



COVID 19 UPDATED SUPPLY TEACHER INFORMATION

Welcome to
Pudsey Grangefield School

It is important that you have read and fully understand
this document

Respect Resilience Integrity Compassion Ambition



21st Century Learning Partnership

OUR EXPECTATIONS



Pudsey Grangefield School's expectations regarding the duties and responsibilities associated with your Cover Supervisor position.

The Cover Supervisor's main job role is to manage a classroom, ensuring that the students remain on task with the work they have been set.

If you have any questions or concerns regarding these expectations, or if you require any help or assistance during your time with us, please feel free to contact **Michelle Canavan** (Cover Coordinator) on ext. 246, email m.canava01@pudseygrangefield.co.uk, or visit the HR/Finance office.

- Set clear expectations and boundaries at the beginning of the lesson.
- Present yourself as firm and fair.
- Remind students to sanitise their hands before they walk in to the lesson.
- Keep your face mask on as you walk in to the lesson. Once you are at the front of the lesson you can take your face mask off if you wish.
- Stay at the front of the classroom 2m away from students.
- Students **must** sit in the seats according to the seating plan and should not be moved. This is to ensure that students can be tracked should a positive case be confirmed.
- **NO** mobile phones (staff or students).
- **Students leaving lessons** – students are not allowed to fill water bottles at the start or during lessons, or go to the toilet (unless a genuine emergency or medical note). Any student out of lesson should be carrying their planner with a note from yourself in it.
- Never leave the pupils alone in a class, use other adults or pupils if you require something.
- Please leave the classroom tidy with all rubbish place in bins and chairs pushed under tables ready for the next lesson.
- Bring a sense of humour and a thick skin. Remember that pupils don't cope with change very well.



CHILD PROTECTION OFFICERS



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To report a concern about a child, please log it immediately on CPOMS. Visitors should obtain a 'Cause For Concern Form' from Michelle Canavan and pass it immediately to one of the Child Protection Officers above.



Teaching

Some elements of our practice will change from September. Classrooms are arranged to preserve a 2 metre distance between students and teachers. Staff will not be able to approach desks, circulate in the classroom or sit and work with individuals or small groups of pupils.

Several teaching tools will be off limits to us: card sorts, paired discussion, movement around the classroom and peer assessment where students swap work must be avoided. Throughout every lesson, it is essential that students stay in their seats and do not swap resources. They should make minimal physical contact with others.

Please see the guidance below which outlines some adaptations to practice that we can make in light of the changes to our environment and the guidance we must now follow in school.

1. The starter activity (introduction) should be accessible and challenging. The activity and feedback from it should take **no more than 10 minutes**.
2. Teachers should use **no hands up and cold call** questioning to involve the whole class during the development section of the lesson.
3. **Whiteboards and traffic light cards** should be used consistently throughout the first two phases of the lesson to increase participation and opportunities for AFL. **We are no longer able to give individual help to students at desks**, therefore establishing understanding through effective AFL is more important than ever.
4. Similarly, **modeling** (guided practice) is always important but in a situation where we cannot offer one to one assistance, **explicit modeling of methods and processes will help students to be successful and make them feel at ease**.
5. Most lessons should include **independent practice** where students are expected to **work in silence**. This period **should not exceed 25 minutes** unless students are completing an assessed piece of work.
6. Due to the difficulties with taking in exercise books, lessons should involve **well-planned self assessment** where students are able to review the learning and ascertain to what standards they have been successful.
7. As always, students should engage in **frequent low stakes testing**. Using whiteboards allows this activity to become a basis for discussion and ensures participation.

When all other strategies have been exhausted, it may be possible for one student at a time to approach the front of the class and seek help from the teacher while maintaining a suitable social distance.



Routines

It is important to recognise that some subjects will have an additional set of routines dependent on their equipment and rooming. However, the following guidance should apply across all classrooms.

1. Students will be required to sanitise their hands before they enter the classroom. **Teachers should be outside the classroom ensuring that the students comply with this expectation.**
2. Students will sit in the same seats every lesson that are allocated according to a seating plan which must be on Classcharts.
3. Whenever possible, students should keep equipment with them. The modified marking policy means students will not have to hand in exercise books. Where equipment and resources do have to be distributed, every effort should be made to prepare classrooms for the arrival of students. It is always best practice to have material on desks as they arrive.
4. Where it is not possible to give out material before the lesson begins, students may distribute resources. It is essential that students sanitize hands before giving out equipment.
5. Only one student should give out equipment.
6. ***It is essential that teachers leave enough time to complete the end of lesson routines. Packing up should start 5 minutes before the end of the lesson.*** At the end of the lesson the teacher will distribute packets of anti-bacterial wipes. Students should completely wipe their desk area and any equipment they have used. The wipes should be put in the closed-lid bin on exit from the classroom.
7. Students must be dismissed row by row. Textbooks will be placed in a box by the door on the way out of the room.
8. **Each classroom will have several packets of antibacterial wipes. Ten minutes before the end of the lesson the teacher will ask students to pass one packet of antibacterial wipes to the end of each row. One student in each row will take the packet of wipes along each row and students will remove a wipe without touching the packet. Each student will then clean their desk area and any standing equipment they have used. Procedures may be slightly different in practical areas. Teachers in practical subject areas will spend part of their first lesson training students in their subject specific systems.**
9. Whilst the students are using anti bacterial wipes, teachers will clean the staff equipment they have used such as keyboards, computer screens, remote controls and the whiteboard at the end of every lesson.
10. Teachers will ensure that front desks and surfaces are free from clutter at the end of every lesson. Any handouts or material from the previous lesson should be disposed of. **To ensure the classroom environment is kept as clean as possible, cleaning staff will be instructed to clear teachers' desks of clutter at the end of each day so please ensure you do not leave anything lying on the desk which you may need**
11. Where possible, teachers should take steps to assist air circulation. In rooms with windows, the window at the front near the teacher's desk should remain



open at all times; other windows may be opened at the teacher's discretion. Doors to classrooms should remain open unless movement in the corridor outside is likely to cause a disruption to learning.

Equipment

Some subjects may have specific equipment which they will have devised their own procedures for distributing, collecting and sanitising. However, the following guidance should apply across all classrooms.

1. The teacher should ensure that furniture is an appropriate distance from the front of the class at the start of each lesson. Interserve will regularly check distances to ensure they are maintained.
2. Students should remove equipment from their bags on entry to the lessons and store bags under chairs.
3. Equipment should be available for students to borrow. This should be placed at a convenient place in the classrooms where it can be collected by the student and returned after being cleaned at the close of the lesson.
4. Using anti bacterial wipes, teachers will clean keyboards, computer screens, remote controls and the whiteboard at the end of every lesson.

Seating plans

To minimise movement of students around the school, many KS3 classes will remain in the same room across lesson changeover. There are plans in place to provide standard seating plans for non-core subjects which will be explained on the training day. These will be shared with all teachers of these classes.

Adaptations to the behaviour policy due to coronavirus

1. General:

Staff should call for immediate **on call** in the following circumstances:

- A. If any student deliberately tries to cough or sneeze on another student.
- B. If any student deliberately tries to mix year group bubbles.
- C. If a student grabs another student, even as play-fighting e.g. getting a friend in a headlock.

Any of the above will be treated as a serious incident and will be dealt with swiftly.

If a student reports feeling unwell with Covid symptoms, including any of the following:

- a high temperature



- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- a loss or change to their sense of smell or taste – this means they've noticed they cannot smell or taste anything, or things smell or taste different to normal

Staff should request On-Call support and the student will be taken for medical support.

2. Classroom

All students need to follow the instructions given out by teachers quickly and consistently. Please note the following:

No use of responsibility cards in lessons: to minimise teacher student close interaction we will not use responsibility cards in a lesson (they will still be used at social times)

More use of Classcharts in a lesson: for missing equipment, late to lesson, and chewing.

Students must sit in the seat as directed by the teacher: if a student repeatedly refuses to sit where you want to sit, they should be removed.

Throwing an item across the room: A student should be removed.

Compromising student/teacher safety: Any incident which you deem to be dangerous should lead to a student being removed. This should also be communicated to the on-call member as a serious incident so it can be dealt with swiftly.

The information below is a more general reminder of how to apply our behaviour system in a classroom setting:

For low level disruption please remember to give 2 verbal warnings and then press "on call" on SIMS if a student does not alter their behaviour.

That's your first verbal warning for...

That's your second verbal warning for...

I am now removing you because...



Occasionally poor behaviour may require an instant removal (see below)

Issuing a warning	A direct removal
<p>Low level disruption, which includes</p> <ul style="list-style-type: none"> -Talking through a register -Talking without permission -Talking during silent work -Going off task -Passivity (ie not completing work / head on desk) -Not following your instructions quickly -Shouting out answers or questions in a way that causes disruption -Eating or drinking anything that is not water in a lesson (juice not permissible). -Other minor infringements that take your focus away from teaching and student learning. 	<ul style="list-style-type: none"> -Swearing or another highly offensive comment -Arguing with another pupil or member of staff -Any aggressive incidents (physical/verbal) -Not sitting in the right seat and repeatedly refusing to move -Throwing equipment (including paper/pens) -Compromising student/teacher safety in a way that is related to Coronavirus

Fire Evacuation

Students and staff should not waste time putting on a face mask if the fire alarm sounds. The focus is on evacuating the building swiftly and safely. Although we have several systems and processes in place (particularly one way systems), the immediate danger of a fire means that we will evacuate the building in the normal manner. The Fire Evacuation Plan will be updated for September to ensure that any fire marshalls are checking areas that they would normally work in where possible. The updated document will be circulated to all staff on Monday 7 September. It will not be possible to maintain social distancing in the school yard and students will line up as normal in their form groups.

As normal the Year 7 team will ensure that they are aware of the methods and expectations we have of all students regarding a fire evacuation.

We will hold a termly fire evacuation practice drill as normal.

Face masks policy

We will allow any members of staff or students who wish to wear a face mask to do so at any time. The Government recently altered the advice to schools regarding the wearing of face masks to allow schools more flexibility in deciding when face masks are appropriate. This is a direct result of the World Health Organisation altering their advice based on the latest research. Their advice is that face masks should be considered for secondary school children. We have produced a comprehensive risk assessment based on the template provided to schools by Leeds City Council.

As a result of this and the recent alteration in Government policy we will be requiring all users of the building to wear a face mask when they enter the building and also



when they are in corridors during busy times such as lesson changeover, the Street and open learning areas of the school. In addition to this there are three specific teaching areas where we will require students and staff to wear face masks. They are the ground floor computing suite (Tardis), the media teaching room and the photography teaching room. Students will not be required to wear face masks in any other classrooms or when they are outside.

Students will be allowed to remove their masks if they wish when they enter a classroom and they will also remove them when they are eating at lunchtime and break. Students should wear them when they are queuing for food at break and lunchtime. When students remove their masks they should put them in a small plastic bag and sanitise their hands. Similarly when they put their masks on they should sanitise their hands.