



# Oldbury Wells School Information Booklet

For full re-opening  
March 2021

Please note that this booklet is available on the school website alongside other useful information regarding how the school is responding to the COVID -19 pandemic.

<http://www.oldburywells.com/parent-information/covid-update>

## Contents:

- ✓ Introduction from Mr Tristham
- ✓ First Week Back
- ✓ The School Day
- ✓ Starting and Ending the Day
- ✓ Bus Transport
- ✓ School Uniform, PE and Safety Kit
- ✓ Kit for your School Bag
- ✓ School Attendance and Support
- ✓ Self-Isolation, Track & Trace, Lateral Flow Testing and Illness
- ✓ Getting Behaviour Right
- ✓ Maps of One-Way System and Lining up Areas

## Dear Students

### Re-Opening our school

Students, we know most of you have been away from school for some time now and will be looking forward to returning to some kind of normality. When you arrived back in September, we had organised many things differently, you listened carefully to what was expected and adjusted to new ways of working quickly.

For this return, all measures which had been introduced last term remain; awareness of social distancing, regular hand washing and sanitation alongside the use of face coverings all remain. The one-way system around school, the need to go to the Meet and Greet locations on the East or West playground at the start of lessons, staggered starts/ends of day and rolling breaks and lunch time for separate year groups all remain.

*The main difference for you is that until Easter, alongside wearing your face covering when you are around the school site you will now be required to wear one in all lessons. This follows advice given by the Government who want to ensure that every measure is made to keep everyone safe on return to school, the situation will be reviewed at Easter.*

This booklet reminds you about the things that had been introduced, please read it carefully with your parents/carers so that you can get prepared and organised too.

### Rebooting your education

You have been given work to do at home via Satchel One and supported by staff via live lessons. You have done really well with this and we have been amazed by how well you have kept up and worked independently. For students in Key Stage 4 and Sixth Form - your teachers have been able to keep your courses going and we are now planning what your lessons will look like over the weeks ahead now we know that schools will be asked to submit Teacher Assessed Grades (TAG's) for your final grades based on the work and any assessments you complete in school.

We know that it is possible that at some point moving forward things might be unsettled again; we know we may be asked to close the school for a year group bubble. Remember, it is important that you follow the advice given to protect yourselves and ensure that everyone remains safe in school.

### Re-engaging if you've got behind

A few of you in each year group have found learning at home difficult and we are going to help you to get back into things now you're back in school. If you know you have not done so well or you have got behind then don't panic! We know who needs some support and we have made plans about how to help you catch up.

### Seeing you soon

We are really looking forward to seeing you from Monday, 8<sup>th</sup> March and to re-engaging with you back in our school. Your teachers have been in and have got everything ready for you. Thank you for getting yourselves ready and we look forward to seeing you soon.

Kind regards

Mr Tristham

## Your First Week back

We want everything to go smoothly when you return. It is really important that when travelling into school you ensure you are socially distanced and we would advise that you wear your face covering (remember that if you travel on school transport it is compulsory for you to wear a face covering and sit on your previously allocated seat).

You will know that for those of you who have been given consent, you will be asked to complete a Lateral Flow Test on the first day of your return and will not return to lessons until this provides a negative result (it takes about 30 mins to process a test from the point at which it is taken). If your test returns a positive result, then you will be asked to wait in the COVID isolation room until someone from home is able to collect you.

*When you arrive on your first day you must go straight to the East Playground (with the exception of Year 7 who need to go to East Tennis Courts).*

For those students who have already been in school for their first day, they should go straight to the West playground (even if their lesson is East side); this is to give an additional level of safety to help keep groups who are in school for the first time separate from those who have already been tested.

Years 8-13 from Friday, 12<sup>th</sup> March - line-up as per your normal timetable.

On your first day you will look for your normal period 2 teacher and line up in front of where they are positioned. (Remember it is important that you have your face covering on and are social distanced). When everyone has arrived, you will be taken into the sports hall which has been set up in an exam type style which ensures you remain socially distanced.

You will then receive a quick welcome and be reminded of some key information before you start to complete your tests (these will take place in the East Gym, you will be taken in groups of approximately 12 at a time to complete these). Once complete you will return to the sports hall until the test results are returned. While in the sports hall you will be asked to complete some tasks by your head of year and we have organised some work for you to do if time allows; our aim is to get everyone back to lessons before the end of Period 2.

For those students who have not been given consent to test, you will still wait in the sports hall and return to your class with the reminder of your group once their results have arrived.

Although we are hoping that the canteen will be open for your first break time, we would advise that you bring some snacks in just in case anything is delayed and you cannot go for food at this time. We will have everyone tested by lunch time so no need to bring a packed lunch, unless this is something you would normally do.

| Date                              | First Week Arrangements  |
|-----------------------------------|--|
| Monday, 8 <sup>th</sup> March     | <b>Year 11</b> arrive at the start of the school day (go to East playground)<br><b>6<sup>th</sup> Form</b> students arrive in school for 1:00pm unless they travel on school transport, these students should report straight to the library upon arrival. |
| Tuesday, 9 <sup>th</sup> March    | <b>Year 10</b> arrive at the start of the school day (go to East playground)   |
| Wednesday, 10 <sup>th</sup> March | <b>Year 9</b> arrive at the start of the school day (go to East playground)  |
| Thursday, 11 <sup>th</sup> March  | <b>Year 8</b> arrive at the start of the school day (go to East playground)  |
| Friday, 12 <sup>th</sup> March    | <b>Year 7</b> arrive at the start of the school day (go to East Tennis Courts)   |

|                               |   |
|-------------------------------|---|
| Monday 15 <sup>th</sup> March | All Students in school<br>Period 1 is a Tutor Period so students should go to either the East or West side playground to be met by their form tutors. |
|-------------------------------|---|

*Note : Following their first day all students are classed as having returned and so continue to attend daily; attendance from their first day of return is mandatory.*

# The School Day

The school day remains changed; as we have students back in school the times for those working from home will change to be in line with the school day.

From Monday, 8<sup>th</sup> March through to the end of Thursday, 11<sup>th</sup> March work will still be set via Satchel One for those students working from home. Please note that there will be no live TEAM's element as teachers will be working to undertake lessons and support testing for those students in school.

The school day remains changed to make sure that different year groups are kept separate as much as possible (this is for Track and Trace). When pupils and staff move from one place to another, this is done carefully so that desks/kit are cleaned between use; we have therefore built in more time.

Key changes are:

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

| Timings           |  |   |
|-------------------|--|---|
| 08.20am - 08.45am | <i>Staggered arrival in school</i>             |   |
| 08.45am - 08.50am | <i>Teachers take pupils into class</i>         |   |
| 08.50am - 09.50am | <b>Period 1</b>                                |   |
| 09.55am - 10.00am | <i>Movement time</i>                           |   |
| 10.00am - 11.10am | <b>Period 2 – with break rota (15 minutes)</b> | 9:55 to 10:10      Year 9 and Year 12/13<br>10:25 to 10:40      Year 7 and Year 10<br>10:55 to 11:10      Year 8 and Year 11  |
| 11.10am - 11.15am | <i>Movement time</i>                           |   |
| 11.15am - 12.15pm | <b>Period 3</b>                                |   |
| 12.15pm - 12.20pm | <i>Movement time</i>                           |   |
| 12.20pm - 13.50pm | <b>Period 4 – with Lunch rota (30 minutes)</b> | 12:20 to 12:50      Year 7 and Year 12/13<br>12:50 to 13:20      Year 8 and Year 10<br>13:20 to 13:50      Year 9 and Year 11 |
| 13.50pm - 13.55pm | <i>Movement time</i>                           |   |
| 13.55pm - 14.55pm | <b>Period 5</b>                                |   |
| 14.55pm - 15.05pm | <i>Staggered end to school day</i>             | <i>(with buses leaving at 3.15pm)</i>   |

## Starting and Ending the Day

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

### Cars and Walking:

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

- ✓ There is a pedestrian gate for students to use at Highlands Lane. This leads onto the West side of school. Students can walk this way from the Castlefields side of town. However, students cannot walk through Castlefields School itself.
- ✓ The school can be accessed from a footpath and steps up from the bypass (although there is no parking on the bypass). Several students walk this way from Low Town and it is an easy and good alternative route by foot.
- ✓ The school can be accessed by a footbridge that goes over the bypass. This footbridge connects to Oldbury village. A few pupils get dropped off on here at present and a few already walk this way too.
- ✓ The school can be accessed by a footpath up from The Hawthorns and from the Severn Valley Railway. This leads onto the East side of school and onto the East fields. Students can walk this way from Low Town.

### When to arrive by car:

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

### Where to park:

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

### Times for walking:

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

|                   |                    |                        |
|-------------------|--------------------|------------------------|
| Year 7/8 – 8.30am | Year 9/10 – 8.35am | Year 11/12/13 – 8.40am |
|-------------------|--------------------|------------------------|

### Car transport at the end of the school day:

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

### Student finishing times:

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

| <b>Finish time</b> | <b>2.55pm</b> | <b>3.00pm</b> | <b>3.05pm</b> |
|--------------------|---------------|---------------|---------------|
| <b>Monday</b>      | Year 7/8      | Year 9/10     | Year 11/12/13 |
| <b>Tuesday</b>     | Year 9/10     | Year 11/12/13 | Year 7/8      |
| <b>Wednesday</b>   | Year 11/12/13 | Year 7/8      | Year 9/10     |
| <b>Thursday</b>    | Year 7/8      | Year 9/10     | Year 11/12/13 |
| <b>Friday</b>      | Year 9/10     | Year 11/12/13 | Year 7/8      |

## Bus Transport

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

### The new rules for buses:

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

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

### On the bus park:

- ✓ All students will use hand sanitiser when getting on or off the bus.
- ✓ Students who travel on the larger buses will get off on the bus park, before going to their collection point for Period 1.
- ✓ Students who travel on the smaller buses will get off in the layby and enter through the gate near East Reception, before going to their collection point for Period 1.

### Departures:

- ✓ At the end of school, students who travel on the larger buses will board straight away.
- ✓ Students who travel on the smaller buses will queue on the bus park in the designated area for their year group until their bus arrives.
- ✓ Remember that face coverings should be worn at all times.

For further information about school travel arrangements, please contact:  
Jamie White – Assistant Headteacher – [Jamie.White@oldburywells.com](mailto:Jamie.White@oldburywells.com)

# School Uniform, PE & Safety Kit

## Safety Kit:

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

## School Uniform Information:

The Government guidance is that our students should be in full school uniform, which at Oldbury Wells means a return to the usual uniform. Our Uniform Policy can be found on our website [www.oldburywells.com](http://www.oldburywells.com).

## Uniform Changes:

There are some other kit changes that we need parents help with please.

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

## PE Requirements:

The changes on how the PE changing rooms work remain. Each student needs the following important things that relate to hygiene and prevent spread:

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

For further information about school uniform, please contact:

Katharine Warner – Assistant Headteacher – [katharine.warner@oldburywells.com](mailto:katharine.warner@oldburywells.com)

For further information about PE kit, please contact:

Stuart Farish – Head of Department – [stuart.farish@oldburywells.com](mailto:stuart.farish@oldburywells.com)

## Kit for your School Bag

As the sharing/borrowing of equipment is not possible, we need to ask our students to bring more of their own items to school than they would have in the past. We therefore ask students to bring the following items.

To help parents we have made up 200 pencil cases with **ALL** of the equipment below in them. They are priced at £9. We have been able to keep the price down because we have bulk bought the items. To order your pencil case email: [clair.phipps@oldburywells.com](mailto:clair.phipps@oldburywells.com)

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

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

## Support and Attendance

From their identified return date, attendance in school is mandatory. For any students who are classed as Extremely Clinically Vulnerable and have written instruction from their key medical professional not to attend school, alternative arrangements will be agreed regarding provision of work and support. For other students, the Government's expectation is that all attend school.

If you are concerned about how your child will cope with the return to school, please contact their Head of Year to discuss the support available:

|            |               |  |
|------------|---------------|--|
| Year 7     | Mr C Smith    | <a href="mailto:chris.smith2@oldburywells.com">chris.smith2@oldburywells.com</a>         |
| Year 8     | Mr J Cook     | <a href="mailto:jake.cook@oldburywells.com">jake.cook@oldburywells.com</a>               |
| Year 9     | Miss C Morgan | <a href="mailto:catherine.morgan@oldburywells.com">catherine.morgan@oldburywells.com</a> |
| Year 10    | Mr K Cook     | <a href="mailto:kurt.cook@oldburywells.com">kurt.cook@oldburywells.com</a>               |
| Year 11    | Mr T Cowburn  | <a href="mailto:terry.cowburn@oldburywells.com">terry.cowburn@oldburywells.com</a>       |
| Year 12/13 | Mrs Bishell   | <a href="mailto:april.bishell@oldburywells.com">april.bishell@oldburywells.com</a>       |

## Self-isolation, Track & Trace, Lateral Flow Testing, and Illness

When NOT to attend school:

### 1. General illness

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

### 2. A Covid 19 scare/positive case

We have to communicate with Public Health about any cases of Covid-19 in our community. Public Health will advise schools on what further action to take. We have a duty to communicate closely with them and to provide up-to-date and accurate information.

**It is therefore ABSOLTELY ESSENTIAL that all members of our school community and their families do the following.**

Do **NOT** send your child to school if **they have any CV symptoms:**

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

Do **NOT** send your child to school if **a person in your household has any CV symptoms:**

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

Do **NOT** send your child to school if **your household/person in it, has been asked to self-isolate due to contact with Covid19. We must all follow the rules of Track and Trace and self-isolation:**

1. TELL US BY PHONE
2. FOLLOW THE SELF ISOLATION RULES
3. KEEP OTHERS SAFE

### 3. Lateral Flow Testing

- On their return to school, those students who have been given consent will be tested before they return to face-to-face lessons.
- Students will receive up to three tests in school, 3 to 5 days apart.
- During this time, arrangements are underway by the Government to provide all families with home testing kits. Once these arrive all testing will be undertaken at home. We will be informing parents/carers of the details regarding this once received in school.

For further information about school attendance and self-isolation, please contact:

Jamie White – Assistant Headteacher – [Jamie.White@oldburywells.com](mailto:Jamie.White@oldburywells.com)

## Getting Behaviour Right

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

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

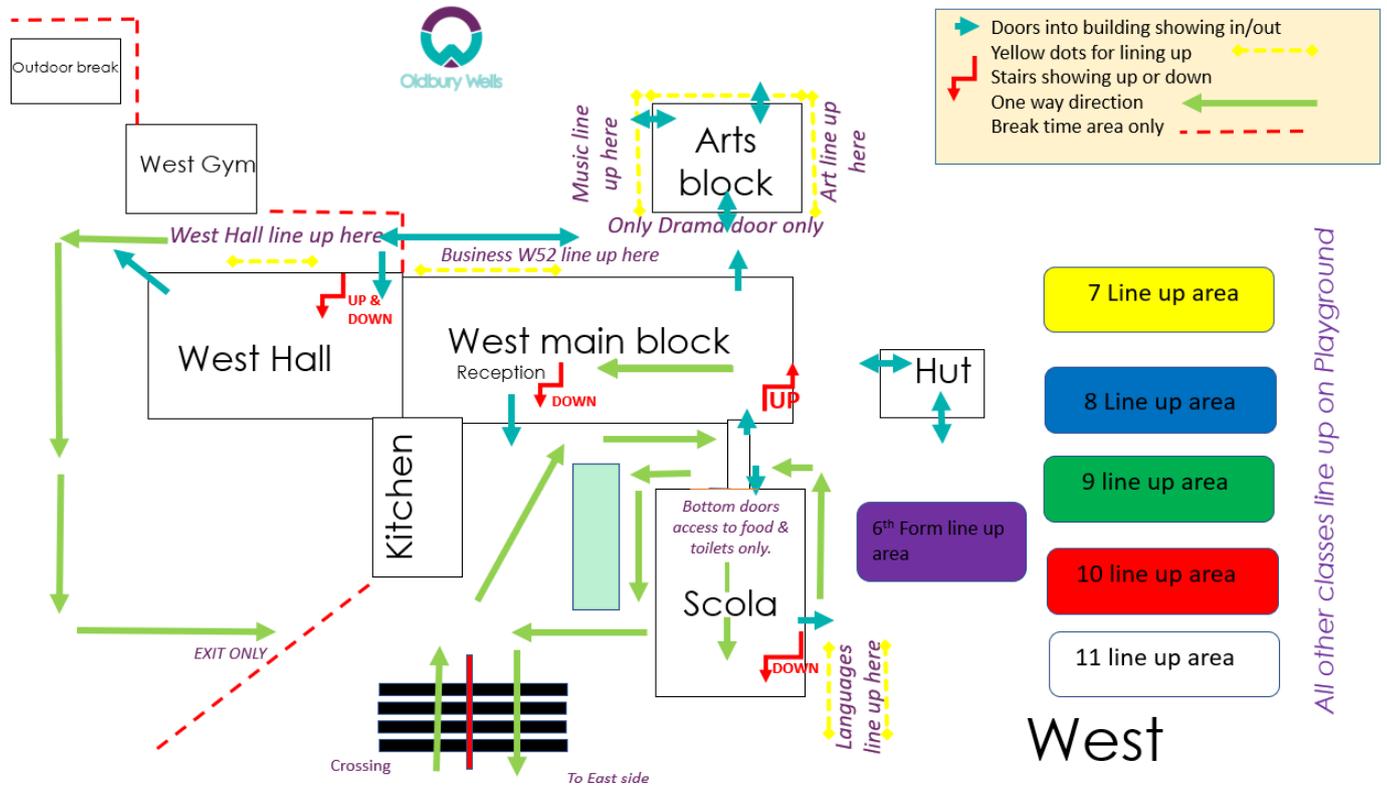
In September, as a result of the Government guidelines, we amended our Behaviour Policy slightly to emphasise safety and because some routines had to change. Where there may be cases where an individual may struggle to re-engage or follow the guidelines, after the usual school approaches have been tried,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

For more information about our Rewards & Sanctions Policy, please contact:

Katharine Warner – Assistant Headteacher – [katherine.warner@oldburywells.com](mailto:katherine.warner@oldburywells.com)

# Maps of One-Way System and Lining Up Areas

## West



## East

