

Student Guidance for Returning to School in September

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Welcome Back!

We are really looking forward to welcoming all students back in September. School has not been the same without you all here!

In order to comply with all the rules that the government has put in place for schools, we have had to make a lot of changes and your daily routines in school will be very different from what you have been used to. Whilst it will seem very strange to begin with, we know that you will adapt very quickly to the new systems. In this guidance booklet we have set out most of the changes so that you know what to expect. There may be new guidance from the government during the summer holiday so you will all have a briefing on your first day in school to make sure that you are up-to-date with all the things you need to know.

We will need everyone to play their part and make sure that they are following all the rules. These are in place to keep everyone safe and to enable us all to return to school. You will need to try and socially distance yourself from each other as much as possible whenever you are not seated in your classroom facing the front. Because teachers will be moving between all the year group bubbles it is especially important that you maintain a 2m distance from all of the adults in school.

Please read all this guidance carefully and check the school website just before you return to school in case there have been any updates.

Attendance

You must not enter the school if you or a member of your household is displaying symptoms of Covid-19. The NHS Guidance below must be followed.

When to self-isolate

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

For more information, read the further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 7 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.

Travel to/from School

The government advice is to avoid using public transport whenever possible. KCC have advised that capacity on public buses has been reduced to around 50% of normal due to the need to maintain 1m social distancing. On dedicated school buses where 1m distancing is not required, capacity has been reduced to around 70% of normal due to only front facing seats being used and standing not permitted. A new "Returning to school using transport" section has been added to kent.gov.uk ([here](#)), to provide information about transport, guidance and the measures that have been adopted.

As it is quite possible that a student may be refused entry on to a bus if it has reached its capacity, it is important that parents discuss contingency plans with their child so that they know what to do should this happen.

Students who use the public buses for short distances, for example between school and the town centre, should consider walking instead. The reduced capacity on public buses means that space should be reserved for those travelling further afield who have no other means of travel. For example, the No.17 bus through to Etchinghill/Lyminge/Elham is the only bus for students living in these locations but is often full due to students using it to travel short distances into the town centre. Please be considerate of others when making your travel plans.

Please follow the guidance below in all cases.

Travel by Public Bus – Students should wear face coverings and comply with all instructions given to them by the bus company/driver. Students should have a small plastic bag (e.g. food zip lock bag) to place their face covering in on arrival in school. This is to both keep the face covering clean throughout the day and avoid contaminating other items in their bag.

Travel by Dedicated School Bus – students should sit within their school year group bubble as far as possible. On the FSG1 route (Lydd), FSG students will sit upstairs and HGS students will be seated downstairs. On the HGS3 route

(Brenzett), FSG students will sit in the front half of the bus and HGS students in the rear section. Students must not move seats. Students should wear face coverings and comply with all instructions given to them by the bus company/driver. Students should have a small plastic bag (e.g. food zip lock bag) to place their face covering in on arrival in school. This is to both keep the face covering clean throughout the day and avoid contaminating other items in their bag.

Crosskeys have now confirmed that they are unable to amend the timings of the drop off at school in the morning and cannot increase capacity either. Therefore, students in years 9, 11 and 13 who cannot enter school before 08.45 may wish to look at alternative transport arrangements or plan how to manage the 30-40 minute gap between arrival in Folkestone and their school start time. Other Year group bubbles will be using the four school entry gates prior to 08.40 and so we cannot accommodate students earlier than their designated arrival time.

Travel by Car – Students should be dropped off/picked up away from the school and then walk the rest of the way. Additional entrances to the school are having to be used and pavement access and visibility for some of these are not ideal. **It is essential that for the safety of our students, parents do not drop off/pick up in Coolinge Lane.**

Travel by Bicycle – If students have been allocated the main school entrance as their entrance (i.e. year 11 and year 12) then they may park their bicycle in the bike shelters as usual. Any other student intending to cycle to school must email Mrs Chapman, fchapman@folkestonegirls.kent.sch.uk, by **Friday 21st August** so that appropriate arrangements can be made for them to park their bicycle safely.

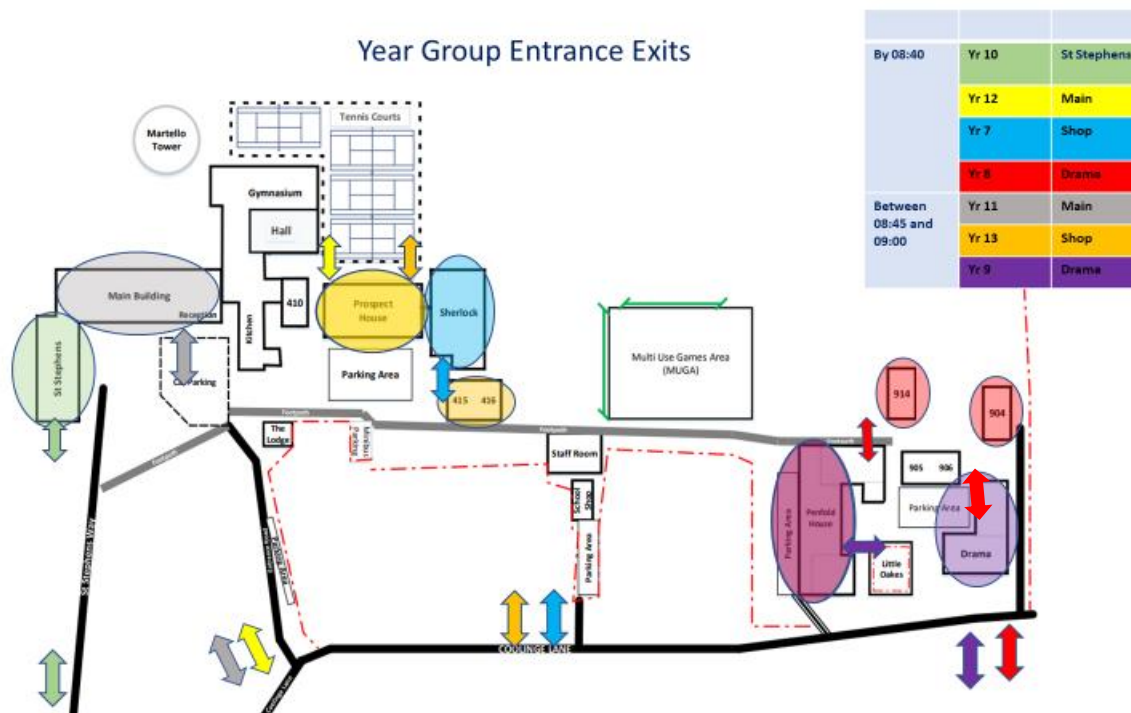
Walking into school (applies to all students irrespective of their mode of travel) – Students should avoid walking in large groups of mixed ages. They should try to keep to groups of two or three students from within their year group bubble. Students must only enter/exit the school at their designated entrance and time. Students must only cross Coolinge Lane at the crossing points supervised by a member of staff. Students must not gather outside the school entrances or on Coolinge Lane but go directly into school at their designated time via their designated entrance.

Normal Arrangements are below however please read the details regarding the first day of term carefully as there are slightly different arrangements for some year groups on the first day.

Year Group	Entrance	Time
7	School Shop	Arrive 08:40
8	Drama Gate	May arrive any time before 08.40 but must be in their form rooms by 08.40 at the latest. Depart 15:15
10	St Stephen's Gate	
12	Main School Entrance	
9	Drama Gate	Arrive 09:00
11	Main School Entrance	Must not arrive before 08.45 but must be in their period 1 class by 09.00. Depart 15:30
13	School Shop	

Entering the School Buildings

Students must enter the school buildings through their designated entrance to their year group zone. They may not use other entrances. The entrances are identified on the map below



At each building entrance there will be hand sanitiser. Students must sanitise their hands every time they enter and leave their building.

Leaving School

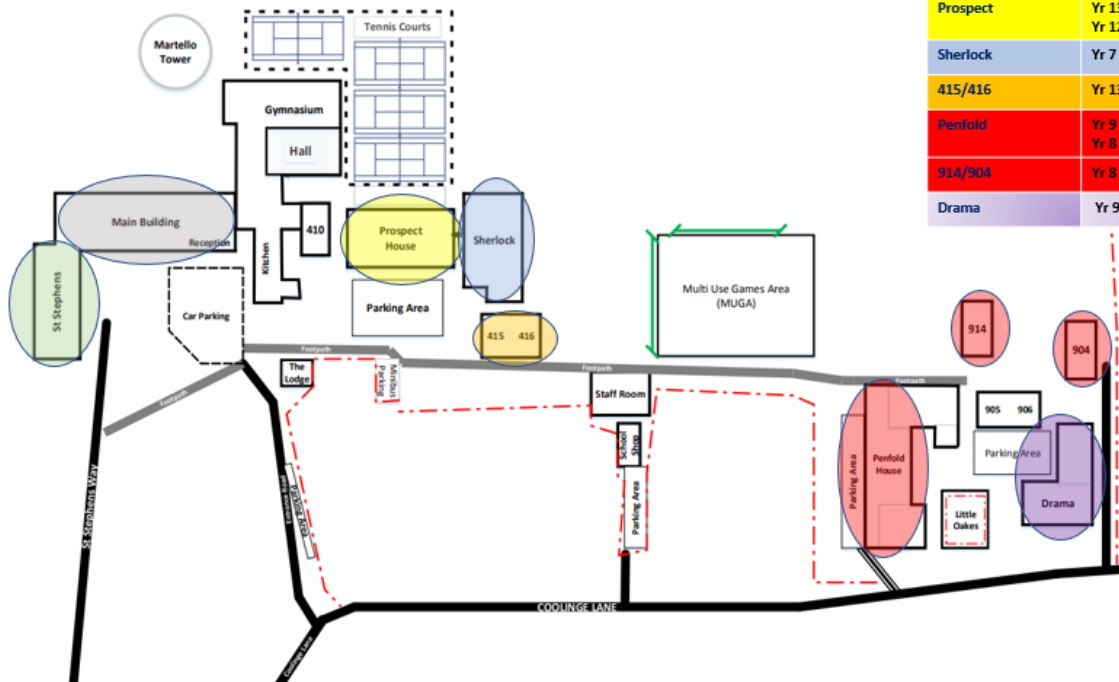
At the end of period 5, students should leave immediately through their designated entrance/exit gate. Students must not wait at entrances to meet other students – all entrances must be kept clear. Students wanting to meet siblings or parents for their travel home should agree a meeting point that is away from the school perimeter and is not in Coolinge Lane. Students should not gather in large groups in the streets and areas around school but must go straight home in groups of two or three. Students must only cross Coolinge Lane at the designated crossing points supervised by a member of staff.

Where you can go in school

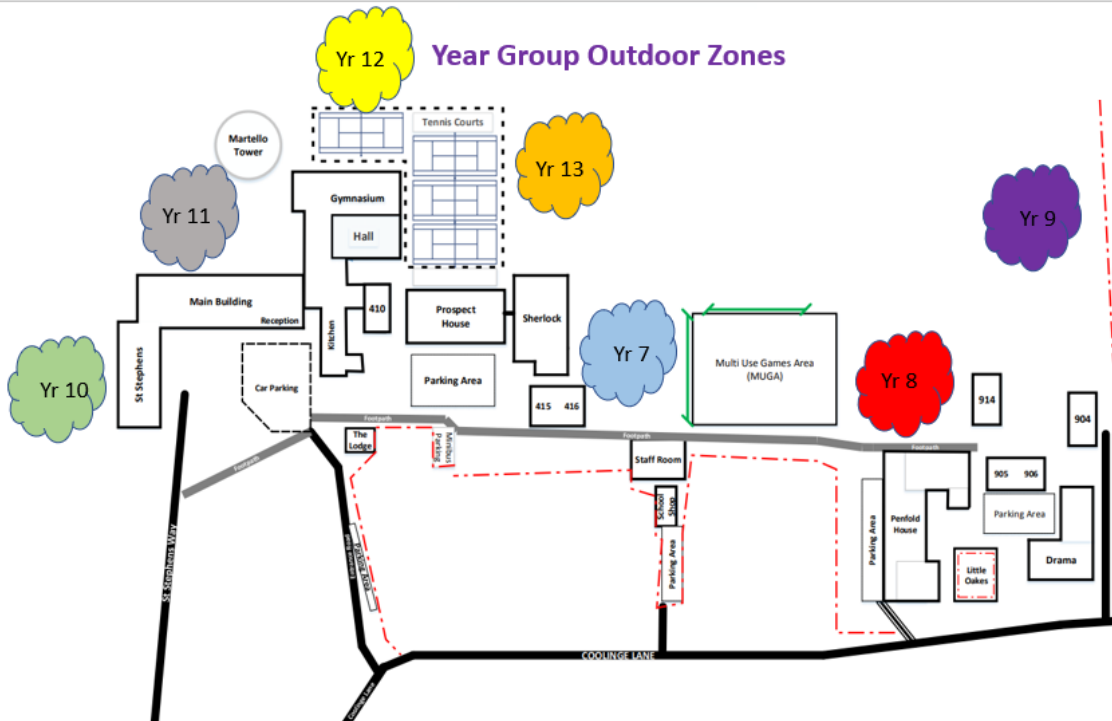
On arrival at school you must go straight to your year group zone and enter by the designated entrance. You must not go to any other zone in the school unless escorted by a member of staff and only in exceptional circumstances.

Year Group Zones

St Stephens	Yr 10
Main Building	Yr 11
Prospect	Yr 13 Upper/413 Yr 12 Lower/414
Sherlock	Yr 7
415/416	Yr 13
Penfold	Yr 9 Upper Yr 8 Ground
914/904	Yr 8
Drama	Yr 9



Year Group Outdoor Zones



School Day

	7	8	10	12		9	11	13
Entrance / Exit	Shop	Drama	St Stephens	Main Gate		Drama	Main	Shop
Before 08:40	Arrival straight to Lesson 1 Room							
08:40 - 09:00	Form Time				08:45 - 09:00	Arrival straight to Lesson 1 Room		
09:00 - 10:00	Lesson 1				09:00 - 10:00	Lesson 1		
10:00 - 11:00	Lesson 2				10:00 - 11:00	Lesson 2		
11.00 - 11.25	Break in Form Room/Outside Zone				11.00 - 11.25	Break in Form Room/Outside Zone		
11.25 - 12.25	Lesson 3				11.25 - 12.25	Lesson 3		
12.25 - 13.15	Lunch in Form Room/Outside Zone				12.25 - 12.45	Form Time		
	Canteen	905/906	Music	Canteen 12.15 collect	12.45 - 13.30	Lunch in Form Room/Outside Zone		
13.15 - 14.20	Lesson 4						905/906	Music
						13.30 - 14.20	Lesson 4	
14.20 - 15.15	Lesson 5				14.20 - 15.30	Lesson 5		

Breakfast/Break Time

The canteen will not be operating a breakfast or break time food service. Students should ensure that they have a good breakfast at home and will need to bring their own break time food and drink with them to school.

We need to minimise the number of students using the same water fountain. Therefore, students should ensure that they have their own water bottle which they fill at home and is large enough to be sufficient for their day in school. Students will be allocated a classroom for break time or they may choose to go outside to their year group outdoor zone. Students must not go into another year group zone .

Lunch Time

The canteen will be providing a reduced menu at three separate locations in the school. Students wishing to purchase lunch may only do so at their designated serving location at their designated time. Students will need to queue as directed by staff and move quickly away from the serving point as soon as they have collected their food. This will be either to the classroom they have been allocated for lunch time use or their year group outdoor zone.

Students must wash or sanitise their hands before eating.

Year Group	Food Collection Time	Serving Location
7	12.25	Canteen
8	12.25	905/906 Mobiles
9	12.45	905/906 Mobiles
10	12.25	Evelyn Glennie Music Practice Room
11	12.45	Evelyn Glennie Music Practice Room
12	12.15	Canteen
13	12.45	Canteen

Moving around the school

Students should only move around their zone within school at the usual movement times of the day. i.e. Arriving in the morning, lesson change overs, break, lunch and at the end of the day. Movement at any other time will need permission from a member of staff and movement to another area of the school will be with staff supervision in exceptional circumstances only.

Students must keep a suitable distance from each other when moving around school. Ideally 2m but not less than 1m. When it is not possible to maintain 2m distance, students must make sure that they are not face-to-face with each other.

SDL's will have a new office located in their year group zone so that students can access them when needed.

Equipment

Individual and frequently used equipment such as pencils and pens must not be shared. You should therefore make sure that you have your own pencil case with all the basic stationery equipment that you might need. This includes a calculator, ruler, protractor and compasses for maths lessons.

School equipment that needs to be shared by students will be cleaned regularly and cleaned meticulously before use by another year group. Resources that cannot be cleaned, such as paper resources, will have to be quarantined for 48 hours before being handled by somebody else. For this reason, we will be avoiding using paper-based resources as much as possible.

Uniform

All uniform rules continue as normal. We will be making sure rooms are well ventilated, windows and doors open etc and so it may be cooler in classrooms than normal. You should therefore make sure that you have a jumper as well as your blazer with you each day, even if you think it will not be cold enough to need it. Teachers may also allow coats to be kept on in the classroom when necessary.

If you have any issues with having the correct uniform, you should speak to your SDL as soon as possible on your first day back with a note from home explaining the issue. Alternatively, a parent can email your SDL in advance to explain. Your SDL will then issue you with a uniform card giving a reasonable period of time for you to resolve the issue.

Please remember the school rules regarding piercings. Only one earring per ear and no other facial piercings are allowed. Do not have additional piercings over the summer that you cannot remove for school as retainers are not permitted.

PE

Indoor PE spaces will be more difficult to allocate whilst maintaining our year group zones. You will therefore have PE outdoors for as much of the time as possible. You will therefore need additional, warmer clothing for PE as classes will only be brought inside to a classroom when the weather is very poor. There is no requirement to purchase additional school PE kit items if you have suitable navy or black tracksuit bottoms and sweatshirts. A lightweight shower proof jacket/kagool would also be recommended as you are likely to remain outside in light drizzle.

Each year group will have an allocated changing space however this may not be a proper changing room and will not be large enough for everyone to change at the same time whilst avoiding face to face contact within 2m. We are therefore expecting students to wear their PE kit to school on days that they have PE. If you wish to remain in your PE kit all day, then you are allowed to do so. You should bring some dry spare uniform/PE kit in case your clothing gets damp. If you choose to get changed after PE, then you will be required to wear a face covering whilst in the changing area. Ideally you should bring your own with you however PE staff will supply a disposable mask if required.

PPE

The updated guidance to schools from the Department for Education states

The World Health Organisation published a [statement on 21 August](#) about children and face coverings. They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”

Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.

Examples of where education leaders might decide to recommend the wearing of face coverings - for pupils and staff - in communal areas of the education setting include:

- where the layout of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises
- where on top of hygiene measures and the system of controls recommended in the full [opening guidance to schools and FE colleges and providers](#), permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college

It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on [how to put on, remove, store and dispose of face coverings](#) in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.

As we are fortunate with the size and layout of our school to have been able to implement full year group zones, our communal areas such as corridors and stairways have been designated for exclusive use by one year group bubble.

This means that we can maintain our year group bubbles both inside the classrooms and in their communal areas. Where more than one year group uses a particular area, for example the three separate canteen serveries, year group bubbles do not access these at the same time.

The school will therefore not require staff or students to wear a face covering other than in a very few specific circumstances:

- (i) On the rare occasions that students from different year groups are timetabled into the same lesson.
- (ii) Students choosing to get changed in school after PE
- (iii) Students travelling on public transport
- (iv) Where social distancing between students and staff cannot be maintained.
- (v) Where external visitors to the school meet with students or staff in small spaces. E.g. counselling sessions

Outside of these situations, we very much support individuals own personal choice. If a student or staff member wishes to wear a face covering in school, then this will be fully supported.

How to Wear a Face Covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Good Hygiene

It is important that you wash or sanitise your hands frequently and properly. You **must** do this:

- Entry and exit from the school.
- After using the toilet.
- When returning from breaks.
- Before and after eating.
- On entry and exit from each classroom/zone building.

To sanitise/wash your hands properly you should follow the steps below:



It is also important to

- Avoid touching your face
- Use tissues or the inside of your elbow when coughing or sneezing. Remember to 'catch it, bin it, kill it'.

First Aid/Medical

Feeling unwell during the day – report this to your teacher who will send you to your SDL if they think you are too poorly to remain in your lesson. During break/lunch you can go directly to your SDL. You are not allowed to leave your year group zone to go to admin or the medical room. If it is necessary for you to go to the medical room, you will be taken by a member of staff.

Minor First Aid Incidents, for example needing an ice pack or plaster – report this to your teacher who will send you to your SDL if they feel that this is appropriate. During break/lunch you can go directly to your SDL.

Serious First Aid Incidents – alert the nearest adult who will ensure that a First Aider comes to you. Remain where you are until help arrives.

Arrangements for first day back

In order to ensure that all students are properly briefed on the new arrangements there will be a more staggered start to the new term than usual.

Wednesday 2nd September – Years 7 and 12 only

Year 7 students should arrive by 08:40 and enter through the main school entrance and reception. They will meet their form and form tutor in the hall and have their briefing before going to their classroom in the new building, Sherlock.

During the day year 7 will be shown where their normal entrance and exit will be which is next to the school shop. They will then leave school at 15:15 via this gate at the end of the day. From Thursday 3rd September onwards, year 7 students should only arrive and leave via this gate.

Year 12 students should arrive no earlier than 10:15 for a 10:30 briefing in the main school hall. They should arrive via the main school gate and go directly to the hall. From Thursday 3rd September onwards, they should arrive by 08:40 via the main school entrance and go straight to their form room in Prospect. They will leave school via the main school entrance at the end of their last lesson for the day.

Both **Year 7 and Year 12** will have various transition activities throughout the day and will not commence normal lessons until after break on Thursday.

Thursday 3rd September – Years 11 and 13 start

Year 11 students should arrive no earlier than 08:45 for a 9:00 briefing in the main school hall. They should enter via the main school gate. From Friday 4th September onwards, they will arrive at the same time, no earlier than 08:45 for a 9:00 start but will go straight to their period one lesson entering via the main school gate and reception. They will leave school at 15:30 via the main school gate.

Year 13 students should arrive no earlier than 11:10 for a 11:25 briefing in the main school hall. They should arrive via the main school gate and go directly to the main school hall. From Friday 4th September onwards, they will arrive no earlier than 08:45 for a 9:00 start and will enter via the School Shop entrance going directly to their period one lesson. They will leave school at the end of their last lesson of the day via the School Shop entrance.

Thursday 3rd September

Entrance / Exit	7	8	10	12		9	11	13
	Shop			Main			Main	Shop
Before 08:40	Arrival to Form			Arrival to Form				
08:40 - 09:00					08:45 - 09:00		Arrival	
09:00 - 10:00	Form			Form	09:00 - 10:00		MSH Briefing	
10:00 - 11:00					10:00 - 11:00		Form	
11:00 - 11:25	Break			Break	11:00 - 11:25		Break	Arrival
11:25 - 12:25	Lesson 3			Lesson 3	11:25 - 12:25		Lesson 3	MSH Briefing
	Lunch			Lunch	12:25 - 12:45		Form	
12:25 - 13:15	Canteen			Canteen Collect 12.15	12:45 - 13:25		Lunch	
13:15 - 14:20	Lesson 4			Lesson 4	13:25 - 14:20		Music	Canteen
14:20 - 15:15	Lesson 5			Lesson 5	14:20 - 15:30		Lesson 4	
							Lesson 5	

Friday 4th September – Years 8, 9 and 10 start

Year 8 students should arrive by 08:40 via the Drama gate and go directly to their form room which will be located on the ground floor of Penfold or in one of the Penfold mobile classrooms. Staff at the gate will be able to direct students to the correct room for their form. Year 8 students may only enter Penfold via the main doors next to the SDL offices as year 9 will use the entrance by the gym and toilets. This will be their normal arrival arrangements every day. They will leave via the same gate at 15:15 each day.

Year 9 students should arrive no earlier than 11:10 for a 11:25 briefing in the main school hall. They should arrive via the main school gate and go directly to the main school hall. They will leave school at 15:30 via the Drama gate. From Monday 7th September onwards, they will arrive no earlier than 08:45 for a 9:00 start and will enter via the Drama Gate going directly to their period one lesson which will be upstairs in Penfold or in the Drama block. Year 9 must use the entrance to Penfold by the gym and toilets only as year 8 will use the main door by the SDL offices. They will leave school at 15:30 via the Drama gate.

Year 10 students should arrive no earlier than 13:10 for a 13:25 briefing in the main school hall. They should arrive via the main school gate and go directly to the main school hall. They will leave school at 15:30 via the St. Stephens gate. From Monday 7th September onwards, they will arrive by 08:40 and will enter via the St. Stephens Gate going directly to their form room. Year 10 must only use the entrance to St. Stephens on the music corridor. They will leave school at 15:15 via the St. Stephens gate.

Friday 4th September

Entrance / Exit	7	8	10	12		9	11	13		
	Shop	Drama	St Stephens	Main		Drama	Main	Shop		
Before 08:40	Arrival to Form			Arrival to Form						
08:40 - 09:00	Form			Form	08:45 - 09:00			Arrival to Lesson 1		
09:00 - 10.00	Lesson 1	MSH Briefing		Lesson 1	09:00 - 10.00			Lesson 1		
10:00 - 11:00	Lesson 2	Form		Lesson 2	10:00 - 11:00			Lesson 2		
11.00 - 11.25	Break in Form Room/Outside			Break	11.00 - 11.25		Arrival to hall	Break in Form Room/Outside		
11.25 - 12.25	Lesson 3			Lesson 3	11.25 - 12.25		MSH Briefing	Lesson 3		
12.25 - 13.15	Lunch			Lunch	12.25 - 12.45		Form Time			
	Canteen	905/906		Canteen	12.15 collect		12.45 - 13.25	Lunch		
13.15 - 14.20	Lesson 4			Arrival to hall	Lesson 4			905/906	Music	Canteen
				MSH Briefing			13.25 - 14.20	Lesson 4		
14.20 - 15.15	Lesson 5				14.20 - 15.30	Lesson 5				