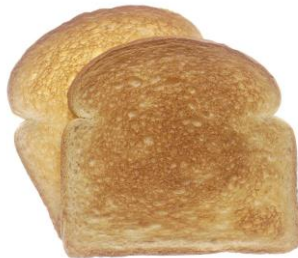
Form	Room	Tutor
Coverdale	Room 12	Mrs Welch
Rosedale	Room 14	Mr Douglas
Swaledale	Room 15	Dr Wilson
Teesdale	Room 16	Mrs Millward
Weardale	Room 17	Mrs Jones

- 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 Rooms 11, 12, 13, 14, 15, 16 and 17 and the MRC 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, Music 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 **breaks** you are going to **use the sets of toilets between Rooms 14 and 15** 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 'science end' of 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 'normal' Student Entrance**
- **There will be no lunchtime classes but after school classes will continue to operate**



What will the food be like?

- You will still be able to **get your food from the canteen but there won't be quite as much choice as you are used to** – there will still be a wide range for you to choose from though!
- At **break time** there will be a choice of pizza slice, toast, bacon roll and cold drinks **amongst other choices which also include healthy options**



- At **lunch time** you will have a choice of pre-packed sandwiches/wraps (the Deli bar will be closed), **main meals**, 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 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 in to school?

- We are currently fully open for all year groups but this may be affected by national guidance or local lockdowns
- If you need to self-isolate and are unable to attend school then you will have **enhanced remote learning set for you**
- In this situation teachers will **email work to you by 7pm the day before** you are due to have your lesson. The work will include a mixture of PowerPoints/video clips and activities and teachers will be available via email to support you with it
- You should **follow your normal daily timetable** to complete the work set. This should be **emailed back to your teachers** who will **mark the work in line with school policy and reward you using ClassCharts**
- In event of a partial closure of the school where a whole year group is isolated or a full school closure a remote learning model will be adopted.
- This will include the **use of Teams assignments to now include pre-recorded sessions / live support from staff during timetabled lesson time**. You will be rewarded via ClassCharts for all work completed.

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.

All year groups have been given full instructions for how to access Teams, however, the parent and student guide is available on our website for additional support.



Testing

- Covid-19 testing will be available for anyone who wants to have one.
- If you are being tested, you will have 3 tests in school which will be spread 3-5 days apart so that we can show you how to swab properly. Do not worry this doesn't hurt, it just might feel a little uncomfortable. There will be plenty of staff to help you.
- After you have had 3 tests in school you will be given home testing kits so t=you can test yourself at home twice a week. This will not be until the week beginning 15th March,
- Whilst being tested is recommended it is not compulsory. You do not have to have had a test to come back to school.

