



Liverpool College

Return to School – September 2020

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From the Principal - Looking Forward:

The document you have in your hand represents an extraordinary and unprecedented moment in our school's history. It can be very overwhelming to read these pages of routines and adjustments necessitated by our commitment to keep everyone as safe as possible from the coronavirus.

But this pamphlet in no way captures the enthusiasm, energy, hopes and dreams with which we are all returning to school and to learning. The routines described here are temporary and they will not prevent us from being together on this campus and embracing completely the challenges, thrills, and adventure of learning together. Indeed, in a few months, we will look upon this pamphlet as a thing of interest to the archivist of the school, a snapshot and

souvenir of a unique time, and we will be able to smile at the recollection and reflect with pride on our collective response to the challenge.

It is going to be a great year.

Mr H van Mourik Broekman
Principal

Context:

The government have made clear their commitment to ensuring that all pupils return to school full time in September. They have launched a [#backtoschoolsafely](#) campaign and the DfE is encouraging parents to visit www.gov.uk/backtoschool for information and practical guidance.

We have planned for a full return to school within the context of the constraints of measures set out in [guidance from the DfE](#).

Five core principles have underpinned our planning:

1.	A rigorous and detailed assessment of risk and the implementation of effective protective control measures are essential to minimise the risks to the safety of pupils and staff.
2.	Maintenance of the breadth of our LCA curriculum – all subjects should be maintained.
3.	Build capacity to deliver more than the LCA subjects: • wherever possible pupils should be able to engage with the activities programme in some format; • ensure flexibility to deliver additional interventions in “activity periods” where guidance does not allow certain activities to take place or there is an identified academic need that needs responding to.
4.	We must be able to deliver the curriculum remotely in the event of school closure due to local lockdown or outbreak.
5.	Time for collective and pastoral experiences needs to be included in timetable - form tutoring as well as chapel and assemblies must still take place (even if they need to be delivered remotely).

How School will Operate in September

Please note that in the current situation, all plans are subject to change in light of national or local guidance and circumstances.

A detailed **risk assessment** has provided the framework for our decision making and a copy of this can be accessed from the school website [here](#).

First Day of School:

- **Reception:** parents of pupils who are joining Reception have been informed separately of the arrangements for their child's start to the school year.
 - **Year 7 and Year 12:** begin on the **afternoon of Wednesday 2 September** with an induction session. Parents will be sent separate information about the induction afternoon.
 - **All other pupils** return on **Thursday 3 September** for a full day of school.
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A. Public Health Measures & Advice:

The safety of pupils and staff is always our top priority and the school also plays an important part in protecting the health of the wider community. We therefore have a system of controls and proportionate protective measures in place to reduce and manage the risks to pupils and staff.

Pupils **must not** attend school if:

- they or someone in their household has [coronavirus \(COVID-19\) symptoms](#) (new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)).

OR

- they are observing a 14-day quarantine, as they have returned from a country that is not in the travel corridor and subject to quarantine rules.

Absences should be reported using the usual school procedures.

If anyone develops coronavirus symptoms while in school, they will be sent home and advised to follow the public health guidance on [self-isolation](#) as well as [arranging to have a test](#) to see if they have coronavirus. Parents must inform school as soon as possible with the result of the test.

In response to any infection, the school will follow all guidance and instructions from Public Health England and the local health protection team as well as engaging with the NHS Test and Trace process.

Cleaning & Hygiene

- There will be an enhanced cleaning regime in place.
- We will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- Frequent hand washing and/or the use of hand sanitiser will be emphasised, with hand sanitiser stations increased across the College and hand sanitiser product available in each room.
- Public Health England does not currently recommend the use of face coverings in schools. There is no requirement for pupils to have a face covering in school but pupils may wear a covering while moving around the site if they wish but they cannot be worn in classrooms during lessons. Face coverings should be a plain colour with no logos or designs on them.

B. Routines:

We have made changes to our routines and operations to minimise contact between individuals and maintain social distancing wherever possible – these changes are outlined below:

I. Staggered Start and Finish Times

Primary Phase

Pre Prep

Year	Arrival Time	Finish Time	Entrance and Exit *
Reception	08:15	15:00	Pre Prep Gate
1	08:30	15:15	Pre Prep Gate
2	08:45	15:30	Pre Prep Gate

Prep School

Year	Arrival Time	Finish Time	Entrance and Exit *
3	8.30 am	3.15 pm (Mon, Weds, Fri) 4.00 pm (Tues, Thurs)	Prep Gate

4	8.15 am	3.05 pm (Mon, Weds, Fri) 3.50 pm (Tues, Thurs)	Prep Gate
5	8.30 am	3.05 pm (Mon, Weds, Fri) 3.50 pm (Tues, Thurs)	Bungalow Gate
6	8.20 am	3.15pm (Mon, Weds, Fri) 4.00 pm (Tues, Thurs)	SEND Gate

* Drop off and Pick Up: parents to queue (maintaining social distancing) at gates. Pupils will line up behind the gates and released to parents one at a time.

We are also exploring the possibility of the Ibbotson Lane gate being opened to provide a further entry and exit point.

Secondary Phase

Please note the significant change in school day timings for pupils in Years 10-13.

There are 3 gates for pupils to enter and exit by: main pedestrian entrance on North Mossley Hill Road, Dyson gates on Queens Drive by bus stop and the Queens Drive gates (opposite entrance to St Anthony of Padua). Would parents please ensure that these gates are not obstructed in any way so as to allow the free flow of pupils to and from the site.

Years 7, 8 and 9

- For pupils in Years 7-9, the school day starts at 8.25am and finishes at 3.15pm on Monday, Wednesday and Friday and at 4pm on Tuesday and Thursday.
- **Pupils should not arrive at school before 8.15am** and on arrival must go immediately to their morning registration classroom.
- The dining room will not be open for pupils to purchase food before school starts.
- Information about where pupils should go on the first day of term will be sent at a later date.

School Day Timings for Years 7-9	
Time	Activity
8.25 – 8.30am	Morning Registration
8.30 – 9.30am	Period 1
9.30 – 10.30am	Period 2
10.30 – 11.00am	BREAK
11.00 – 12.00pm	Period 3
12.00 – 1pm	LUNCH
1 – 2pm	Period 4

2 - 2.15pm	LC time
2.15 – 3.15pm	Period 5
3.15pm	End of school - Mon, Weds, Friday
3.15 – 4pm	Activities Tues and Thursday

Years 10, 11, 12 and 13

- For pupils in Years 10-13, the school day starts at **9.30am** (registration will take place during period 1) and **finishes at 4.15pm everyday** (activity periods will take place during the day).
- **Pupils should not arrive at school before 9.25am** and should go immediately to the classroom for their period 1 lesson.
- Information about where pupils should go on the first day of term will be sent at a later date.

School Day Timings for Years 10-13	
Time	Activity
9.30 – 10.30am	Period 1
10.30 – 11.00am	BREAK
11.00 – 12pm	Period 2
12 – 1pm	Period 3
1 – 2pm	LUNCH
2 - 2.15pm	LC time
2.15 – 3.15pm	Period 4
3.15 – 4.15pm	Period 5
4.15pm	End of school Monday to Friday

Parents who live a long distance from the College and have a child in Years 10-13 and also a child in the Primary Phase or Years 7-9 will be contacted directly by school to see if transportation issues mean alternative arrangements for the start time for the elder child may be necessary.

2. Travelling to and from school

Wherever possible, pupils should travel to school by walking, cycling or using private transport. If a pupils needs to use public transport, they should follow the [coronavirus \(COVID-19\): safer travel guidance for passengers](#). Please note that the wearing of face coverings on public transport is mandatory (except for children under the age of 11).

In order to minimise contact and mixing as far as possible; pupils and parents must not gather in groups at the College entrances or doors and must maintain social distancing requirements. Pupils should avoid mixing with other pupils who are not in their bubble (see information below) as much as possible.

3. Organisation of Classes and Teaching

Key Principles:

- Classes or Year groups will be kept, as far as possible, in isolation from each other. Consistent groups reduce the risk of transmission by limiting the number of pupils in contact with each other to only those within the group.¹ The pupil groups will be known as bubbles.
- To limit movement wherever possible, pupils will be taught in the same rooms. Teachers will move to the class.
- Where movement is unavoidable, pupils will follow marked one-way systems and be asked to keep away from pupils in other bubbles.
- There will be no lining up outside classrooms. If a classroom is occupied, pupils will wait outside the classroom keeping 2m away from the door (except in the science faculty where pupils will line up in a designated area).
- Furniture within classrooms will be arranged so pupils are front facing, where possible.

Primary Phase

Pre Prep

- Pupils will be taught and remain in class bubbles.

Prep School

- Pupils will be taught and remain in class bubbles.
- There will be no setting in English and Maths in Year 6.

Secondary Phase

- Year 7 and Year 8 will be taught and remain in class bubbles (mixed ability teaching in house form groups).
- In Years 7 and 8, teachers of science, art, DT, music and PE will collect pupils from their assigned rooms when practical lessons are planned and escort them to their specialist area.

¹ <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

- Year 9 will be in a year group bubble to enable targeted small group intervention as part of our LC Xponential Curriculum. Year 9 will be very broadly set across the year group to minimise movement between classes.
- Years 10 and 11 will also be in separate year group bubbles to enable all option subjects to be taught, as well as targeted small group intervention as part of our LC Xponential Curriculum. Setting of classes will be broad to minimise movement as much as possible and will be in the core subjects of Mathematics, English and Science only.
- The Sixth Form (Years 12 and 13) will be considered one bubble.
- There will be double lessons in Key Stage 4 (Y10 and 11) option subjects and across Key Stage 5 (Y12 and 13) to minimise movement and maximise learning time.

4. Lunch, Break and Catering Arrangements

The lunch service provided by our catering team will resume as normal.

Primary Phase

- Pupils will be in designated play bubbles on the field during break and lunch times.
- Pre Prep pupils will have their lunch in the Sutton Timmis Hall.
- Pupils in Year 3 will eat in the Sutton Timmis Hall.
- Years 4-6 will have their lunch in their classrooms. Pupils will pre-order their lunch option first thing in the morning.

Secondary Phase

- All house spaces will be closed to pupils. There will be designated outside areas for each bubble.
- Pupils in Years 7-9 and Sixth Form will be able to purchase food items at break time in their designated areas (the dining hall will not be in use). We are currently exploring with our caterer whether a similar break time option can be available for Years 10 and 11.
- Lunch – all pupils will remain in their bubbles:

Year	Time	Venue
7	12pm	Dining Hall (family style dining)
8	12pm	Mossley Vale Hall
9	12.30pm	Dining Hall
10	1pm*	Dining Hall
11	1.30pm*	Dining Hall
12 & 13	1pm	Sixth Form Dining Room in Godwyn House (students will not be allowed to use the main dining hall)

* We will alternate timings for Year 10 and Year 11 weekly.

5. Chapels, Assemblies and Form Time

Chapels and assemblies will be held with only one class in attendance in the primary and secondary phases. They will be recorded and shown to the rest of the cohort at a convenient time.

To allow for the smooth running of the timetable, Form time (LC) in the secondary phase will be reduced to 15 minutes.

There will be the five minute morning registration for Year 7-9, but not for Year 10 upwards, they will be registered at the start of their first lesson.

Form time arrangements are unchanged in the primary phase.

6. Behaviour Policy

The behaviour policy has been updated to reflect the new rules on hygiene and restrictions on movement within school. Pupils will face sanctions for deliberately breaking the rules.

You can access a copy of the policy from the school website [here](#).

7. Uniform and Equipment

- **Pupils are to wear normal school uniform**, as set out in the school's uniform policy.
- Pupils are allowed to bring bags in with them but items from home should be kept to a minimum. Pupils in the primary phase will be provided with a stationery pack to use in school.
- In order to minimise the amount of equipment a pupil needs to bring to school, on a day when a pupil has a PE/Games lesson, they should attend school in their PE kit and blazer or in the Prep School in full school tracksuit.
- Please note for hygiene reasons, the water fountains around the campus will not be in operation. Pupils are advised to bring in full water bottles.
- Secondary Phase: as house spaces are closed, pupils will be allowed to carry their bags around with them.

8. Attendance

The DfE guidance² makes clear that from September school attendance will be mandatory again. The usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct³

We are therefore expecting all pupils to attend school from the start of term and our usual procedures and interventions will apply in the event of school absence. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice (eg. having to self-isolate), the absence will not be penalised.

Pupils who were shielding

As per government guidance, those pupils who were on the shielding list can also return to school as normal. In the event that enhanced public health measures are introduced in the local area, we will seek advice from PHE on whether these pupils should remain in school.

For any pupil who is no longer required to shield but generally remains under the care of a specialist health professional, in line with guidance, parents may need to discuss their care with their health professional before returning to school. The DfE have signposted advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Pupils who are anxious about returning to school

We also understand that some pupils and parents may be reluctant or anxious about returning to school, for example if they live with someone who is clinically vulnerable or are concerned about a comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.⁴

The information in this document and our [risk assessment](#) sets out the protective measures we have put in place to reduce the risk in school. If after reading this information you or your child still have concerns or further questions, please contact the relevant member of staff below with your queries before the start of term:

² <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

³ As above

⁴ As above

- Pre Prep pupil (R-Y2) – Mrs Gannon ggannon@liverpoolcollege.org.uk
- Prep School pupil (Y3-6) – Mrs Pease apease@liverpoolcollege.org.uk
- Senior School pupil (Y7-11) – Mr Fox afox@liverpoolcollege.org.uk
- Sixth Form student (Y12-13) – Mr Griffith – ngriffith@liverpoolcollege.org.uk

9. Breakfast and After School Clubs (Primary Phase)

Parents who have registered for breakfast and after school club provision will receive separate information about the arrangements for these.

10. Visitors to the School Site

The school site remains closed to visitors.

Parents will not be able to enter the site except for any designated areas or by appointment. Parents dropping off items for pupils, should contact the relevant school office when they arrive at the entrance gate and a member of staff will come out to them to take delivery of the item.

No one should attend the school site if they or someone in their household has coronavirus (COVID-19) symptoms or they are observing a 14-day quarantine, as they have returned from a country that is not in the travel corridor and subject to quarantine rules.

C. Curriculum and Learning:

1. LC Xponential Curriculum (LCX)

As we return to school, our intention is to ensure that every pupil can continue to access the same broad and challenging curriculum and that we make sure that we take every opportunity to enthuse, inspire, and expand the ambitions of our pupils.

We refer to our “regular” curriculum as LCA+. In September we will be following a new temporary curriculum called **LC Xponential (LCX)**. This curriculum includes the full suite of subjects in all phases of the school as well as, where necessary, additional activities, material and support to make sure we see exponential increases in engagement and learning after our time away from school.

The LC Xponential curriculum launches on the first day of term and pupils should expect an acceleration in our already high standards and work rate. Pupils that miss a lesson for whatever reason will be expected to complete the work missed.

Our LC Xponential curriculum includes not only the curriculum taught during lesson time but also small group and 121 targeted interventions to ensure all pupils make rapid gains in their learning after our time away from school.

The timetable for all year groups will include a number of X periods which give staff the flexibility to use the time for intervention, remote learning or activities dependent on the need.

Sport and games, including sport on Saturday will continue, in line with guidance from the relevant sport's governing body. More information will be provided to parents and pupils in due course.

2. Supporting Pupils

In addition to academic interventions to support engagement with learning, we recognise that all pupils will need support to “reacclimatise” and adjust to being back full time in a school environment. Pupils will also need to adapt to the changes in school life that we have had to introduce (eg. the changes in daily routines and the strict social distancing and hygiene measures).

Time will be dedicated at the start of term to supporting pupils in making these adjustments. Form tutors and senior leaders will explain in detail to pupils the temporary changes in routines and curriculum we have had to make, our expectations of their positive engagement with these necessary changes, as well as explaining to them the reasons behind the changes. By helping pupils understand the rationale for these measures and clearly communicating that the new measures are in place for everyone's safety, we hope that pupils will swiftly adjust to this new model of school we must follow at the current time.

As part of the LCX curriculum, our NSI (PSHE) programme will also include specific materials on Covid-19 as well as covering topics such as mental health.

In addition, some pupils may require more specific individual support to engage with their learning and members of the Inclusion team will liaise with pupils, parents and teachers to tailor a package that will help individuals re-engage with their education as effectively as possible. Pupils with SEND will have their Pupil Profiles adapted and updated to help them cope with change in routines and reintegration into College life. Parents with concerns about how their child is re-engaging with school should contact their child's form tutor in the first instance.

3. Remote Learning – Maintaining and Improving our ‘Safety Net’

Our wish is to have school open all the time for all pupils. However, we must also have plans in place to ensure continuity of education for our pupils in the event of a local lockdown, school closure or year/class groups having to stay away from school.

We have put in place measures to allow the curriculum to rapidly transfer to high quality remote learning:

- Planning of the LC Xponential Curriculum includes consideration of remote platforms so that in the unfortunate event that the need arises the same curriculum can continue remotely and there is as little disruption to learning as possible.
 - The continued use of our remote learning platforms in both the primary and secondary phase for home learning tasks.
 - Subject independent study periods delivered via Show My Homework in the secondary phase so as to facilitate a rapid switch if necessary.
 - Subject areas to promote independent learning skills as part of their Xponential Curricula.
 - All staff are to receive INSET training on maximising the impact of remote learning platforms, including the enhanced use of Microsoft Teams.
 - Safeguarding practices and E-safety education for pupils refers to remote learning practices.
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